



*GEORGETOWN UNIVERSITY*

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*Division of Student Affairs*  
*Office of Student Conduct*

## CODE OF STUDENT CONDUCT

2022-2023

530 Leavey Center  
(202) 687-4056

**Judy D. Johnson**  
Director

**Victor Lopez**  
Assistant Director

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## OFFICE OF STUDENT CONDUCT MISSION STATEMENT

The Office of Student Conduct supports Georgetown University's Catholic and Jesuit educational mission by enforcing regulations designed to promote an environment in which students can develop intellectually, morally, spiritually and socially while exercising a balance of partnership and autonomy within the campus community. The mission of the Office of Student Conduct is to promote concepts of fairness and due process in conduct settings.

The Office of Student Conduct serves as a resource to the entire University community. Inherent in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student.

The Office of Student Conduct is commissioned with the task of detailing the rights and responsibilities of students, adjudicating disciplinary matters and, when necessary, imposing sanctions for violations in accordance with the Code of Student Conduct.

The University's *Ethos Statement* was written to outline the values that stand as the foundation upon which the Code of Student Conduct is supported.

## ETHOS STATEMENT

Choosing to come to Georgetown University means joining a distinctive community. As a Catholic and Jesuit University, Georgetown places special emphasis on the dignity and worth of every person and the love of truth. Membership in this community carries with it high expectations regarding the ways in which each person will act both within and beyond Healy Gates. In particular, students are expected to honor the following commitments in all their actions:

- A commitment to the highest standards of honesty and personal integrity both inside and outside the classroom.
- A commitment to treat others in a respectful manner, regardless of differences such as race, religion, nationality, ethnicity, gender, or sexual orientation.
- A commitment to open discourse and the free exchange of ideas.
- A commitment to exercise mutual care and responsibility in all relationships.
- A commitment to an active concern for the safety, security, and well-being of each individual and a respect for individual, communal and university property.

This *Ethos Statement* expresses the fundamental expectations for the character of students, faculty and staff at Georgetown University; and informs the policies and procedures inherent in the Code of Student Conduct.

## COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The Georgetown University Division of Student Affairs has detailed a [powerful commitment to diversity, equity, and inclusion](#). As partners in the Division, and consistent with our Mission and Philosophy the Office of Student Conduct affirms our shared commitment to diversity, equity, and inclusion in our Georgetown community.

In the service of this commitment, we strive to:

- Treat all students, regardless of their role in student conduct processes, with respect and an ethic of Cura Personalis;
- Maintain policies and procedures that are transparent and accessible;
- Invite feedback and proactively engage in inclusive processes with our community when creating and updating policies and procedures;
- Ensure fair and unbiased processes to adjudicate and resolve violations of the Code of Student Conduct;
- Challenge students to reflect, through meaningful and educational engagement, on how their behaviors impact others in our community, including those with different perspectives, identities, and backgrounds;
- Recruit and select hearing board members who reflect the diverse identities, perspectives, and lived experiences of our community;
- Engage in ongoing professional development related to unconscious bias and enhancing diversity, equity, and inclusion.

# CODE OF STUDENT CONDUCT

## STATEMENT OF PURPOSE

Life on the Hilltop is guided by high community standards. The Code is intended to describe the types of behaviors that conflict with University standards and explain the general procedures that may be used to ensure these values are upheld by all students. This system provides students the opportunity to respond to allegations brought against them and to offer their perspective regarding the allegations. It is designed to fit within the University's larger education system and does not function as a court of law.

Procedural issues, including the introduction and consideration of information, are handled in a manner consistent with the University's educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules of procedure are structured appropriately. The student conduct system is not a substitute for the criminal and civil courts, but it is an additional option for Complainants when the alleged violator is a Georgetown University student. For more information, please visit: <http://studentconduct.georgetown.edu/mission-and-philosophy>.

## THE OFFICE OF STUDENT CONDUCT

The Office of Student Conduct is responsible for addressing alleged misconduct of a non-academic nature, as defined by the Code of Student Conduct. Formal charges and complaints as well as any inquiries concerning the conduct system should be directed to this office. The Office of Student Conduct is located on the fifth floor of the Leavey Center. Staff in the Office can be contacted via email at [studentconduct@georgetown.edu](mailto:studentconduct@georgetown.edu) and via phone at 202-687-4056. Please see the informational box on the following page for information regarding Academic Integrity.

### **The Director for Student Conduct**

The Director is responsible for properly implementing fair conduct procedures and overseeing the administration of the student conduct system. This includes the identification of potential violations of the Code of Student Conduct, the investigation and presentation of cases on behalf of the University during Hearings, and the investigation and resolution of cases through Administrative Action. The Director may designate any other appropriate administrator to perform these duties.

### **Assistant Directors**

The Assistant Directors in the Office of Student Conduct support the work of the office, and act on behalf of the Director when designated, focusing especially on the adjudication and conduct procedures related to off-campus student conduct and sexual misconduct.

## JURISDICTION

### **Students**

The Code of Student Conduct and student conduct system applies to any individual admitted into an undergraduate, graduate, or School of Continuing Studies course or program at Georgetown University. The Code applies to any student behavior from time of enrollment through the actual awarding of a degree or withdrawal. The Law Center and School of Medicine have separate procedures for addressing behavioral issues for students enrolled in those schools.

## Off-Campus Conduct

When alleged violations of University regulations or local laws take place off-campus and come to the University's attention, the University reserves the right to take appropriate action when, in the judgment of University officials, the alleged conduct has a negative impact on the University community, the pursuit of its mission, or the broader community in which we live. This system will not, however, be utilized to settle lease agreement disputes between landlords and off-campus student tenants.

## Local Laws and Statutes

Members of the University community are also subject to all District of Columbia and any other applicable laws. Alleged violations of local laws and statutes that occur on or off-campus are also considered violations of the Code of Student Conduct and may be subject to internal University investigation, review and action in addition to any action by the proper civil authorities. Each member of the community is individually responsible for being informed of the law. Ignorance of federal or District of Columbia law will not be accepted as an excuse for prohibited conduct.

## Study Abroad

Georgetown's Code of Student Conduct and the procedures through which it is implemented apply to students studying abroad. Students should also be aware that while studying abroad they will be subject to local laws of their host country and regulations of their host institution. While it is not a sanction imposed through the Code of Student Conduct's student conduct process, committing a Code violation could change a student's status of good standing with the University and jeopardize a student's ability to participate in a study abroad program. As such, a student who plans to study abroad is advised to notify the Office of Global Education immediately of any pending conduct matter.

## Summer

The Office of Student Conduct will determine the most appropriate manner to handle alleged violations which take place after the last day of spring semester classes or before the first day of fall semester classes. During Summer Sessions, the Office of Student Conduct may resolve any student conduct incident via Administrative Action. (See [Summer Session Appeals](#) section for information about appeals during Summer Session.)

### Academic Integrity

Matters involving issues of academic integrity arising in the undergraduate schools and the School of Continuing Studies are under the jurisdiction of the University's Honor Council  
<https://honorcouncil.georgetown.edu>

In the case of graduate students, allegations of academic dishonesty are referred to the Dean of the Graduate School and handled in a manner consistent with the Graduate School's Academic Integrity process  
<https://sites.google.com/a/georgetown.edu/gsas-graduate-bulletin/vi-academic-integrity-policies-procedures>).

### Student Organizations

Student Organizations are subject to special rules. Those rules are outlined in *Student Organization Standards*, available online at  
<https://studentaffairs.georgetown.edu/policies/student-life-policies/student-organizations/>

The Center for Student Engagement is responsible for the oversight and enforcement of these standards.

Notwithstanding any actions that may be taken by CSE regarding organizational conduct, individual members of the group are subject to the Code of Student Conduct.

## DEFINITIONS OF PROHIBITED CONDUCT

The following is an overview of behaviors that conflict with the University's community standards and the typical method of resolution for each type of behavior (see also: [Resolution of Complaints](#)). It should be noted:

- Attempts to commit a violation will be deemed as serious as actually committing the act;
- When it is determined that a violation of the Code occurred at an individual's residence, all residents may be held accountable unless compelling information, as determined by the Conduct Officer, is presented during the adjudication of the case;
- Unless specifically stated within the definition of a violation, intent is not an element in determining responsibility, but it will be considered in the application of sanctions; and
- University officials may be notified of conduct violations. Such officials include, but are not limited to, academic deans, coaches and advisors of co-curricular activities.

**Consistent with community standards, the following behaviors are considered violations of the Code:**

### **1. Alcohol Policy** (*typically resolved via Administrative Action*)

Students are expected to comply with all state, local and federal laws regarding alcohol. Additionally, students will be held accountable for failure to adhere to all provisions of the University's Policies on Alcohol and other Drugs, which can be found at <https://policies.georgetown.edu/policies-on-alcohol-and-other-drugs>. (*This website also includes resources for students and community members.*)

Violations of the Alcohol Policy include:

- **Possession or consumption of alcohol:** No person who is under the legal drinking age shall possess or drink any alcoholic beverage. The legal drinking age in the District of Columbia is 21 years of age.
- **Possession or consumption of alcohol in an alcohol-free location:** Examples of such locations include, but are not limited to:
  - University-owned residential buildings officially designated as alcohol-free
  - University-owned residential space whose assigned occupants are under the legal drinking age
- **Possession or consumption of an open alcohol container in a public area:** Examples of such locations include, but are not limited to:
  - any indoor and/or outdoor community areas of the residence halls and apartment complexes
  - public areas of the campus, unless an event where alcohol is being served is officially approved by the University for that location.
  - any street, alley, park, parking lot, or in any vehicle in or upon any of those areas.

#### *Outdoor Informal Gathering Policy*

- Students of local legal drinking age residing in Henle Village, Village A, Alumni Square and LXR/Nevils may host small, informal gatherings with alcohol at the designated grilling areas. Small, informal gatherings are distinctly different than parties and must abide by the following policies:
  - This policy applies to the grilling areas in Henle Village, Village A, Alumni Square and LXR/Nevils only;
  - Informal gatherings may not exceed 15 people;



- Underage students may be present but may not consume alcohol;
- Wine and beer are permitted. No hard alcohol may be consumed in outdoor areas;
- No glass bottles, kegs or other alcohol paraphernalia are permitted in the small gathering spaces;
- Amplified sound must end at the start of quiet hours (10pm Sun-Thurs, Midnight Fri & Sat);
- Students are encouraged, but not required, to notify the RA on Duty of their plans to gather in a grilling area with alcohol;
- If outdoor gatherings become too large or too loud and disrupt surrounding apartments, they will be asked to disperse or move inside.
- **Possession of an unauthorized keg:** Kegs are permitted only in university-owned townhouses and apartments (Alumni Square, Henle Village, Nevils, and Village A) where at least one resident is of legal drinking age.
  - Kegs are prohibited in all other University-owned housing.
  - Kegs may not be stored in publicly visible exterior apartment or townhouse spaces (i.e. porches, yards, stoops).
  - Unauthorized kegs will be confiscated by the Georgetown University Police Department and will not be returned regardless of the student's age.
- **Misrepresentation of Age:** Misrepresentation of age in order to obtain alcohol or obtain entry into an establishment that requires proof of legal drinking age.
- **Provision of Alcohol:** Sale, distribution, or provision of alcoholic beverages to and/or by anyone under the legal drinking age.
- **Provision of Alcohol to Intoxicated Person:** Providing alcoholic beverages to any person, regardless of age, who is intoxicated or appears to be intoxicated.

### High-Risk Alcohol Consumption

Georgetown University considers the responsible use of alcohol a priority for the safety and well-being of its students. The University is particularly concerned with high-risk drinking behaviors, such as alcohol-related drinking games or using alcohol-related paraphernalia (e.g. beer funnels/bongs, alcohol luges, paint sticks, shot skis).

Since these high-risk behaviors are designed to encourage the rapid and/or excessive consumption of alcohol in a short period of time, they run contrary to and undermine the University's promotion of the responsible use of alcohol. As a result, and subject to the University's amnesty policy (see [Appendix D](#)), if a student is found engaging in high-risk drinking behaviors in conjunction with another violation of the Code, these behaviors **will** be deemed an aggravating factor and more significant sanctions may be assigned.

#### 2. **Arson** (*possible referral to Hearing*)

To maliciously burn, or attempt to burn, any public or private property, whether real or personal, not their own.

#### 3. **Dangerous Objects** (*possible referral to Hearing*)

The possession or use of any potentially dangerous object or weapon, including but not limited to: firearms, ammunition, fireworks or other explosives, hunting knives, swords, or sabers.

#### University Policy Prohibiting Weapons and Firearms

Georgetown University prohibits the possession of weapons on campus by any individual. See [police.georgetown.edu/weaponspolicy](https://police.georgetown.edu/weaponspolicy) for details regarding this policy.

**4. Defacement, Damage or Destruction** *(typically resolved via Administrative Action)*

Unauthorized alteration, harm, or ruin of another's property or University property.

**5. Disorderly Conduct** *(typically resolved via Administrative Action)*

Actions that disturb others and/or interfere with or could result in harm to others or the University community.

#### Disorderly Conduct: Off-Campus Noise

Off-campus noise violations are automatically considered "Disorderly Conduct," consistent with the principle that excessive off-campus noise beyond a property line is likely disturbing to others or the Georgetown community. See also [Off-Campus Noise](#).

#### Disorderly Conduct: COVID-19

Please see the [COVID-19 Related Student Conduct Policies](#) for information regarding Disorderly Conduct as it relates to COVID-19 health and safety measures.

**6. Disruption of Official University Functions** *(typically resolved via Administrative Action)*

Any action, whether on or off-campus, which disrupts or obstructs official functions of the University; including but not limited to: teaching, research, administration or any other University proceeding. (For further information, refer to the University Speech and Expression Policy at <https://studentaffairs.georgetown.edu/policies/student-organizations/speech-expression>)

**7. Drug Policy**

University policy strictly forbids the illegal/unauthorized possession, use, transfer and/or sale of drugs or controlled substances. Violations of the Drug Policy include, but are not limited to:

- **Possession/Presence** *(typically resolved via Administrative Action)*
  - Possession of drug paraphernalia
  - Possession of illegal and/or counterfeit drugs and/or controlled substance
  - Being in the presence of the use of illegal and/or counterfeit drugs and/or controlled substance
- **Use** *(typically resolved via Administrative Action)*
  - Use of drug paraphernalia
  - Use of illegal and/or counterfeit drugs and/or controlled substance
- **Manufacture, Sale, and/or Distribution** *(possible referral to Hearing)*
  - Intentional manufacture of a counterfeit or controlled substance

- Manufacture or possession of a counterfeit or controlled substance with intent to distribute
- Transfer, distribution and/or sale of a counterfeit or controlled substance

### Marijuana Laws and Policies

Initiative 71 in the District of Columbia allows for adults over 21 years old to possess and cultivate a specified amount of marijuana. However, the possession, use, and distribution of marijuana are still considered offenses under Federal Law. **As such, possession, use, manufacture, or distribution of marijuana, including medical marijuana, is prohibited under the Code of Student Conduct.**

### Sanctioning for Possession and/or Use of Marijuana

Please note that sanctions for possession, being in the presence of, and/or the use of marijuana are differentiated from the sanctions for possession, being in the presence of, and/or the use of other drugs or controlled substances. Please see the [Sanctioning Guide](#) for more details.

**8. Failure to Comply with University Official or Law Enforcement Officer** *(typically resolved via Administrative Action)*

Engaging in behavior that does not adhere to the directives of a University official or a law enforcement officer.

**9. Failure to Meet Deadlines of any Disciplinary Sanction** *(typically resolved via Administrative Action)*

Failure to satisfactorily complete disciplinary sanctions by the deadline indicated in the student's notice of decision outcome.

**10. False Testimony** *(possible referral to Hearing)*

Lying, misrepresenting facts, or giving false testimony to any University official during an investigation or adjudication of an alleged violation of a University regulation.

**11. Falsification of University Records** *(possible referral to Hearing)*

Any unauthorized alteration or forgery of any University document or documents submitted to the University for official purposes.

**12. Fire Safety**

Possession within University owned housing of items that pose a fire safety hazard. Such hazardous materials include, but are not limited to: *(typically resolved via Administrative Action)*

- Candles and/or incense
- Extension cords (only UL or Canadian approved surge protectors with internal breakers are permitted)
- Gasoline-powered vehicles, motorized engines (mopeds, motorcycles, lawnmowers)
- Grills/hibachis

- Halogen lamps/Space heaters
- Kerosene, gasoline, combustible materials
- Live cut trees

Potentially hazardous **actions**, including but not limited to the following: *(possible referral to Hearing)*

- Failure to leave a building during a fire alarm
- Intentional or reckless misuse of fire safety equipment (e.g. fire extinguishers, fire alarms, exit signs)
- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University sponsored events
- Unnecessary activation of fire alarms
- Setting fires including, but not limited to: the lighting of candles, incense and/or burning scented oils

**13. Guest Policy** *(typically resolved via Administrative Action)*

The student host is responsible for the behaviors of any individual(s) they allow access to their on-campus space or off-campus residence regardless of whether the "guest" is a fellow Georgetown student. Additionally, the student host is responsible for the behaviors of any non-Georgetown student(s) they allow access to campus. The student host is subject to disciplinary action if a guest violates University regulations because the student host:

- Failed to monitor a guest's behaviors
- Knowingly allowed a guest to commit a Code violation

The University reserves the right to remove from campus a guest who has violated University regulations. "Removal" is defined as complete separation from University grounds, facilities and services. Violators of a "removal" order are viewed as trespassers and are subject to arrest.

*Minor Guest Policy*

Georgetown University is committed to the safety of all individuals in its community. The University has particular concern for those who are potentially vulnerable, including minor children, who require special attention and protection. Students are expected to comply with the University's Minor Guest Policy. For complete information about this policy, please visit:

<https://residentialliving.georgetown.edu/policies>

**Residential Living Guest Policy**

For additional information concerning Georgetown University's guest policy, please see:  
<https://residentialliving.georgetown.edu/policies>

**14. Hall Sports Policy** *(typically resolved via Administrative Action)*

Hallways and common areas within University-owned housing may not be used for sports activities.

**15. Harassment and/or Bullying** *(possible referral to Hearing)*

Any severe, pervasive, or persistent act or conduct, whether physical, cyber/electronic, or verbal, that can reasonably be expected to inflict fear, to intimidate, to incite violence, to force someone to do something against their will or self-interest, and/or substantially interfere with an individual's ability to participate in or benefit from the University's education and/or co-curricular programs.

Harassment and/or bullying may include, but is not limited to, any act that may:

- Place an individual in reasonable fear of physical harm;
- Cause a substantial and foreseeable detrimental effect on an individual's physical or mental health;
- Create an intimidating, hostile, or offensive environment that interferes with an individual's work or academic pursuit.

### Bias-Related Incidents

An act of harassment or bullying based upon an individual's or group's actual or perceived status will be considered bias-related and will result in more significant sanctions. For more information regarding "**Bias-related**" factors, please see the [Aggravating Factors](#) section of this document.

For information related to **Sexual Harassment**, see also: [Sexual Misconduct Policies & Procedures](#).

## 16. Hazing (*possible referral to Hearing*)

An abuse of power by a member of an organization and/or group used against an individual as a condition for seeking to join, hold membership, or affiliate with the organization and/or group. An abuse of power as it relates to hazing includes, but is not limited to: unproductive, unsafe, excessive, and/or demeaning act(s) that endanger the physical, psychological, or emotional well-being of an individual.

- An abuse of power may be exercised through direct action against another or through indirect action by encouraging and/or influencing another individual to commit an act of hazing.
- A failure to address and/or report an act of hazing committed against another individual may also be considered an abuse of power and a violation of this policy.
- Neither the intent of the initiator(s) nor consent/willingness of the participant(s) will serve as factors in determining responsibility; but will be considered in the application of sanctions.

Georgetown University is committed to stopping hazing. See here for more resources:

<https://stophazing.georgetown.edu/>

### Organizations and Groups

This policy may be applicable to acts that occur in any group and/or organization, regardless of whether or not they receive access to benefits from Georgetown University.

## 17. ID Policy

Violations of this policy include, but are not limited to:

*(typically resolved via Administrative Action)*

- Failure to produce one's official University ID when requested by a University official.
- Possession of a fake driver's license or any other falsified form of identification.
- Unauthorized alteration of an identification card.
- Use of ID by anyone other than the person to whom it is issued. IDs (including a meal plan) are not transferable.

*(possible referral to Hearing)*

- Manufacture or distribution of a false Driver's License or Georgetown ID.

**18. Incivility** *(typically resolved via Administrative Action)*

Engaging in behavior, either through language or actions, which disrespects another individual, including but not limited to:

- a fellow Georgetown student, visitor and/or vendor;
- a University Official or law enforcement officer.

**19. Local Laws and Statutes** *(possible referral to Hearing)*

Alleged violations of local laws and statutes which occur on or off-campus are subject to internal University investigation, review and action in addition to any action by the proper civil authorities.

**20. Noise** *(typically resolved via Administrative Action)*

Excessive sound which infringes upon the community's right to reasonable peace and quiet is prohibited at all times.

For off-campus incidents, if sound can be heard beyond a property line, it is probably too noisy and disturbing to the community, depending on the time and the nature of the activity generating the sound. Excessive noise off-campus is automatically considered "Disorderly Conduct" (see also: policy on [Disorderly Conduct](#)).

While students are expected to be mindful of their noise levels at all times during the day, students are expected to be especially quiet during the following "Quiet Hours:"

- **On-campus:** Between the hours of 10:00 P.M. and 9:00 A.M. on nights preceding undergraduate classes and between the hours of 12:00 A.M. and 9:00 A.M. on Friday and Saturday. During final examination periods, "Quiet Hours" are in effect 24 hours a day.
- **Off-Campus:** Between the hours of 10:00 P.M. and 7:00 A.M. on all nights of the week.

**21. Objects from Building** *(typically resolved via Administrative Action)*

Throwing and/or intentionally causing to fall from an elevated location, including but not limited to a window, rooftop or balcony, any object that could cause physical harm or damage to property.

**22. Off-Campus Local Address** *(typically resolved via Off-Campus Citation or Administrative Action)*

All students living in non-University owned properties are required to provide the University with their local off-campus address, through MyAccess. Failure to do so is a violation of the Code.

**23. Off-Campus Orientation** (*typically resolved via Off-Campus Citation or Administrative Action*)

Undergraduate students living in non-University owned properties are required to attend an annual orientation for off-campus students coordinated by the Office of Neighborhood Life. To complete orientation, off-campus students must attend an orientation session conducted by the Office of Neighborhood Life.

**24. Off-Campus Property Maintenance** (*typically resolved via Off-Campus Citation or Administrative Action*)

Students who live off-campus in the District of Columbia are expected to properly maintain their property's yard, walkway, and surrounding sidewalk and comply with city regulations regarding property maintenance. Violations of this policy may include, but are not limited to:

- Allowing grass and weeds on or around your property to grow more than 8 inches in height;
- Failing to clear snow and/or ice from the sidewalks, handicap ramps, and steps around your property within the first eight (8) daylight hours after snow, sleet, or ice stops falling.

**25. Parking Policy** (*typically resolved via Off-Campus Citation or Administrative Action*)

Undergraduate students are prohibited from parking vehicles on campus and/or on residential streets in Georgetown, Burleith, and/or Foxhall.

**26. Party Hosting Policy** (*typically resolved via Administrative Action*)

Gatherings of 12 or more are not permitted in any University-owned residence, except as set forth below. Prior to hosting their first gathering of 12 or more guests in a University owned apartment/townhouse (Alumni Square, Henle, Nevils, Residential Academy, Village A, Village A rooftops) at which alcohol is present (a "Party"), students must participate in an ["I Know How to Party"](#) training session.

In addition, a Party must follow the following rules:

- Parties may occur in University-owned apartments and townhouses where at least one of the assigned students is at least 21 years old.
  - At least two residents of the apartment/townhouse must be present for the duration of the Party, one of whom must be 21 years old, and both of whom must have attended an ["I Know How to Party"](#) training session.
  - Party size limits (including hosts, residents, and guests) are as follows:
    - 25 Maximum Attendees: Alumni Square and Henle and Residential Academy\*
    - 35 Maximum Attendees: Nevils, Townhouses\*\*, and Village A\*\*\*
- \*Residential Academy residents must comply with balcony capacities. \*\*Townhouses are allowed an additional 50 attendees within the backyard
- \*\*\*Village A rooftop apartments that share a rooftop pad are allowed an additional 50 attendees, total, between both apartments on the rooftop pad
- Charging admission/cup fee is prohibited

Parties must comply with all other party hosting guidelines (e.g. no glass beer bottles, party end times, trash cleanup, etc.) as prescribed by Student Affairs and Residential Living.

#### Disorderly Conduct: COVID-19

Please note that COVID-19 policies regarding gatherings supersede the Party Hosting Policy. See the [COVID-19 Related Student Conduct Policies](#) for information regarding COVID-19 health and safety measures.

#### 27. **Personal Responsibility** (*typically resolved via Administrative Action*)

Students are expected to be honest in all their dealings at the University and to abide by agreements they make with members of the University community. This system will not, however, be utilized to settle lease agreement disputes between landlords and student tenants.

#### 28. **Pets** (*typically resolved via Administrative Action*)

Students are not permitted to have pets or unauthorized animals on campus grounds or any university owned buildings. See the [Academic Resource Center](#) for policies related to service animals and emotional support animals.

#### 29. **Prohibited Items** (*typically resolved via Administrative Action*)

Items identified as prohibited in University owned housing as set forth in the Code, the [Housing Occupancy Agreement](#), [Residential Living Policies](#), and/or all other applicable University Policies include, but are not limited to:

- Aquariums
- Computer extension devices, including but not limited to: computer servers, wireless access points, switches, routers, hubs, Ethernet splitters, any layer 2 device that allows more than one Ethernet device to use any given port at the same time
- Hot tubs, spas, waterbeds, water chairs
- Hoverboards, motorized scooters
- Lofts
- Mercury Thermometers
- Wine/beer home brewing kits
- Alcohol-related paraphernalia (e.g. beer funnels/bongs, alcohol luges, paint sticks, shot skis)
  - Beer steins, shot glasses and/or wine glasses are permitted. Beer pong tables are permitted **except**:
    - when all residents are under the age of 21
    - in designated alcohol-free locations

In addition to the above listed items, the following items are specifically prohibited in residence hall rooms:

- Open element/electrical cooking appliances: Items designed for cooking food including, but are not limited to hot plates, toaster ovens, toasters.
- Possession of more than two empty alcohol containers (e.g. cans, bottles) per assigned room in residences designated as an alcohol-free location



**30. Physical Assault** (*possible referral to Hearing*)

Use of force on another individual and/or any intentional touching, or threat of such touching, that results in bodily injury or that places a person in reasonable fear of imminent bodily harm.

**31. Public Urination/Defecation** (*typically resolved via Administrative Action*)

To urinate or defecate in any location not specifically designated as a “restroom.”

**32. Security** (*typically resolved via Administrative Action*)

Violations of this policy include, but are not limited to:

- Propping exterior doors,
- Disengaging locking devices, and/or
- Allowing persons without Georgetown identification access to residence halls without serving as that person’s host.

**33. Sexual Misconduct** (*possible referral to Hearing*)

Georgetown University has adopted a [Policy on Sexual Misconduct](#) in recognition of our commitment to provide a safe and hospitable environment for all members of our community to work and study.

Prior to August 14, 2020	Alcohol and Drug Use Amnesty
Please note that in accordance with the U.S. Department of Education’s Title IX Regulations, the definitions in this section apply to incidents that occurred on or after August 14, 2020. For incidents that occurred prior to August 14, 2020, please see the full Sexual Misconduct Policies and Procedures available at: <a href="https://studentconduct.georgetown.edu/sexual-misconduct-procedures/">https://studentconduct.georgetown.edu/sexual-misconduct-procedures/</a>	In cases of alleged sexual misconduct, Code of Student Conduct charges will <b>not</b> be brought against a Complainant or Respondent related to their own consumption of alcohol and/or use of illegal or counterfeit drugs or controlled substance.

The Office of Student Conduct has adopted the following policies, based on the University’s Policy on Sexual Misconduct:

**Sexual Misconduct** means unwanted conduct of a sexual nature that constitutes Sexual Harassment, Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking. Specifically, Sexual Misconduct includes:

- A. **Sexual Harassment:** Any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic relationship; or
  2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
  3. Such conduct has the purpose or effect of interfering with an individual’s work or academic performance, denying or limiting an individual’s ability to participate in or benefit from the

University's education programs, or creating an intimidating, hostile, or offensive environment.

*An Administrator's or Hearing Board's use of interpretative guidance in determining sexual harassment in a case includes, but is not limited to:*

- a. A hostile or offensive environment exists when conduct is severe or pervasive. Factors to be considered in determining whether conduct is severe or pervasive include the nature, scope, frequency, and duration of the conduct and the number of persons involved. Simple teasing, offhand comments, or isolated incidents that are not severe or pervasive do not create a hostile or offensive environment.
- b. If an issue of sexual harassment is raised in strictly academic areas, such as coursework, the matter will be handled in consultation and coordination between the Title IX Coordinator and the Executive Vice President or Dean of the faculty member's school because such matters may also implicate issues of academic freedom.
- c. To constitute sexual harassment, the conduct in question must be objectively intimidating, hostile or offensive, and must interfere with a person's ability to participate in employment or educational programs or activities of the University. The victim's perception of the offensiveness of the alleged conduct, standing alone, is not sufficient by itself to constitute sexual harassment.
- d. 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 unwelcome conduct of a sexual nature that creates an unacceptable working or educational environment.

B. Title IX Sexual Harassment is a subset of Sexual Misconduct that satisfies one or more of the following:

1. Sexual Assault, Dating Violence, Domestic Violence, and Stalking that occur (a) in the United States and (b) in the Education Program or Activity.
2. Sexual Harassment that occurs (a) in the United States; (b) in the Education Program or Activity; and (c) under the following circumstances:
  - a. An *employee* of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the Education Program or Activity.

C. Sexual Assault as defined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") (an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation), which includes:

1. Rape (Except Statutory Rape): The carnal knowledge (penile-vaginal penetration) of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2. **Sodomy**: Oral or anal sexual intercourse (penile penetration) with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
3. **Sexual Assault With An Object**: To use an object or instrument (e.g. an inanimate object or body part other than a penis) to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
4. **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of the victim's age or because of the victim's temporary or permanent mental incapacity.

*Interpretive Guidance*

- a. This definition covers touching over and under clothing.
  - b. Private body parts means the genitalia, anus, groin, breast, inner thigh, or buttocks.
4. **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  5. **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent. The age of consent in the District of Columbia is 16.
- D. **Dating violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- E. **Domestic violence**: Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the District of Columbia, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the District of Columbia.

*Interpretative Guidance for Dating and Domestic Violence:*

- a. Violence includes attempted violence.
  - b. To constitute Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
- F. **Stalking**: Engaging in a course of conduct directed at a specific person that would cause reasonable persons to fear for their safety or the safety of others or to suffer substantial emotional distress.

*Interpretive Guidance*

- a. Fear for an individual's safety includes feeling seriously alarmed, disturbed or frightened.
  - b. Stalking can occur whether or not the offender intended to cause fear or substantial emotional distress.
  - c. Stalking in this provision relates to stalking on the basis of sex or gender.
- G. **Other Sex Offenses**:
1. Engaging in "sexual contact" that does not otherwise meet the definition of Sexual Assault, without consent.
    - a. *Sexual contact* means the touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person *with an intent to abuse, humiliate, harass, degrade, or arouse any person*. "Touching" in this definition includes the touching of a

- victim's private body parts, and the touching of an individual's own private body parts to any body part of the victim.
2. Engaging in threatening conduct in the context of a domestic or dating relationship that causes the victim to fear for the victim's safety or causes physical or psychological injury, pain, or illness, where such conduct does not otherwise constitute Dating Violence or Domestic Violence under this Policy.

*Interpretive Guidance*

A reasonable fear for one's safety can result from the use of physical force and/or abusive behavior intended, or reasonably anticipated to intimidate, manipulate, humiliate, isolate, or coerce another into doing something against their will or self-interest. Such behavior includes, but is not limited to physical, verbal, sexual, emotional, technological, or financial forms of abuse.

**For purposes of these definitions, the following terms are defined:**

1. *Consent* is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question.

*An Administrator's or Hearing Panel's use of interpretative guidance in determining consent in a case includes, but is not limited to:*

- a. The willingness to participate must be clearly indicated prior to any sexual act or sexual contact.
- b. If at any time during the sexual act or sexual contact any confusion or ambiguity should arise on the issue of consent, it is incumbent upon the individual to stop the activity and clarify, verbally, the other's willingness to continue.
- c. A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.
- d. The absence of an overt action or an explicit verbal response to a verbal request for consent constitutes lack of consent.
- e. It is expected that, once consent has been established, persons who change their mind during the sexual act or sexual contact will communicate through words or overt actions their decision to no longer proceed.
- f. Past consent to sexual act or sexual contact 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 might occur within that relationship.
- g. A person's use of alcohol and/or other drugs shall not diminish such person's responsibility to obtain consent.
- h. Lack of verbal or physical resistance, or submission by the unwilling participant, when such submission results from the use of force, threats, or coercion by the respondent shall not constitute consent.
- i. A person is considered incapable of giving consent if he/she/they are asleep, unconscious, and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs (signs of incapacitation include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.)
- j. Consent cannot be obtained through use of force, threats, fear, or by administering to that other person by force or threat of force, or without the knowledge or permission of that

other person, a drug, intoxicant, or other similar substance that substantially impairs the ability of that other person to appraise or control that other person's conduct.

- k. In determining whether consent exists, consideration will be given to what a reasonable person should have known about the other person's capability to give consent.
2. *Force* means the use or threatened use of a weapon; the use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or the use of a threat of harm sufficient to coerce or compel submission by another person.

**34. Smoking Policy** (*typically resolved via Administrative Action*)

Smoking and vaping is prohibited in all Georgetown University buildings and grounds. This includes, but is not limited to tobacco, e-cigarettes, vaping devices, and/or juuls. 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. Students are expected to abide by the [Georgetown University Smoke and Tobacco-Free Policy](#).

The success of this policy relies on the thoughtfulness, consideration and cooperation of smokers and nonsmokers, not only to comply, but also to encourage others to comply. Any student who repeatedly refuses to abide by this Policy may be considered in violation of the Code of Student Conduct and will be handled accordingly.

**35. Stalking** (*possible referral to Hearing*)

A course of conduct directed at a specific individual that places that individual in reasonable fear for their safety or the safety of another person; to feel seriously alarmed, disturbed, or frightened; or suffer emotional distress. Such behaviors or activities may include, but are not limited to, the following:

- Unwelcomed communication of any type, including but not limited to face-to-face, telephone calls, voice messages, electronic, written letters or notes, unwanted gifts, etc;
- Use of threatening words and/or conduct;
- Pursuing, following, observing, and/or surveillance.

**36. Theft** (*possible referral to Hearing*)

To wrongfully obtain, whether through a single act or multiple occurrences of theft, the property or services of another, including the University.

**37. Trash Disposal** (*typically resolved via Off-Campus Citation or Administrative Action*)

Students are responsible for the proper disposal and containment of trash in and around their residence. Off-campus residents are expected to comply with city regulations regarding trash and recycling. Violations of this policy may include, but are not limited to:

- Failing to ensure trash, litter, or trash bags are placed in appropriate trash receptacle(s);
- Bulk trash items in front or around the property without a scheduled pickup appointment;
- Trash containers in front or around the property that do not have lids and/or that have lids which are not securely shut;

- Possessing more than two (2) outdoor trash receptacles and one (1) outdoor recycling container per property in neighborhoods where the city picks up trash twice a week;
- Leaving trash receptacle(s) on public display in excess of the allotted time frame for pick-up;
  - Students must notify the Office of Neighborhood Life (202.687.5138; [neighborhoodlife@georgetown.edu](mailto:neighborhoodlife@georgetown.edu)) within 24 hours to report any trash receptacle(s)/bulk trash left in front of their residence that does not belong to their household;
- Failing to mark your trash receptacle(s) clearly with your address;
- Accumulation of trash in rooms, apartment, front and/or backyard that could pose a health risk; and/or
- Failing to follow District of Columbia regulations concerning trash and property maintenance

### Trash and Recycling Collection

For specific information regarding Trash and Recycling collection in the neighborhoods near campus, please see the Hoya Living Guide and other resources available at: <https://neighborhood.georgetown.edu/>

#### 38. **Unauthorized Access** (*typically resolved via Administrative Action*)

Students are not permitted in any area that has specifically been designated off-limits by the University or an authorized University official, or any place where it could be reasonably inferred that access is prohibited or restricted. Examples include, but are not limited to: rooftops (with the exception of the patios on Saint Mary's and LXR and Village A catwalks), entering another student's room without permission, electrical or mechanical rooms; any restricted playing field or locker rooms; or construction sites.

#### 39. **Violations of University Regulations** (*typically resolved via Administrative Action*)

Failure to comply with University regulations as set forth in the Code of Student Conduct and all other applicable University Policies, including, but not limited to, the Computer Systems Acceptable Use Policy and the Housing Occupancy Agreement (See also: <http://studentaffairs.georgetown.edu/policies/>).

#### 40. **Violation of the terms and/or conditions of any disciplinary sanction** (*typically resolved via Administrative Action*)

#### 41. **Visitation** (*typically resolved via Administrative Action*)

A resident's privilege to have a guest in their assigned residential space may not interfere with a roommate's right to privacy, sleep and quiet study space.

- Overnight visits should only occur on a limited and infrequent basis not to exceed three (3) consecutive nights and only with the consent of the others sharing the room/apartment.
- Cohabitation, which is defined as overnight visits with a sexual partner, is incompatible both with the Catholic character of the University and with the rights of the roommates.

## STUDENT CONDUCT PROCESSES

### ORGANIZATION OF THE CONDUCT SYSTEM

The conduct system relies on the following personnel and committees:

#### **Conduct Officers**

Conduct Officers are administrators designated by the Office of Student Conduct to resolve incidents via Administrative Action and/or Off-Campus Citations. A Conduct Officer may find a student responsible for violations of the Code of Student Conduct and assign appropriate sanctions. For a complete list of Conduct Officers at Georgetown University, please visit: <http://studentconduct.georgetown.edu/administrative-action>.

#### **Standard Hearing Boards**

The Office of Student Conduct will maintain a Standard Hearing Board pool of students and faculty/staff members to resolve incidents that do not include allegations of sexual misconduct. These members will be specially trained in the policies and procedures of the Georgetown University student conduct system.

Standard Hearing Boards may resolve incidents that do not include allegations of sexual misconduct via a Hearing. A standard Hearing Board is composed of three (3) students and two (2) faculty/staff members drawn from the Hearing Board pool.

#### *Student Representation*

1. To ensure a student perspective is taken into account during the adjudication of the case, the Office of Student Conduct will typically assign a currently enrolled student to a Hearing Board. However, in certain circumstances, the Office of Student Conduct may assign a recently graduated student, if they graduated within one semester prior to the Hearing.
  - a. Typically, an *undergraduate student* will be assigned to the Hearing Board if the allegations are against an undergraduate student.
  - b. Typically, a *graduate student* will be assigned to the Hearing Board if the allegations are against a graduate student.
2. Students may only participate as Hearing Panel members if they are participating in the hearing and reviewing confidential materials in-person.

#### **Sexual Misconduct Decision Makers**

The Office of Title IX Compliance oversees the appointment and training of “Decision Makers” for Title IX and Sexual Misconduct cases. “Decision Maker” refers to any individual(s) appointed by the University to review the Investigative Report, conduct a hearing, and adjudicate a complaint involving allegations of Sexual Misconduct. The Decision Maker will not be the same individual that serves as Investigator for a complaint, nor will the Decision Maker be the Title IX Coordinator. At the discretion of the Title IX Coordinator, the Decision Maker may be a member of the University community, or may be external to the University. A Decision Maker will have received appropriate training in the University’s policies and procedures, including on issues of relevance of questions and evidence; the effects of trauma on parties impacted by Sexual Misconduct; and how to conduct a fair and equitable adjudication, including how to serve impartially, by

avoiding prejudgment of the facts at issue, conflicts of interest, and bias. See the [Sexual Misconduct Policies and Procedures](#) for more information about the processes for Sexual Misconduct adjudication.

### **Appeals Committee**

The Appeals Committee is responsible for reviewing all appeals through the student conduct system. In addition to being trained in the policies and procedures of the Georgetown University student conduct system, these members will be annually trained in the dynamics of trauma associated with sexual misconduct.

The Appeals Committee is a *standing* committee of the Office of the Vice President for Student Affairs. The Appeals Committee will typically consist of:

- Appeals Committee Chair (Non-voting);
- Senior-level Administrator (typically from Student Affairs);
- Staff or Faculty representative; and
- Student representative.

Appeals Committee members are not permitted to hear an Appeal when they serve as an Appellant's academic advisor and/or for cases when they had a role in the original adjudication, either as a Hearing Board member or as a Conduct Officer. Additionally, when deemed appropriate, the Director for Student Conduct will designate an alternate non-voting Chair.

Students may only participate as Appeals Committee members if they are participating in the Committee's deliberations and reviewing confidential materials in-person.

### ACCOMMODATION STATEMENT

Georgetown University is committed to ensuring an inclusive and equitable environment for individuals with disabilities. If you have a medical condition or disability and believe you may require a reasonable accommodation in order to participate in any part of the student conduct process, please notify the Office of Student Conduct and submit your written request to the [Director of the Academic Resource Center](#) as early as possible to ensure the University has sufficient time to review and process the accommodation request. If you are requesting an accommodation for a hearing, please submit your request at least two weeks in advance of the hearing date. Your request will be reviewed in accordance with the University's disability accommodations procedures, and Student Conduct Hearing Board policies and procedures.

### ADVISORS

Each Complainant and Respondent may be accompanied by one advisor of their choosing throughout all aspects of their case and to all Hearings. The advisor is not an advocate, but rather a source of personal and moral support to the student. An advisor may be, but is not limited to: a family member, friend, University staff or faculty member, counselor, or attorney.

An advisor may not be a witness, speak, or otherwise participate on behalf of the student.<sup>1</sup> All information concerning all aspects of the case will be communicated by the Office of Student Conduct directly to the

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<sup>1</sup> See [Sexual Misconduct Policies and Procedures](#) for information regarding an Advisor's role in Title IX cases.



student. Timelines, meetings, and/or deadlines for submission of materials may not be altered to accommodate an advisor.

If a case is being adjudicated by the Office of Student Conduct, a student may also be accompanied by their parent(s)/guardian(s) at the discretion of the Office of Student Conduct.

### HOW TO FILE A COMPLAINT WITHIN THE UNIVERSITY

Any individual (“Complainant”) wishing to initiate a formal complaint against a Georgetown University student (“Respondent”) may contact the Office of Student Conduct. The Office of Student Conduct may be contacted via:

- **In-Person:** 530 Leavey Center
- **Email:** studentconduct@georgetown.edu
- **Telephone:** (202) 687-4056

While prompt reporting may aid an investigation, there is no time limit imposed as to when a formal complaint may be initiated against a current student, provided they were a Georgetown University student at the time of the alleged incident.

**\*Note:** The Office of Student Conduct reserves the right to pursue disciplinary action on behalf of the University and serve as the Complainant in the event the original Complainant chooses not to initiate or pursue an action.

**In addition to the above general guidelines for filing a complaint within the University, procedures specific to the resolution of allegations of sexual misconduct are described in the [Sexual Misconduct Policies and Procedures](#).**

#### **Discrimination**

Allegations of discrimination (e.g. resulting in some form of denial or access to benefits) may be directed to the Office of Institutional Diversity, Equity & Affirmative Action (IDEAA), located in room M-36 Darnall Hall (202-687-4798; See: <http://ideaa.georgetown.edu/>).

## RESOLUTION OF COMPLAINTS

The following is an overview of the processing of alleged Code violations. The Office of Student Conduct will determine the most appropriate manner to handle each individual complaint. Complaints may be resolved in one of the following ways, via Administrative Action or referral to a Hearing Board. The Director for Student Conduct or a Complainant/Respondent may also suggest attempting to resolve a complaint via an alternative method of resolution, such as mediation, at any time during the process.

### ADMINISTRATIVE ACTION

Administrative Action is the resolution of a case by a Conduct Officer, as designated by the Office of Student Conduct. The Conduct Officer has the ability to find a student responsible for violations of the Code of Student Conduct and assign sanctions. Prior to taking Administrative Action, the Conduct Officer must:

- Notify the Respondent of the charges against them; and
- Give the Respondent an opportunity to offer their perspective on the allegations through an Administrative Action Meeting and/or a written statement.

Under normal circumstances, students will be notified of the charges against them and the date of their scheduled Administrative Action Meeting at least three (3) calendar days prior to the Administrative Action Meeting.

### HEARINGS

The Office of Student Conduct may refer a case to a Hearing for a Standard Hearing Board or Sexual Misconduct Hearing Board to resolve under the following circumstances:

- When the student denies engaging in behaviors that, under typical first-time circumstances, may result in disciplinary suspension or dismissal;
- When a student fails to respond to a complaint that, under typical first-time circumstances, may result in disciplinary suspension or dismissal; and/or
- When the Office of Student Conduct determines that the facts are best determined by a Standard Hearing Board or Sexual Misconduct Hearing Board.

#### Hearing Procedures

For more information related to Standard Hearing Procedures, please visit:

<http://studentconduct.georgetown.edu/standard-hearing-procedures>.

For more information related to Sexual Misconduct Hearing Procedures, please visit:

<http://studentconduct.georgetown.edu/sexual-misconduct-procedures>.

### STANDARD OF PROOF

In the University's student conduct process, a reasonable person perspective will be used to determine whether the standard of proof was met. The two standards of proof utilized in the resolution of complaints through the student conduct system are "*Clear and Convincing*" and "*More Likely than Not.*"

- The "*Clear and Convincing*" standard allows for a finding of responsibility if it is determined that it is highly probable that a violation occurred based on the information of the case. The "*clear and convincing*" standard requires more substantial information than the standard of "*more likely than not,*" but less than the criminal standard of "*beyond a reasonable doubt.*"
- The "*More Likely than Not*" standard allows for a finding of responsibility if it is determined that it is more likely than not that a violation occurred based on the information of the case.

The Office of Student Conduct will determine the applicable standard of proof for each allegation based on the following factors:

- a. For allegations that occurred on-campus, the standard of proof is "**Clear and Convincing.**"
- b. For allegations that occurred off-campus, the standard of proof is "**More Likely than Not.**"
- c. For all allegations of sexual misconduct, the standard of proof is "**More Likely than Not.**"

### BURDEN OF PROOF

## **Adjudication**

In cases that do not involve allegations of sexual misconduct, the burden of proof rests on the Complainant to present persuasive information, consistent with the applicable standard of proof, to establish the Respondent violated the Code of Student Conduct.

In cases that involve allegations of sexual misconduct, the Hearing Board and/or Conduct Officer will determine if a violation occurred based on the applicable standard of proof and the information submitted to the Hearing Board and/or Conduct Officer.

## **Appeals**

In the University's student conduct appeal process, the burden of proof rests on the Appellant, who must establish by "*Clear and Convincing*" proof that the original conduct process or decision was substantially flawed (see also: [Appeals of Disciplinary Decisions](#)).

### *TIMEFRAME FOR RESOLUTION*

Consistent with its educational mission, the Office of Student Conduct (OSC) is committed to the timely resolution of all student conduct matters. Under most circumstances, within 30 days of OSC receiving an incident report that will likely result in judicial action, OSC or, when applicable, the Office of Residential Living will notify the identified student(s) that the matter is under investigation and Code charges are pending.

For cases in which a student is not notified that the matter is under investigation within the 30-day timeline, the student may receive reduced sanctions if found responsible for a violation.

This policy will not apply to cases related to sexual misconduct and/or other cases that, under typical first-time circumstances, may result in disciplinary suspension or dismissal. For more information involving the timeframe to resolve allegations of sexual misconduct, please visit the [Sexual Misconduct Policies and Procedures](#).

### *SUPPORTIVE MEASURES AND REMEDIES*

The Director for Student Conduct may determine that Supportive Measures and/or additional remedies are necessary and appropriate to protect and support all parties and the University community. To ensure equal access to the University's educational programs and activities for all students, Supportive Measures and/or additional remedies may be implemented before, during, and after the processing of a student conduct complaint.

Since these measures are meant to protect and support all parties involved in the student conduct process, they are not considered sanctions and may be implemented regardless of a finding of responsibility. The Director for Student Conduct may determine the most appropriate Supportive Measures and/or remedies to implement for each specific incident. The Director for Student Conduct may also refer individuals to other offices at the University to discuss Supportive Measures and/or remedies outside the purview of the Office of Student Conduct.

Supportive Measures and/or remedies for individual students may include, but are not limited to:

- No Contact Orders;
- Temporary housing and dining changes;
- Employment accommodations;

- Temporary course changes;
- Medical and counseling services;
- Academic support services and accommodations; and
- Additional training and education.

### INTERIM SUSPENSION<sup>2</sup>

If an individual appears to pose a risk of significant danger or disruption to the community or any individual, an individual may be temporarily suspended from the University through an Interim Suspension. A student on Interim Suspension is prohibited from being on campus and is completely separated from all University sponsored activities, facilities and grounds. An Interim Suspension is distinct from Protective Measures and remedies.

- This action does not require an admission of responsibility on the part of the Respondent.
- The decision to impose Interim Suspension is vested solely within the non-reviewable discretion of the Vice President for Student Affairs, the Associate Vice President for Student Affairs, the Director for Student Conduct, or their designee.
- Within five (5) business days of issuing the Interim Suspension, an initial Notice of Charges will be provided to the Respondent. As soon as reasonably possible, the Office of Student Conduct will:
  - Provide the student the opportunity to review the evidence in the case,
  - Offer the student the opportunity to submit a written response to the charges and evidence,
  - Determine the most appropriate manner in which to resolve the case.
- Pending a resolution, an authorized administrator can modify the conditions of the Interim Suspension.
- Additionally, upon resolution of the case, the terms of the Interim Suspension may be modified, consistent with the Hearing Board or Conduct Officer's determination.
- The student will remain on Interim Suspension through the course of any appeal.

### OFF-CAMPUS CITATIONS

Off-campus incidents involving alleged Trash Disposal, Property Maintenance, Off-Campus Orientation, and/or Parking violations may be resolved via an Off-Campus Citation issued by the Office of Student Conduct.

An Off-Campus Citation may be issued to one student or all residents that are recorded as living at the property and must include the following information:

- The incident report;
- Notice of the charges; and
- The sanctions assigned as a result of the incident.

A student who receives an Off-Campus Citation may:

- Accept the charges and complete the sanctions listed on the citation; or
- Contest the charges by submitting an [Off-Campus Citation Adjudication Form](#) and all supporting materials to the Office of Student Conduct within seven (7) calendar days of the date on the citation.

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<sup>2</sup> See [University-wide Policy on Sexual Misconduct](#) for details regarding Interim Suspension in cases of alleged Title IX Sexual Harassment.

If a student contests an Off-Campus Citation, the matter will be reviewed and adjudicated by a Conduct Officer, as designated by the Office of Student Conduct. An Off-Campus Citation adjudication will consist of a review of the original Off-Campus Citation, Off-Campus Citation Adjudication Form, and any other written materials submitted prior to the deadline.

The decision of the Conduct Officer adjudicating the matter is final. If a student does not contest the violation within seven (7) calendar days of the date on the citation, the violation will be considered accepted and the student will be responsible for completing the sanctions assigned on the citation.

Off-Campus Citations may not be included in a student's Disciplinary Record and instead, may be included only in the Office of Student Conduct's Internal Records. However, the Office of Student Conduct may resolve an alleged Trash Disposal, Property Maintenance, and/or Parking violation via Administrative Action, which could be included in a student's Disciplinary Record, under the following circumstances:

- If a student has received two (2) or more citations in one (1) academic semester; and/or
- If a violation would result in a sanction of Housing Probation or higher.

#### MULTIPLE STUDENTS INVOLVED IN THE SAME INCIDENT

When more than one Respondent is involved in an incident or series of immediately related incidents, the matter may be handled as a single case. A consolidated Hearing and/or Administrative Action Meeting may be held to determine responsibility in the incident.

#### WITHDRAWAL PRIOR TO RESOLUTION

Under typical circumstances, a student is not allowed to withdraw with disciplinary action currently pending. In circumstances where a student is facing charges for which, if found responsible, they could be suspended or dismissed, a hold will be placed on that student's transcript until the matter is resolved. Where for a good cause, a student is allowed to withdraw, the University may maintain a continuing interest in a final resolution and the matter is not automatically rendered moot.

#### PROCEDURAL ALTERATIONS

The Office of Student Conduct is committed to providing a prompt, thorough, and equitable investigation and resolution of complaints. As such, the Director for Student Conduct or their designee may make reasonable alterations to any of these procedures in the spirit of providing a prompt, thorough, and equitable process for all parties involved in the student conduct process.

### APPEALS OF DISCIPLINARY DECISIONS

For cases not involving sexual misconduct, a decision reached by a Hearing Board or through Administrative Action may be appealed by the Respondent to the Appeals Committee (see also: [Appeals Committee](#)).

For cases involving sexual misconduct, a decision reached by a Sexual Misconduct Hearing Board or through Administrative Action may be appealed by both the Complainant and Respondent to the Appeals Committee (see also: [Appeals Committee](#)).

A decision reached through a Hearing and/or Administrative Action may be appealed only once and the decision of the Appeals Committee is final.

## GROUNDS FOR APPEAL<sup>3</sup>

An individual who requests an appeal is called the “Appellant.” An appeal consists of a review of the written record and supporting documents based only on the grounds set forth below. An Appellant may seek review only on one or more of the following grounds:

- **Substantial Procedural Error:** A specified procedural error or error in interpretation of University regulations that substantially affected the process, such that the Complainant and/or Respondent was denied a fair process.
- **New Information of a Substantive Nature:** New, relevant information becomes available that could not have been discovered by a properly diligent Respondent (and/or Investigator in cases of sexual misconduct) at the time of the original decision and that may have substantially affected and/or changed the decision of the Conduct Officer or Hearing Board.
- **Substantial Disproportionate Sanction:** The sanction appears to be substantially disproportionately lenient and/or severe based on the facts of the case, as determined by the Conduct Officer or Hearing Board

## SUBMITTING AN APPEAL

In order to appeal, a student must submit an [Appeal Form](#) within seven (7) calendar days from the date on the Hearing Board Decision Letter or Administrative Action Letter, and must include a statement of their appeal and any supporting evidence or documentation that is not contained in the original case materials.

Any questions should be submitted to the Office of Student Conduct via [studentconduct@georgetown.edu](mailto:studentconduct@georgetown.edu).

## APPEAL OUTCOMES

The Appeals Committee will review and consider all materials submitted to it as soon as reasonably possible and make its determination by majority vote.

**Burden of Proof:** The burden of proof rests on the Appellant, who must establish by presenting clear and convincing information that the original process or decision was substantially flawed (see also: [Burden of Proof](#)).

**Appeal Outcome:** The following actions may be taken by the Appeals Committee:

- Affirm the finding of “Responsibility” and the original sanctions;
- Affirm the finding of “Responsibility” and alter the original sanctions; or
- Overturn the initial findings and sanctions and return the matter to the Office of Student Conduct for action consistent with the Appeals Committee’s determination.

**Notice of Determination:** The Appeals Committee hearing the Appeal will provide a written explanation of its determination to the Appellant. This determination is final and binding on all parties.

## SUMMER SESSION APPEALS

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<sup>3</sup> See [Sexual Misconduct Policies and Procedures](#) for information regarding grounds for appeal in Title IX cases.

- If a decision is appealed within or after the last two weeks of spring semester classes, that appeal will, under typical circumstances, be reviewed and decided when the standing Appeals Committee resumes meeting in the Fall Semester.
- If a summer session decision is appealed:
  - Administrative Actions which impose sanctions other than barring from campus, active suspension, off-campus party restriction, or dismissal from University-owned housing or the University are held in abeyance, and the case will be scheduled for appeal as early as possible in the fall semester.
  - Administrative actions which include the sanctions of barring from campus, off-campus party restriction, active suspension, or dismissal from University-owned housing or the University shall go into effect as of the date of the Notice of Administrative Action and the appeal shall be scheduled for review by the Appeals Committee as soon as reasonably possible. Cases can only be appealed once.

### SANCTIONS HELD IN ABEYANCE

Any sanctions imposed through a Hearing or through Administrative Action are held in abeyance until the deadline for submission of a Statement of Appeal has passed. Once a student has submitted a Statement of Appeal, their sanction(s) will continue to be held in abeyance pending the final appeal decision outcome.

**Note:** Sanctions are **not** held in abeyance for the following circumstances:

- Interim Suspension;
- Off-Campus Party Restrictions;
- Certain sanctions imposed under the summer system (see also: [Summer Session Appeals](#)).

### CONFIDENTIALITY

Due to the sensitive nature of grievances, in order to facilitate open and honest testimony, all information presented during a student conduct proceeding is confidential and may not be disclosed to the public. Specifically, the testimony, whether written or oral, presented by the Respondent, Complainant, or witnesses during the investigation or conduct process and all documents obtained in preparation for or during the conduct process may not be disclosed to any other party, except to one's immediate family and/or Advisor.

Complainants and Respondents may seek the assistance of family members, friends, counselors, therapists, clergy, doctors, attorneys, or similar resources; the parties are not prevented from discussing their own experience of the incident(s) that is/are the subject of the disciplinary process.

The Office of Student Conduct will preserve the confidentiality of information provided in connection with a complaint to the extent possible, consistent with the [Policy on Student Conduct Records](#). and the goals of a prompt, thorough, and equitable process. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about Complainants and other alleged victims who choose not to file a formal complaint, to the extent permissible by law.

### DISCLOSURE OF OUTCOME

#### DISCLOSURE TO THE RESPONDENT

At the conclusion of all student conduct cases, the Office of Student Conduct will offer written disclosure of the outcome to the Respondent. The disclosure may include, at minimum:

- Findings for each alleged violation;
- Terms of any sanction(s) imposed against the Respondent;
- Brief rationale for the Conduct Officer's and/or Hearing Board's decision; and
- Appeal rights, if applicable.

The Respondent is permitted to share, with any person(s) that they deem appropriate, the allegations resulting from the incident, the determination of responsibility, and any sanctions imposed through the Office of Student Conduct. However, all information presented during the student conduct proceeding is confidential and may not be disclosed to the public (see also: [Confidentiality](#)).

#### DISCLOSURE TO COMPLAINANTS AND/OR ALLEGED VICTIMS

Pursuant to federal mandates and the Family Educational Rights and Privacy Act (FERPA), the Office of Student Conduct may only offer written disclosure of the outcome of the case to a Complainant and/or alleged Victim if the allegations constitute:

- A violation of the University's sexual misconduct policy; and/or
- A crime of violence and/or or non-forcible sex offense, as defined by FERPA.

The disclosure may include:

- Findings for each alleged violation;
- Sanction(s) imposed on the Respondent that directly relate to the Complainant and/or alleged Victim; and
- Brief rationale for the Conduct Officer's and/or Hearing Board's decision directly related to the Complainant and/or alleged Victim; and/or
- Appeal rights, if applicable.

The Complainant and/or alleged Victim is permitted to share, with any person(s) they deem appropriate, the allegations resulting from the incident, the determination of responsibility, and any sanctions imposed through the Office of Student Conduct. However, all information presented during the student conduct proceeding is confidential and may not be disclosed to the public (see also: [Confidentiality](#)).

#### DISCLOSURE OF APPEAL OUTCOME

If an Appeal is filed regarding the outcome of a case, the final outcome of the appeal(s) will be made to the appropriate parties, consistent with the terms outlined for disclosure of the original decision. The disclosure may include, at minimum:

- Findings for each ground on which the Appellant appealed;
- Any alterations to sanction(s) that impact the respective party;
- Appeal Committee's rationale for its decision; and
- Information if the case was referred back to the Office of Student Conduct.

### DISCIPLINARY SANCTIONS

#### GOALS



The fundamental principle guiding sanctioning in the student conduct system is founded on the University's effort to balance upholding community standards with individual student development. Sanctions are designed to achieve the following goals:

- To reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the Respondent from the University community;
- To allow Respondents to reflect upon their actions and their impact on themselves, others, and the University community;
- To repair the harm for those impacted by the Respondent;
- To address the cause of the violation and help restore the Respondent to good standing within the University community, provided the safety of the community is not jeopardized by the individual's presence.

### SANCTIONING CONSIDERATIONS

The following factors may be considered to guide the range and variation of sanctions:

- the Office of Student Conduct's [Sanctioning Guidelines](#);
- the nature and severity of the incident;
- the developmental needs of the Respondent;
- any prior conduct history of the Respondent;
- the need to remedy the effects of the incident on others;
- the level of accountability and cooperation taken by the Respondent;
- the level of risk and/or harm of the Respondent to the University community;
- any other aggravating, mitigating or relevant factors.

### **Aggravating Factors**

An aggravating factor is a circumstance, or set of circumstances, that may result in more significant sanctions for a violation of the Code. Examples of an aggravating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing multiple violations of the Code during a single incident;
  - Committing a violation of the Code that results in significant injury, trauma, and/or harm to another person, property, and/or the University community.
- Alcohol and Other Drugs
  - Committing a violation of the Code while under the influence of alcohol and/or other drugs;
  - Committing a violation of the Code in connection with participating in a high-risk drinking activity, such as binge drinking, drinking games and/or using alcohol-related paraphernalia (e.g. beer funnels/bongs, alcohol luges, paint sticks, shot skis).
- Prior Student Conduct History
  - Committing multiple violations of the Code throughout the student's tenure at the University;
  - Committing a violation of the Code while on an active sanction (Until any sanction is completed, it is considered "active.")
- Bias-Related Conduct
  - Committing a violation of the Code which demonstrates bias against another individual or group of individuals;

- Bias-related conduct is especially intolerable in view of the University’s commitment to respect for all members of the community will be considered an aggravating factor for any violation of the Code, regardless of its seriousness.
- Bias-related conduct refers to language and/or behaviors which demonstrate bias against an individual (or group of individuals) because of, but not limited to, an individual’s actual or perceived:
  - Color;
  - Disability;
  - Ethnicity;
  - Gender;
  - National origin;
  - Race;
  - Religion;
  - Sexual orientation.

### Discrimination

Allegations of discrimination (e.g. resulting in some form of denial or access to benefits) may be directed to the Office of Institutional Diversity, Equity & Affirmative Action (IDEAA), located in room M-36 Darnall Hall (202-687-4798; See: <http://ideaa.georgetown.edu/>).

- Retaliatory Conduct
  - Committing a violation of the Code against another individual or group of individuals that is motivated by that individual or group’s involvement in the filing or investigation of a student conduct complaint.
  - Retaliatory conduct refers to conduct that adversely and unjustifiably affects another’s terms and conditions of employment, educational experience, or quality of life, and that is motivated by an intent to cause harm because of the targeted individual’s involvement in the filing or investigation of a student conduct complaint.
  - It is contrary to University policy for any individual to engage, whether directly or indirectly, in retaliatory conduct directed against a person who files a complaint or participates during an investigation of such a complaint. Retaliatory conduct will be considered an aggravating factor.

### Mitigating Factors

A mitigating factor is a circumstance, or set of circumstances, that may merit consideration of a lesser sanction. Examples of a mitigating factor may include, but are not limited to:

- Nature and Severity of the Incident
  - Committing a violation of the Code that was in self-defense and/or defense of others.
- Risk and Harm
  - Committing a violation of the Code that did not pose any direct risk and/or harm to an individual, property, the University, or the broader community in which we live.
- Accountability & Responsibility
  - Committing a violation of the Code, but exhibiting a significant amount of cooperation with University and public officials responding to the incident.

### SANCTIONS SPECIFIC TO SENIORS

Failure to complete any disciplinary sanction before Commencement exercises may result in withholding the student's diploma. The student will receive the diploma when the Office of Student Conduct certifies that the sanction is complete. Additionally, students may be prohibited from participating in Senior Week if they have outstanding sanctions and/or were found in violation of the Code during their final semester at Georgetown.

A student may not graduate with an unresolved disciplinary matter that may result in disciplinary suspension or dismissal from the University. Certification for the student's degree will be withheld pending a final resolution of the disciplinary matter.

### LIST OF DISCIPLINARY SANCTIONS

The following sanctions may be applied by any Conduct Officer and/or Hearing Board. Examples of sanctions include, but are not limited to:

1. **Written Reprimand:** an official letter of censure.
2. **Fines:** The Office of Student Conduct will accept payment for fines and fees via GOCARD Debit Dollars and Student Accounts. Please visit the following website for more instructions and information regarding payments: <http://studentconduct.georgetown.edu/payment-requests>. \*Fines may be converted to Work Sanction hours. Email [studentconduct@georgetown.edu](mailto:studentconduct@georgetown.edu) to request to have your fine converted.
3. **Work Sanction:** supervised work in University programs, offices, buildings, residence halls, or off-campus programs. All work sanction location must be identified by the Office of Student Conduct.
4. **Restitution:** Repayment to the University or to any affected party for damages and/or injury.
5. **Educational Classes/Projects:** such as on-line alcohol/substance abuse education class and/or research papers.
6. **Referral:** To an appropriate community resource such as individual alcohol/substance assessment and/or consultation.
7. **Other Sanctions:** as appropriate to the circumstances of a given case.
8. **Property Party Restriction:** Loss of the privilege for any social gatherings to be hosted in a student's residence. Party restriction applies to the entire residence and all members residing at the property must abide by the party restriction sanction. Off-Campus Property Party Restriction is not held in abeyance during appeals.
9. **Housing Probation:** an official warning that further violations would constitute grounds for loss of the privilege of living in any University housing or off-campus residency for a specified period of time or until a specific condition or conditions are met. A notification of the possibility of a change in housing will be sent to a student's parent(s) /guardian if they are a dependent.
10. **Housing Relocation:** loss of the privilege of remaining in current housing and required to relocate to other housing on campus. This may include requiring a student to move from off-campus housing to residential housing on campus. The student's parent(s) /guardian will be notified if they are a dependent.
11. **Apartment Living Suspension:** loss of the privilege of registering in the next apartment selection process and barred from residing in a University apartment or townhouse for a specified period of time. A student will not be prevented from living in University housing, but will be restricted to a traditional residence hall. The student's parent(s)/guardian will be notified if they are a dependent.
12. **Housing Suspension:** Loss of the privilege of living in any University housing for a specified period of time or until a specific condition or set of conditions are met. The student's parent(s) /guardian will be notified if they are a dependent.

- 13. Housing Expulsion:** loss of the privilege of living in any University housing at any time. The student's parent(s)/guardian will be notified if they are a dependent.
- 14. Disciplinary Probation I:** an official disciplinary warning status enacted for a specified duration admonishing a student that any further misconduct during this time period may result in suspension. A copy of the notice is sent to the student's Academic Dean; and to the student's parent(s)/guardian if they are a dependent. A student will remain on disciplinary probation status, at least, through the date indicated or until the date all assigned sanctions have been completed, whichever occurs later.

### Home Beyond the Hilltop

Home Beyond the Hilltop is a sanction-reducing and educational workshop for off-campus students who are found responsible for "Disorderly Conduct," as it relates to off-campus noise. Student participation in the workshop is entirely voluntary and, on a one-time-basis, could reduce the length of time for which Disciplinary Probation 1 is imposed. Additionally, student participation in the workshop could, on a one-time basis, change the name of the initial conduct violation from "Disorderly Conduct" to "Noise."

For more information regarding eligibility and program details, please visit:

<http://studentconduct.georgetown.edu/home-beyond-the-hilltop>.

- 15. Disciplinary Probation II:** an official disciplinary status enacted for a specified duration stipulating that a student, in lieu of active university suspension, is being allowed to remain at the University provided that the student adheres to certain conditions, as set by the Board or Administrator. Failure to meet these conditions will result in automatic active suspension from the University. The Office of Student Conduct shall determine whether the conditions have been satisfied or violated. A copy of the notice is sent to the student's Academic Dean; and to the student's parent(s)/guardian if they are a dependent. A student will remain on disciplinary probation status, at least, through the date indicated or until the date all assigned sanctions have been completed, whichever occurs later.
- 16. Disciplinary Suspension:** complete separation from all University activities, services, facilities and grounds. Suspension may be term or conditional. Upon return to the University, the student will be placed, automatically, on Disciplinary Probation for a minimum of one year. A suspension shall be noted as "disciplinary suspension" on the academic transcript. A copy of the notice is sent to the student's Academic Dean; and to the student's parent(s)/guardian if they are a dependent.
- Term suspension shall be for a stipulated period of time, not to exceed two years, after which the suspended student may return to the University.
  - Conditional suspension shall qualify re-entry to the University community pending the fulfillment of certain conditions by the student that are reasonably necessary to his continued academic success and peaceful conduct in the community. Subject to fulfillment of the stipulated conditions, the suspension shall be indefinite. The Office of Student Conduct shall determine whether the conditions have been satisfied.
- 17. Disciplinary Dismissal:** permanent termination of the individual's relationship with the University. This includes all activities, services, facilities, and grounds, undergraduate, graduate and professional schools. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript. A copy of the notice is sent to the student's Academic Dean; and to the student's parent(s)/guardian if they are a dependent.

### PARENTAL NOTIFICATION

If an undergraduate student is emancipated and/or not claimed on their parents/guardians' tax forms, the student has the responsibility to provide the Office of Student Conduct with the necessary documentation proving that the student is not a dependent. In the event that a student receives a sanction that requires parent/guardian notification, the student must provide documentation to the Office of Student Conduct prior to a finding of responsibility in order for notification to not occur. A lack of appropriate documentation from the student will result in the notification being sent to the student's parent(s)/guardian.

### POLICY ON STUDENT CONDUCT RECORDS

The Family Education Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy with respect to student records must be established and that a statement of adopted policy procedures covering the privacy rights of students be made available annually. The law provides that the institution will maintain confidentiality of student records. The general requirements of this law with respect to student conduct records are covered in the information that follows. For a complete statement on the University's policy towards student records, please see the Georgetown [University Bulletin: Undergraduate Schools](#).

#### DISCIPLINARY RECORD

A Disciplinary Record is created and maintained by the Office of Student Conduct when a student is found responsible for a violation of the Code of Student Conduct. Students are advised that potential employers or graduate schools may request information about a student's Disciplinary Record at the University. The Office of Student Conduct will only share information from a student's Disciplinary Record with individuals from outside the University when it has received written consent from the student.

This record may contain any materials related to incident(s) where the student was found in violation of the Code of Student Conduct. These materials may include, but are not limited to:

- Incident reports;
- Decision letters;
- Written statements;
- Witness statements;
- Sanctions; and
- Appeal documents.

**A student's Disciplinary Record will be maintained by the Office of Student Conduct until the graduation or withdrawal/transfer in good standing of the student from the University.** Upon graduation or withdrawal/transfer, the Disciplinary Record may be maintained by the Office of Student Conduct as an Internal Record (see also: [Internal Record](#)).

#### **Disciplinary v. Internal Records**

The Office of Student Conduct will only share information from a student's Disciplinary Record with individuals from outside the University when it has received written consent from the student.

However, the Office of Student Conduct will not share information from its Internal Records, except in cases permitted by the Family Educational Rights and Privacy Act of 1974 and enumerated in the Georgetown University Bulletin.

An exception will be made to this policy, however, if a student is suspended, withdraws with pending disciplinary charges, or is dismissed from the University. In these cases, a permanent notation may be marked on a student's academic record and a **Disciplinary Record and/or Internal Record** will be maintained **permanently** by the Office of Student Conduct. These student conduct records will be maintained to substantiate the transcript notation. Inquiries about a student's Disciplinary Record will only be released with the student's signature of waiver.

### Requesting Disciplinary Records

To request a copy of your Disciplinary Records for yourself or for a third party, such as for graduate school applications, bar admissions, background checks, etc., request a Disciplinary Clearance Letter here:

<https://studentconduct.georgetown.edu/student-records/#request-records>

### First-Year Records Policy

In certain circumstances, a first-year student may have a Disciplinary Record transferred into an Internal Record within the Office of Student Conduct. For more information, please see First-Year Records Policy ([Appendix E](#)).

### INTERNAL RECORD

An Internal Record is created and maintained within the Office of Student Conduct when an incident of alleged misconduct is referred to the Office of Student Conduct.

To ensure compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the Office of Student Conduct will maintain Internal Records for, at minimum, 7 years after a student's graduation.

Within the University community, only individuals acting in a student's educational interests are allowed access to Internal Records. The Office of Student Conduct will not disclose the contents of its Internal Records with any individual outside of the University, except in cases permitted by the Family Educational Rights and Privacy Act of 1974 and enumerated in the Georgetown University Bulletin.

### ACCESS AND CHALLENGES TO RECORDS

Any student has the right to inspect the non-confidential contents of their own student conduct records. Upon written request to the Office of Student Conduct, the records will be made available to the student within 45 business days. If student conduct records contain information about more than one student, access will be permitted only to that part of the record which pertains to the inquiring student.

Any student may contest the content of their student conduct records. Students who believe that their records contain information that is inaccurate, misleading, or in violation of their rights should discuss those concerns with the Director for Student Conduct. If this discussion does not lead to a resolution of the student's concerns, the student has a right to an informal hearing, and if necessary, a formal hearing before a special committee appointed by the Vice President for Student Affairs.

### DATA

The Office of Student Conduct may publish aggregate and non-identifiable statistics compiled from student conduct records including, but not limited to:

- Number of incidents;
- Number of violations;
- Frequency of sanctions;
- Timeliness of incident resolutions.

These policies are subject to change. For complete and updated information on the Office of Student Conduct and other University related policies, please visit: <http://studentconduct.georgetown.edu>.

## TABLE OF APPENDICES

<b>Appendix A:</b>	Resources and Support Services
<b>Appendix B:</b>	Overview of Adjudication Process Flowchart
<b>Appendix C:</b>	Off-Campus Adjudication Process Flowchart
<b>Appendix D:</b>	Medical Amnesty and Good Samaritan Policy
<b>Appendix E:</b>	First-Year Record Policy



## APPENDIX A: RESOURCES AND SUPPORT SERVICES

The Office of Student Conduct in partnership with Georgetown University Student Association recommends the following resources to students.

### **Sexual Misconduct Resources**

The University encourages students to make use of appropriate on-campus resources and will assist all persons involved in an allegation of sexual misconduct. Each office is prepared to offer assistance to students both in an emergency and on an on-going basis and respect and support the students' right to privacy. In addition to on campus resources, referrals for off-campus counseling and support services can be provided for both the Complainant and the Respondent at the student's request. Some primary University resources for students involved in sexual misconduct cases include, but are not limited to:

[Sexual Assault Response and Prevention Services](#)

[Campus Ministry](#)

[Residential Living](#)

[IDEAA – Institutional Diversity, Equity, and Affirmative Action](#)

[LGBTQ Resource Center](#)

[Counseling and Psychiatric Service \(CAPS\)](#)

[Georgetown University Police Department](#)

[Women's Center](#)

[Student Health Center](#)

[Health Education Services](#)

### **General University Resources**

[Student Advocacy Office](#)

[Georgetown University Graduate Student Government](#)

[Office of Neighborhood Life](#)

[CAPS – Counseling and Psychiatric Service](#)

[Campus Ministry](#)

[Health Education Services](#)

[Military and Veterans' Resource Center](#)

[Georgetown University Police Department](#)

[Residential Living](#)

[LGBTQ Resource Center](#)

[IDEAA – Institutional Diversity, Equity, and Affirmative Action](#)

[Student Health Center](#)

[Sexual Assault Response and Prevention Services](#)

[Women's Center](#)

### **Academic Deans' Offices**

[Georgetown College](#)

[McDonough School of Business](#)

[Graduate School](#)

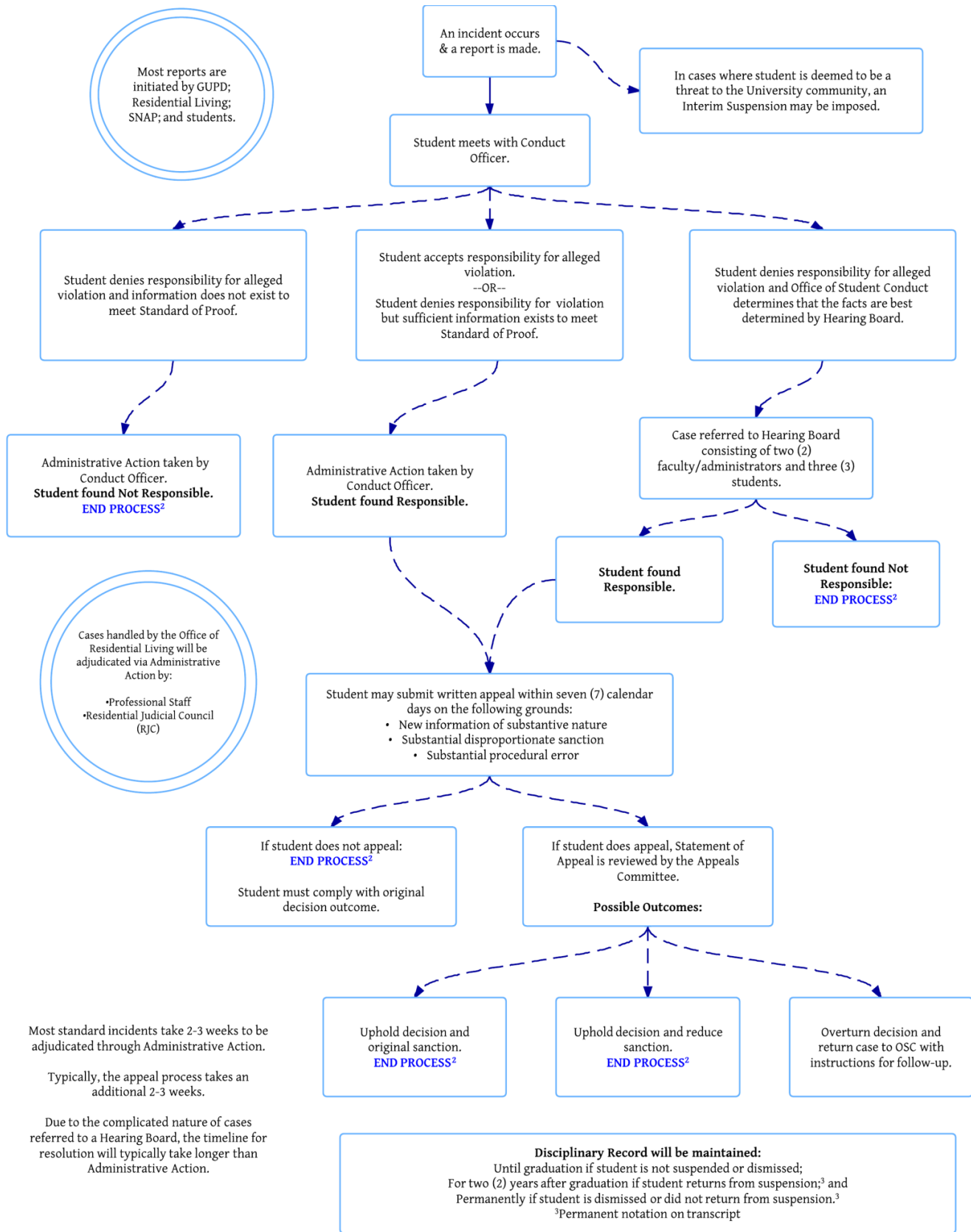
[Edmund A. Walsh School of Foreign Service](#)

[School of Nursing](#)

[School of Health](#)

[School of Continuing Studies](#)

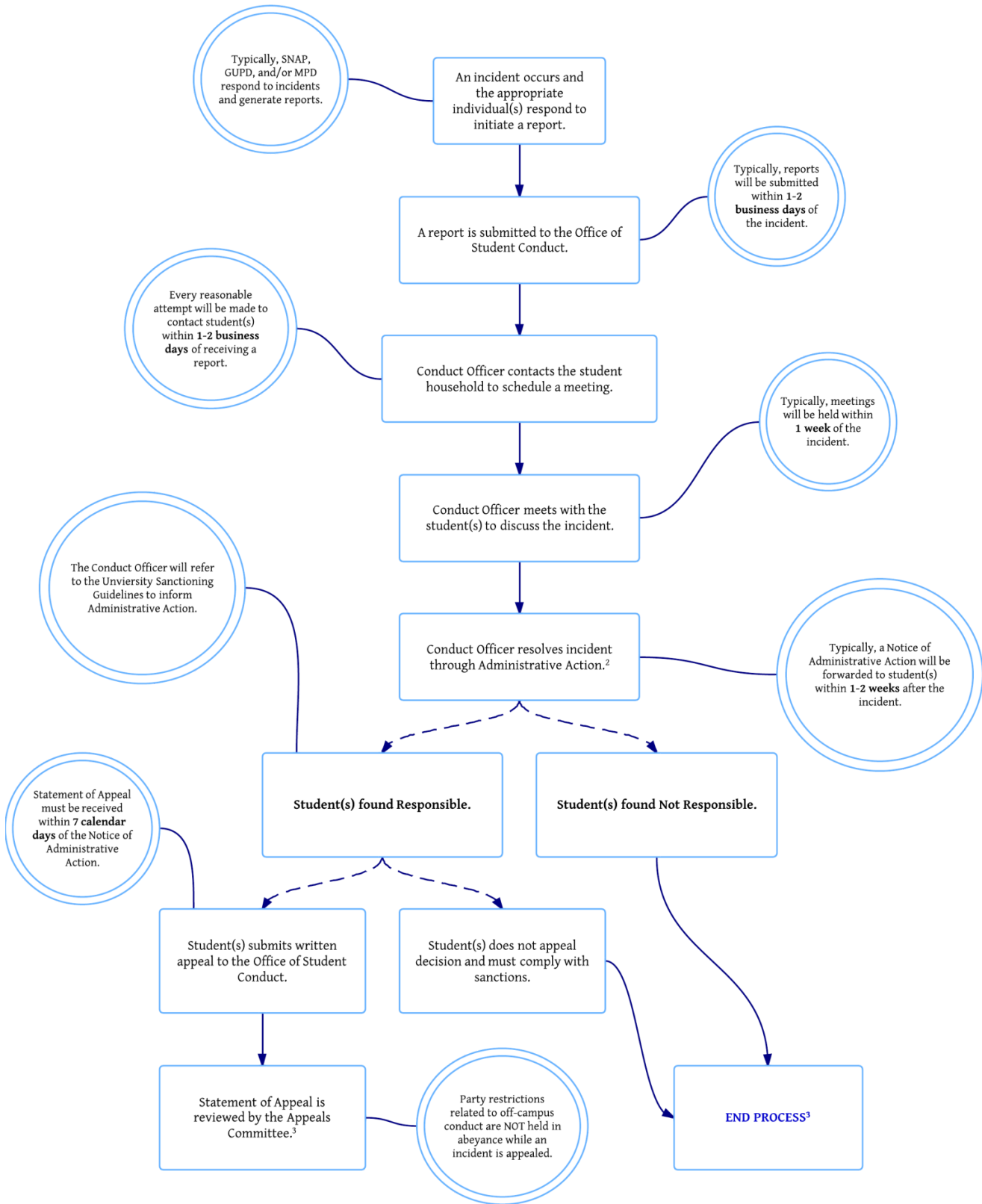
## APPENDIX B: STANDARD ADJUDICATION PROCESS FLOWCHART



<sup>1</sup>The Office of Student Conduct reserves the right to determine the most appropriate manner in which to handle each individual complaint.

<sup>2</sup>For complete policies and procedures related to the student conduct system, please see: <http://studentconduct.georgetown.edu>.

## APPENDIX C: OFF-CAMPUS DISORDERLY CONDUCT (NOISE) ADJUDICATION FLOWCHART



<sup>1</sup>The Office of Student Conduct reserves the right to determine the most appropriate manner to handle each individual incident.

<sup>2</sup>Off-campus student conduct incidents are likely to be adjudicated through Administrative Action if they include excessive noise. Furthermore, the standard of proof for ALL off-campus cases of misconduct is "more likely than not."

<sup>3</sup>For complete policies and procedures related to the student conduct system, please see: <http://studentconduct.georgetown.edu>.

**The Office of Neighborhood Life, with assistance from the Office of Student Conduct, will ensure that off-campus students receive continuous, proactive, and yearlong education regarding their neighborhood responsibilities and expectations.**

## APPENDIX D: MEDICAL AMNESTY AND GOOD SAMARITAN POLICY

### Statement of Purpose

Georgetown University considers the safety and personal well-being of the student body a priority. The University recognizes that there may be alcohol or other drug-related medical emergencies in which the potential for disciplinary action could act as a barrier to students who want to seek medical assistance for themselves or others.

The Medical Amnesty and Good Samaritan Policy is designed to enable students and their guests to seek professional medical treatment in an alcohol or other drug-related emergency by reducing the possible barrier of disciplinary consequences.

### Statement of Policy

When a student or other individual seeks aid for an individual experiencing an alcohol or other drug-related emergency by contacting emergency services, such as the Georgetown Emergency Response Medical Service (GERMS) or the Georgetown University Police Department (GUPD), the patient and the individual(s) reporting the emergency will **not** be subject to disciplinary action for the following violations in the Code of Student Conduct:

- Alcohol Policy;
- Drug Policy – Section 1 (Presence & Possession) & 2 (Use)

However, in all incidents involving an alcohol or other drug-related emergency, the Office of Student Conduct will likely pursue disciplinary action related to other alleged violations of the Code of Student Conduct.

If a Georgetown University Police Officer, Residential Living staff member, or other University official responds to an alcohol or other drug-related emergency, they will first seek medical care before documenting any other information related to the incident. Throughout the entire incident, the individual's prompt treatment and transport to an appropriate medical facility will remain the priority. However, all information related to the incident will be documented by the responding University official(s) in a report and forwarded to the Office of Student Conduct. The Office of Student Conduct will review the report and determine the appropriate application of amnesty.

### Policy Provisions

#### A. Jurisdiction

The Georgetown University Medical Amnesty and Good Samaritan Policy applies both on campus and off-campus.

#### B. Resources

In the event of a medical emergency, students should **always** call GERMS (202-687-4357) or 911.

For non-urgent information related to alcohol and other drugs, please visit Georgetown University Health Education Services. <http://studenthealth.georgetown.edu/health-promotion/>

**Office Location:** 1437 37th St. NW, Poulton Hall, Suite 101 **Hours:** M - F: 9:00 AM - 5:00 PM

**Phone (To Schedule Non-Urgent Appointments):** (202) 687.8949

### **Wellness Follow-Up**

Any student who is medically evaluated as a result of an alcohol or other drug-related related emergency:

- Will be required to have a follow-up meeting with a B.A.S.I.C.S. Facilitator or other University official for a wellness assessment where the student's behavior will be discussed in addition to possible referrals to other campus resources;
- Could be subject to additional wellness measures to better support the individual student and the overall community when the student has experienced multiple alcohol and other drug-related emergencies;
- Could be charged with "Failure to Comply" under the Code of Student Conduct if the student does not complete their wellness requirements.

## APPENDIX E: FIRST-YEAR RECORD POLICY

### **Statement of Purpose**

Georgetown University recognizes that students in their first-year of college may be learning to adjust to a new University and on-campus social environment. This policy addresses students who may have had a lapse in judgment and/or decision-making during their first-year of college. It encourages students to take responsibility for their decision-making by giving tangible benefits to those students who learn from their mistakes and demonstrate better decision-making throughout the remainder of their Georgetown career.

### **Definitions**

- A. **Disciplinary Record:** A Disciplinary Record is created and maintained by the Office of Student Conduct when a student is found responsible for a violation of the Code of Student Conduct.
- B. **First-Year Student:** A Georgetown University student in their first year of college.<sup>4</sup>
- C. **Internal Record:** An Internal Record is created and maintained within the Office of Student Conduct when an incident of alleged misconduct is referred to the Office of Student Conduct.

### **Disciplinary Records vs. Internal Records**

Students are advised that potential employers or graduate schools may request information about a student's Disciplinary Records at the University. **The Office of Student Conduct will only share information from a student's Disciplinary Record with individuals from outside the University when it has received written consent from the student.**

However, **the Office of Student Conduct will not disclose the contents of its Internal Records with any individual outside of the University**, except in cases permitted by the Family Educational Rights and Privacy Act of 1974 and enumerated in the Georgetown University Bulletin.

### **Statement of Policy**

When a first-year student is found in violation of the Code of Student Conduct, they will receive a Notice of Administrative Action that will detail sanctions that must be completed as a result of the violation(s). Additionally, the Office of Student Conduct will create and maintain a Disciplinary Record regarding the student's violation(s).

Under certain circumstances, if a first-year student satisfactorily completes their sanctions on time and commits no other Code of Student Conduct violations during their time as a Georgetown University student, the Office of Student Conduct may maintain the student's violation(s) as an Internal Record instead of as a Disciplinary Record.

### **Policy Provisions**

The following provisions detail the circumstances which the Office of Student Conduct may maintain a first-year student's Disciplinary Record as an Internal Record.

- A. This policy may only be applied once and only if a first-year student committed one of the following violations:
  - a. **On-campus** noise violations;
  - b. **On-campus** alcohol violations:

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<sup>4</sup> Given the University's virtual learning environment during the 2020-21 academic year, for students who were enrolled in their first year of college at Georgetown during the 2020-21 academic year, this policy will apply to both their first and second years of college (2020-21 and 2021-22 academic years).

- i. Possession or consumption of alcohol;
  - ii. Possession or consumption of alcohol in an alcohol-free location;
  - iii. Possession, or consumption of an open alcohol container in a public area;
  - iv. Possession or use of alcohol-related paraphernalia.
- B. This policy may be applied if a first-year student violated more than one of the Code policies listed above, provided that:
  - a. the violations occurred during the same incident; and
  - b. the student did not also commit a Code violation that is not listed above.
- C. This policy may only be applied if a first-year student satisfactorily completes all sanctions on time that were issued as a result of their incident.
- D. Upon satisfactorily completing all sanctions, the student's Disciplinary Record will be transferred to the Office of Student Conduct's Internal Records.
  - a. If the student receives no other violation of any kind during their time as a student, their incident will remain in the Office of Student Conduct's Internal Records.
  - b. If the student is found Responsible for any other violation of the Code during their time as a student, the Internal Record will be transferred back into their Disciplinary Record.