



Georgetown University

GEORGETOWN UNIVERSITY CODE OF STUDENT CONDUCT

2013-2014

OFFICE OF STUDENT CONDUCT

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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 our adjudication process is the commitment to serve the involved parties, equally, in an unbiased and fair manner while striking a balance between community standards and individual behavior.

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.

CODE OF STUDENT CONDUCT

PREAMBLE

As a Catholic and Jesuit University, Georgetown stands for the human dignity and worth of every person. It believes, therefore, in values that foster the human respect needed for people to live, work, study and recreate together as a community. Living these values requires each of us to make an effort towards building a campus community that will be known for love of truth, active care and concern for the common good and selfless sacrifice towards others. Acting against these values diminishes the understanding of community. Such action, because of the injury it does to the community, is taken seriously here at Georgetown, and is handled fairly yet firmly.

Good order is a sign that a community is working to achieve the goals it has set for itself. When order is absent or disrupted, not only are individuals harmed, but the community suffers too. To attain these goals, Georgetown has a conduct system, which promotes the well-being of individuals and groups who make up the campus community.

RESPONSIBILITY FOR THE COMMON GOOD

This conduct system encourages a sense of the common good among members of the campus community by setting standards of behavior that appropriately reflect the character and purpose of Georgetown University, and by providing policies and procedures to use when someone compromises those standards and thereby undermines the common good.

The conduct system supports the educational mission of Georgetown University by helping students grow into more responsible persons. It includes fostering an environment in which learning may occur: an atmosphere of openness, freedom and creativity, but also one characterized by the order, peace, and tranquility necessary for study and reflection. It includes respect and care for what we share in common and hold in trust for the educational mission of this University, including tangible goods such as the physical buildings and spaces of the University, but also intangible goods such as traditions of mutual respect and civil behavior. The following regulations are necessary to protect the common good. Their violation will result in disciplinary action.

RESPECT FOR THE DIGNITY OF THE PERSON

Respect and reverence for every person is at the core of Georgetown's Catholic, Jesuit identity. It is particularly necessary that this respect encompass diversity and differences of opinion. Individuals deserve to be free from the threat or actuality of physical violence or verbal abuse. Especially intolerable and egregious in view of the University's commitment to respect for the person are offenses against persons because of their race, religion, ethnicity, gender or sexual orientation. The dignity of persons includes the secure possession of property and unimpeded access to facilities appropriate for their use. This responsibility includes regard for the safety, security and health of others in a university community guided by standards of truthfulness, honesty and personal honor. The following regulations and prohibitions protect the dignity of the person. Their violation will result in disciplinary action.

STUDENT CONDUCT SYSTEM OVERVIEW

STATEMENT OF PURPOSE:

Georgetown's adjudication process, including the policies on disclosure and confidentiality, is consistent with its Catholic and Jesuit educational mission. The student conduct system exists to handle infractions against University rules and regulations. This system is based on a philosophy of fairness for the parties affected by any situation involving a student's non-compliance with a University policy or regulation.

The student conduct system 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 our 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, an additional option for Complainants when the alleged violator is an enrolled Georgetown University student.

This system provides an alleged violator the opportunity to respond to complaints brought against him or her and to offer his or her perspective. When it is deemed appropriate for a case to be forwarded to a Hearing Board, the Respondent will be provided an opportunity to hear and address the Complainant's allegation(s), directly, respond to the testimony of the witnesses and for a Hearing Board composed of students, faculty, and/or administrators to determine whether the burden of proof was met by the Complainant.

The Code provides that the matter may be resolved through Administrative Action for cases involving violations that, under typical, first time circumstances:

- Would not result in disciplinary suspension or dismissal;
- Arise during the summer session; and/or
- The student has admitted responsibility for the alleged violation.

JURISDICTION

Students

This Code of Student Conduct and the accompanying conduct system covers all Georgetown University undergraduate students (whether residing on or off-campus or studying abroad), graduate students, and all students enrolled in the School of Continuing Studies. 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 or the pursuit of its mission or the broader community in which we live.

Local Laws and Statutes

The University and the members of its 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

Student Organizations

Student Organizations are subject to special rules. Those rules are outlined in *Student Organization Standards*, paper copies of which are available from the Center for Student Engagement (CSE) or online at <http://studentaffairs.georgetown.edu/policies/>. The Center for Student Engagement has responsibility 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.

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 will apply to students studying abroad. While it is not a sanction imposed through the Code of Student Conduct's disciplinary 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 International Programs immediately of any pending conduct matter.

Summer

Any alleged violation which takes place on or after the first day following the last day of spring semester classes or before the first day of fall semester classes will be handled in accordance with the procedures set out below. The Office of Student Conduct will determine the most appropriate manner in which to handle each individual complaint. During summer sessions at the University, discipline will be handled via Administrative Action.

ORGANIZATION OF THE CONDUCT SYSTEM

The conduct system relies on the following personnel and committees:

The Office of Student Conduct

The conduct system is administered by the Director of Student Conduct along with such other staff necessary to support the responsibilities of the office. Formal charges and complaints as well as any inquiries concerning the conduct system should be directed to this office. The administrative office of the conduct system is located on the fifth floor of the Leavey Center. The telephone number is 202-687-4553.

The Director of Student Conduct

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

Administrative Action

Administrative Action is the resolution of a case by an authorized administrator or the Residential Judicial Council (RJC).

Hearing Boards

Hearing Boards are composed of 3 student and 2 faculty/administrator voting members drawn from the Hearing Board pool.

Undergraduate students: When it is alleged an undergraduate student has violated the Code, at least two of the three students assigned to the Hearing Board will be undergraduates.

Graduate students: When it is alleged a graduate student has violated the Code, at least one of the three students assigned to the Hearing Board will be a graduate student. If graduate students are unavailable within a three week period, undergraduate students will be assigned.

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. (Web: <http://gervaseprograms.georgetown.edu/honor/>).

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. (Web: <http://bulletin.georgetown.edu/>).

Advisors

Each Complainant and Respondent has the right to be accompanied by one advisor of his/her choosing during all aspects of their case preparation up to and including the hearing proceedings. The advisor is not an advocate, but rather a source of personal and moral support to the student. An advisor may not be a witness, speak, or otherwise participate on behalf of the student. All information concerning all aspects of the case will be communicated by the Office of Student Conduct directly to the student.

Appeals Committee

The Appeals Committee is responsible for reviewing all appeals.

The Appeals Committee is a *standing* committee of the Office of the Vice President for Student Affairs. In cases involving sanctions less than active suspension or dismissal, the Appeals Committee will consist of:

- Judicial Coordinator for Student Conduct (Chair and non-voting);
- Associate Director for Residential Living;
- Faculty/staff representative; and
- Student representative.

In cases that have resulted in active suspension or dismissal the Appeals Committee will be increased to include:

- An additional student representative; and
- A representative from an academic dean's office, Associate Dean of Students, or Associate VP for Student Affairs.

HOW TO FILE A COMPLAINT WITHIN THE UNIVERSITY:

The Director of Student Conduct will determine the most appropriate manner in which to handle each individual complaint.

There is no time limit imposed as to when a formal complaint of misconduct may be initiated against any undergraduate, graduate or continuing studies student currently registered at Georgetown University.

Anyone wishing to initiate a formal complaint against any Georgetown University undergraduate, graduate or continuing studies student may contact the Office of Student Conduct.

***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.

Discrimination

Allegations of discrimination (i.e., resulting in some form of denial or access to benefits) should 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/>).

In addition to the above general guidelines for filing a complaint within the University, procedures specific to the resolution of charges of Sexual Misconduct and/or Sexual Assault are described in the Student Conduct Procedures Manual.

ORIGINAL HEARINGS AND ADMINISTRATIVE ACTION

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 burden of proof rests on the Complainant. The Complainant must present persuasive information that establishes the Respondent violated the Code of Student Conduct (Code).

The two standards of proof which pertain to adjudication under the Code of Student Conduct are “*Clear and Convincing*” and “*More Likely than Not.*”

- While there is no absolute measure for each standard, “*clear and convincing*” proof will be shown where the truth of the facts asserted is highly probable.
- The “*clear and convincing*” standard requires more substantial proof than the standard of “*more likely than not*” but less than the criminal standard of “*beyond a reasonable doubt.*”

In all cases of alleged Sexual Misconduct and Sexual Assault the standard of proof is “*More Likely than Not.*”

For all other alleged Code violations, the standard of proof depends on the location of the incident as follows:

- Off-Campus Incidents:** The standard of proof for violations that occur off-campus is “*More Likely than Not.*” This level of proof requires the Complainant to establish it is “*more likely than not*” that the Respondent committed the alleged Code violation.
- On campus Incidents:** The standard of proof for violations that occur on campus is “*Clear and Convincing.*” This level of proof requires the Complainant to establish it is highly probable that the Respondent committed the alleged Code violation.

APPEALS

In the University’s student conduct appeal process, the burden of proof rests on the Appellant, who must establish by “*Clear and Convincing*” information that the original conduct process or decision was substantially flawed.

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 will be handled as a single case.

- In the event the case is resolved via Administrative Action, a consolidated meeting may be held with a minimum of two of the Respondents to determine responsibility in the incident.
- In the event the case is forwarded to a Judicial Hearing Board, a consolidated hearing will be convened.

DEFINITION OF VIOLATIONS

The Office of Student Conduct will determine the most appropriate manner in which to handle each individual complaint.

Behaviors identified as violations under the Code of Student Conduct are adjudicated based on the nature and severity of the behavior and the sanction which typically may be imposed for a first time violation of a single regulation.

It should be noted:

- Attempts to commit a violation shall be deemed as serious as actually committing the act;
- 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 (*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 regarding alcohol and alcoholic containers as set out in the University's Alcohol and Drug Policy which can be found at <http://studentaffairs.georgetown.edu/policies.html>.

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 contents, 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.
- **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 Department of Public Safety and will not be returned regardless of the student's age.
- **Possession or use of alcohol-related paraphernalia:** Possession or use of alcohol-related paraphernalia is prohibited in University-owned residential housing.
 - Beer steins, shot glasses and/or wine glasses are permitted.
 - Beer pong tables are permitted **except:**
 - by a student under the age of 21
 - in designated alcohol-free location
- **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.

2. **Arson** (*handled by Office of Student Conduct w/ possible referral to Hearing Board*)

To maliciously burn, or attempt to burn, any public or private property, whether real or personal, not his/her own. Arson involves conduct endangering human life and offending security of habitation or occupancy.

3. **Dangerous Objects** (*handled by Office of Student Conduct w/ possible referral to Hearing Board*)

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.

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

To harm or ruin another's property or University property.

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

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

6. Disruption of Official University Functions *(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 <http://studentaffairs.georgetown.edu/policies.html>)

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:

- **Use/Possession** *(resolved via Administrative Action)*
 - Use or possession of drug paraphernalia
 - Being in the presence of the use of illegal and/or counterfeit drugs and/or controlled substance
 - Use or possession of illegal and/or counterfeit drugs and/or controlled substance
- **Manufacture, Sale, and/or Distribution** *(handled by Office of Student Conduct w/possible referral to Hearing Board)*
 - 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

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

Behavior that interferes with or obstructs the official duties of University personnel or a law enforcement officer.

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

Under typical circumstances, all disciplinary sanctions must be completed by the date indicated on the final resolution of the decision outcome. This includes, but is not limited to: work sanction hours, fines, reflection papers, and referrals.

10. False Testimony *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

Lying, misrepresentation of 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 *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

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: *(resolved via Administrative Action)*

- Candles, incense, burning scented oils
- 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
- Open flame

Potentially hazardous **actions**, including but not limited to the following: *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

- Intentional or reckless misuse of fire safety equipment (such as fire extinguishers, fire alarms, exit signs, etc.)
- Unnecessary activation of fire alarms
- Failure to leave a building during a fire alarm or drill
- Setting fires - this includes, but is not limited to, the lighting of candles and/or incense
- 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

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

The student host is responsible for the behaviors of any individual(s) he/she allows access to his/her assigned space 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) he/she allows access to campus. In either instance, 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.

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

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

15. Harassment *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

Any intentional or persistent act(s) deemed intimidating, hostile, coercive, or offensive.

16. ID Cards Policy

Violations of this policy include, but are not limited to: *(resolved via Administrative Action)*

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

(handled by the Office of Student Conduct w/ possible referral to Hearing Board)

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

17. Incivility *(resolved via Administrative Action)*

- Disrespect of a fellow Georgetown student through language or actions.
- Disrespect of a University Official or law enforcement officer through language or actions.

18. Local Laws and Statutes *(handled by the Office of Student Conduct w/ possible referral to Hearing Board)*

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.

19. Noise *(resolved via Administrative Action)*

Excessive sound which infringes upon the rights of others to reasonable peace and quiet.

20. Objects from Building *(resolved via Administrative Action)*

Throwing and/or intentionally causing to fall from a window, rooftop or balcony, any object that could cause physical harm or damage to property.

21. Outdoor Property Maintenance *(resolved via Administrative Action)*

Students who live off-campus in the District of Columbia are expected to comply with DC regulations regarding proper maintenance of their property's yard, walkway and surrounding sidewalk. Failure to comply with established regulations will be considered a violation of the Code. These regulations include, but are not limited to:

- height of grass and weeds
- snow and ice removal

Note: Failure to correct the cited violation may result in an additional Code charge of Failure to Comply.

22. Parking Policy *(resolved via Administrative Action)*

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

23. Party Hosting Policy *(resolved via Administrative Action)*

Prior to hosting their first gathering of 12 or more guests in a University owned apartment/townhouse (Alumni Square, Henle, Nevils, Village A, Village A rooftops) at which alcohol is present (a "Party"), students must attend 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
 - 35 Maximum Attendees: Nevils, Townhouses*, and Village A**
- 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 proscribed by Student Affairs and Residential Living.

24. Personal Responsibility *(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.

25. Pets *(resolved via Administrative Action)*

Pets are not permitted in University-owned buildings or to roam about campus unleashed.

26. Prohibited Items *(resolved via Administrative Action)*

Items identified as prohibited in University owned housing as set forth in the Code, the Housing Occupancy Agreement 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
- Lofts
- Mercury Thermometers
- Wine/beer home brewing kits
- 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 alcohol free.

27. Physical Assault *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

Physical assault with bodily injury and/or any intentional touching, or threat of such touching, that places a person in reasonable fear of imminent bodily harm.

28. Public Urination *(resolved via Administrative Action)*

To urinate in any location not specifically designated as a “restroom” is prohibited.

29. Quiet Hours *(resolved via Administrative Action)*

Students are expected to maintain reasonable levels of peace and quiet at all times, both on and off-campus. Between the hours of 9:00 p.m. and 9:00 a.m. on nights proceeding undergraduate class days, and between the hours of 12:00 a.m. and 9:00 a.m. on Friday and Saturday, students are expected to be especially quiet.

30. Security *(resolved via Administrative Action)*

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

31. Sexual Misconduct *(handled by Office of Student Conduct w/ possible referral to Hearing Board)*

Engaging in, or attempting to engage in, *sexually explicit touching* or *indecent actions* with or directed at another person that are unwanted and/or offensive.

For the purposes of the **Sexual Misconduct**, the following definition(s) shall apply:

- *Sexually explicit touching* is the unwanted touching of another person in a sexual manner. Examples of sexually explicit touching include, but are not limited to, the touching either directly or through clothing, of another person's genitalia, breasts, inner thigh, or buttocks of any person with a clothed or unclothed body part or object.
- *Indecent actions* include, but are not limited to voyeurism, exposure, sexually explicit communication (i.e., electronic and voice messages, photos, pictures, graphics, etc.)

32. Sexual Assault (*handled by Office of Student Conduct w/ possible referral to Hearing Board*)

Engaging in, or attempting to engage in, unwanted *sexually explicit touching* or unwanted *sexual penetration* with another person through the use of *coercion* or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical *incapacity*.

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

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

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

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

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

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

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

33. Smoking Policy (*resolved via Administrative Action*)

University-owned buildings have been officially designated as non-smoking. Members of the community who choose to smoke on campus must do so in University-designated areas outdoors.

34. Stalking (*handled by Office of Student Conduct w/ possible referral to Hearing Board*)

Any behaviors or activities occurring on more than one occasion that place another person in reasonable fear or threaten his or her physical safety, mental health and/or are intended to cause 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 or following; and/or
- observing or surveillance.

35. Theft (*handled by Office of Student Conduct w/ possible referral to Hearing Board*)

To wrongfully obtain, whether through a single act or multiple occurrences of theft, the property or services of another (including the University) with the intent to deprive the other of a right to the property or a benefit of the property or services.

36. Trash Disposal (*resolved via Administrative Action*)

Students are responsible for the proper disposal and containment of trash in and around their residence. Off-campus residents must comply with local trash ordinances. Violations include, but are not limited to:

- failure to place trash in appropriate trash receptacle(s);
- leaving trash receptacle(s) on public display outside of residence in excess of the posted allotted time frame;
- accumulation of trash in rooms, apartment, front and/or backyard that could pose a health risk.

37. Unauthorized Access (*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 on campus where it could be reasonably inferred that access is prohibited or restricted. Examples include, but are not limited to: roofs of any University building (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.

38. Violations of University Regulations (*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/>).

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

40. Visitation (*resolved via Administrative Action*)

A resident's privilege to have a guest in the room 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.

DISCIPLINARY SANCTIONS

The adjudication process is designed to educate the individual while taking into consideration the needs of the greater community. It is founded on the principles of fostering community, upholding the common good, and respecting the individual. When a student disregards these principles, he/she is held accountable and sanctions are imposed. The fundamental principle guiding the imposition of sanctions in the student conduct system is founded on the University's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

Unless specifically stated within the definition of a violation, intent is not an element in determining responsibility; but will be considered in the application of sanctions.

The sanctioning component of the University's conduct system is designed to achieve the following goals:

GOALS OF SANCTIONS

- Reestablishment of order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender.
- Mechanism within which offenders can reflect upon their actions and their impact on both themselves and others.
- Restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return.
- Restitution to those harmed by the offender's actions to the degree possible.

SANCTIONING CONSIDERATIONS

In achieving the goals of sanctions, the following set of parameters is considered in each case, which are designed to guide the range and variation in the imposition of sanctions:

- Nature of the violation;
- Intent to commit violation; and
- Inherent harm.

NATURE OF VIOLATION

A single incident with multiple violations will result in more severe sanctions.

Aggravating Factors

Aggravating factors considered in sanctioning include, but are not limited to:

- *Injury and Damage:* In each incident the severity of damage, injury or harm resulting from the violation shall be considered in totality when determining the level and scope of the sanction.
- *Alcohol*
 - Behaving under the influence of alcohol will be considered an aggravating circumstance when violations of the Code occur, and sanctions will reflect the role of alcohol in the violation.
 - Of particular concern are alcohol-related drinking games. Because they are designed to encourage the excessive consumption of alcohol, they run contrary to and undermine the University's promotion of the responsible use of alcohol. Alcohol-related drinking games shall be deemed an aggravating factor. As such, violations that occur in conjunction with, or because of, alcohol-related drinking games will receive more severe sanctions.
- *Bias-related:* By its very nature, bias will be deemed an aggravating circumstance to any violation of the Code, regardless of its seriousness. Consequently, bias-related violations will result in a more serious sanction up to, and including, permanent separation from the University.

- The term “bias-related” refers to Code violations that include language and/or behaviors which demonstrate bias against persons because of, but not limited to, others’ actual or perceived: color, disability, ethnicity, gender, national origin, race, religion, and/or sexual orientation. Bias-related Code violations are especially intolerable in view of the University’s commitment to respect for all members of the community.
- *Retaliation* of any kind against any individual filing a complaint or participating in a disciplinary proceeding is strictly prohibited. Such behavior will result in more severe sanctions, up to and including, permanent separation from the University.

Mitigating Factors

Mitigating factors refer only to some element of the student’s actions or behavior during the incident, which is not exculpatory, but is deemed by the adjudicator to merit some consideration of a lesser sanction. Examples of a mitigating factor might include elements of self-defense or defense of others.

STUDENT’S CONDUCT HISTORY AND PRIOR RECORD

A student’s conduct history and prior record will be considered with regard to the sanctions to be imposed. Generally, a student’s past misconduct may be grounds for a more severe sanction. Elements of a student’s conduct history and prior record to consider are:

- Prior or repeated violations and proximity of time of violation
 - Repeated incidences of alcohol violations will result in more severe sanctions, including and up to disciplinary suspension and disciplinary dismissal.
 - Repeated incidences of violations committed over a relatively short period of time will result in more severe sanctions.
 - Repeated violations throughout the student’s tenure at the University may result in more severe sanctions.
- Violations committed while on an active sanction. (Until any sanction has been completed, it is considered “active.”)

SANCTION RELATED-ISSUES

Sanctions Specific to Seniors

Failure to complete any disciplinary sanction before Commencement exercises may result in the Academic Dean withholding a diploma. The student will receive the diploma when the Office of Student Conduct certifies that the sanction is complete.

A student may not graduate with an unresolved disciplinary matter that could reasonably result in suspension or dismissal from the University. Certification for the student’s degree will be withheld pending a final resolution of the disciplinary matter; this determination will be made in conjunction with the Academic Dean.

LIST OF DISCIPLINARY SANCTIONS

The following sanctions, or any combination thereof, may be applied by the Residential Judicial Council (RJC), Hearing Board and/or any of the authorized University administrators. Examples of sanctions include, but are not limited to:

1. **Written Reprimand:** an official letter of censure.
2. **Fines:** In all cases of fines, payment must be made in the form of U.S. dollar bills, personal check or money order. Coins totaling more than \$1.00 will not be accepted.
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 research/reflection papers.

6. **Home Beyond the Hilltop:** an educational and sanction-reducing workshop for off-campus students who are found responsible for off-campus Disorderly Conduct as it relates to excessive noise. Student participation in the workshop will be entirely voluntary and, on a one-time-basis, could reduce the severity of sanctions and/or the length of time for which Disciplinary Probation 1 is imposed.
7. **Referral:** To appropriate community resource such as individual alcohol/substance assessment and/or consultation.
8. **Other Sanctions:** as appropriate to the circumstances of a given case.
9. **Party Restriction:** loss of the privilege for any parties to be hosted in a student's residence.
10. **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 he/she is a dependent.
11. **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 he/she is a dependent.
12. **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 he/she is a dependent.
13. **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 he/she is a dependent.
14. **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 he/she is a dependent.
15. **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 he/she is 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 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. The student's Academic Dean will be notified that the student is on Disciplinary Probation II, as will the student's parent(s) /guardian if he/she is 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.
17. **Active University Suspension:** complete separation from all University activities, services, facilities and grounds. Active 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. An active 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 he/she is a dependent.
 - a. 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.
 - b. 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.
18. **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 he/she is a dependent.

RESOLUTION OF COMPLAINTS

The following is an overview of the processing of alleged Code violations. The Director of Student Conduct will determine the most appropriate manner in which to handle each individual complaint.

EMERGENCY ADMINISTRATIVE ACTION

If an individual appears to pose a risk of danger or disruption to the community or any individual, emergency administrative action may be taken, including removal of the individual from the University community.

- This action does not require an admission of responsibility on the part of the Respondent.
- The decision whether or not to take Emergency Administrative Action is vested solely within the non-reviewable discretion of the Vice President for Student Affairs, the Associate Vice President for Student Affairs, the Director of Student Conduct, or his/her designee.
- Within three working days of the Emergency Administrative Action, a Notice of Code Charges will be provided to the Respondent.
- The Office of Student Conduct will schedule a hearing as soon as reasonably possible after the Notice of Code Charges is presented to the Respondent.
- Pending the hearing, an authorized administrator can modify the conditions of the emergency administrative action.

ADMINISTRATIVE ACTION

Administrative Action is the resolution of a case by an authorized administrator. The adjudicating administrator has the authority to find a student responsible for violations of the Code of Student Conduct and assign the appropriate sanction(s).

The following authorized administrators may take Administrative Action for all Code violations:

- Vice President for Student Affairs
- Associate Vice President for Student Affairs
- Director of Student Conduct

The following administrators are authorized to take Administrative Action in cases resulting in sanctions, up to and including, Disciplinary Suspension. Cases resulting in disciplinary suspension must be in consultation with the above administrators.

- Associate Director of Student Conduct
- Associate Dean of Students
- Assistant Vice President for Student Health
- Assistant Dean for Residential Living
- Director of Residential Living
- Associate Director of Residential Living

The following adjudicators are authorized to take Administrative Action in cases resulting in sanctions, up to and including, Disciplinary Probation I. Cases resulting in Disciplinary Probation I must be in consultation with any of the above administrators.

- Assistant Director of Residential Living
- Community Director
- Residential Judicial Council (RJC)

Note: The Residential Judicial Council (RJC) operates under the direction of the Office of Residential Living and takes administrative action against students who reside within University owned housing. Please contact the Office of Residence Living for detailed policies and procedures governing the RJC.

HEARING BOARDS

Cases involving violations that are not resolved by Administrative Action may be referred to a Hearing Board under the following circumstances:

- When the student denies engaging in a violation that, under typical, first time circumstances, would result in disciplinary suspension or dismissal;
- When a student fails to respond to a complaint that, under typical, first time circumstances, would result in disciplinary suspension or dismissal; and/or
- At the discretion of the Director of Student Conduct, when the Director determines the facts are best determined by a Hearing Board.

APPEALS OF DISCIPLINARY DECISIONS

A decision reached by a Hearing Board or through Administrative Action may be appealed by the Respondent (*or Complainant in Sexual Misconduct and/or Sexual Assault cases*) to the Appeals Committee. A Respondent 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.

Grounds for Appeal

An appeal may seek review only on one or more of the following grounds:

- **Substantial Procedural Error:** The specified procedural error or error in interpretation of University regulations may have substantially affected the hearing such that the Respondent was denied a fair hearing; or the error prevented the person taking Administrative Action from making a fair decision.
- **New Information of a Substantive Nature:** New, significant or relevant information becomes available that could not have been discovered by a properly diligent Respondent at the time of the original decision and that may have substantially affected the hearing or changed the outcome of the hearing.
- **Substantial Disproportionate Sanction:** The sanction appears to be disproportionately severe to the level or nature of the offense or the student's prior record.

The decision of the Hearing Board or authorized administrator may be appealed to the Appeals Committee only once and the decision of the Appeals Committee is final.

Determination/Action by Appeals Committee

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

Standard of Proof: The standard of proof rests on the appellant who must establish by presenting clear and convincing information that the original process or decision was substantially flawed.

Action by Appeals Committee: The following actions may be taken by the Appeals Committee:

- affirm the finding of responsibility and the sanction imposed by the original board or administrator;
- affirm the finding of responsibility and reduce the sanction; or
- overturn the finding of the Hearing Board or administrator 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 will provide a written explanation of its determination to the appellant. This determination is final and binding on all parties.

Note: A decision reached by a Hearing Board or through Administrative Action regarding a case of Sexual Misconduct or Sexual Assault may be appealed by the Complainant or Respondent.

Summer Session Appeals

- If a summer system 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 by the Hearing Board 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, his/her sanction(s) will continue to be held in abeyance pending final appeal decision outcome.

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

- Emergency Administrative Actions;
- Off-Campus Party Restrictions;
- Certain sanctions imposed under the summer system (see *Summer Session Appeals*, p. 20).

Note: A decision reached by a Hearing Board or through Administrative Action regarding a case of Sexual Misconduct or Sexual Assault may be appealed by the Complainant or Respondent.

DISCLOSURE OF OUTCOME

ORIGINAL CASES

Non-Sexual Misconduct/Sexual Assault Cases

The University will disclose the final results of a disciplinary hearing (the name of the student, the violation committed, and any sanction imposed by the University against the student) only to the Respondent and, subject to the conditions discussed below, to a Complainant or Victim of the alleged violation in cases where the facts alleged constitute a crime of violence or non-forcible sex offense as those terms are defined under the Family Educational Rights and Privacy Act (FERPA). If the alleged Victim of such a crime or offense, as defined above, is deceased as a result of the alleged violation, disclosure of the final results will be made to the Victim's next of kin.

For Complainants or Victims of an alleged violation in cases where the facts constitute a crime of violence or non-forcible sex offense, such disclosure to a Complainant or Victim will be made only on the condition that he or she agrees to and signs the confidentiality agreement set forth in the *Disclosure of Adjudication Outcome Form* prior to the release of the information. The Complainant or Victim will not be prohibited from sharing the final results with his or her parents/guardians and the individual who served as his or her Advisor during the disciplinary process, as long as those individuals are advised of and abide by the same confidentiality obligations. If a student fails to maintain the confidentiality of the information, he or she may be held accountable under the Code for violation of confidentiality and may be subject to appropriate disciplinary action.

When disclosure is provided, such disclosure will be made to a Complainant or Victim irrespective of a finding of responsibility. The disclosure will be made after the appropriate administrator or Hearing Board decides whether a violation of the Code has occurred, regardless of whether an appeal is taken. Furthermore, when disclosure is provided and an appeal is

filed, the Complainant or Victim will be notified and informed of the final outcome of the appeal(s) consistent with the above stated confidentiality agreement.

Sexual Misconduct/Sexual Assault Cases

In cases of Sexual Misconduct/Sexual Assault, disclosure to a Complainant or Victim will be made without the condition that he/she signs a confidentiality agreement as set forth in the *Disclosure of Adjudication Outcome Form* prior to the release of the information. However, the Complainant/Victim is still required to maintain confidentiality. The Complainant or Victim will not be prohibited from sharing the final results with his or her parents/guardians and the individual who served as his or her Advisor during the disciplinary process, as long as those individuals are advised of and abide by the same confidentiality obligations. If a student fails to maintain the confidentiality of the information, he or she may be held accountable under the Code for violation of confidentiality and may be subject to appropriate disciplinary action.

Such disclosure will be made to a Complainant or Victim irrespective of a finding of responsibility. The disclosure will be made after the appropriate administrator or Hearing Board decides whether a violation of the Code has occurred, regardless of whether an appeal is taken. Furthermore, if an appeal is filed by either party, the other party will be notified and informed of the final outcome of the appeal(s) consistent with the terms of confidentiality as outlined for the original decision.

POLICY ON DISCIPLINARY 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.

ACCESS

Any student has the right to inspect his/her own disciplinary file. The information contained therein will be made available to the student by the Director of Student Conduct upon written request. No one outside the institution shall have access to the student's records nor will Georgetown University disclose any information from these records without the written consent of the student except in those cases permitted by the Family Educational Rights and Privacy Act of 1974 and enumerated in the Georgetown University Bulletin.

Students are advised that employers or graduate schools may request information on disciplinary status. It is the student's right to deny access. Only when a signed permission form is presented to the Office of Student Conduct will any information be made available. Within the University community, only those members individually or collectively, acting in the student's educational interest are allowed access to the records. It shall be the responsibility of the Director of Student Conduct to provide an explanation, in writing if necessary, as to the nature and severity of any violation in which the student in question has been sanctioned when an authorized inquiry to inspect the records of any student is made.

MAINTENANCE OF RECORDS

When a student is found responsible for violating a University regulation, either by a Hearing Board or Administrative Action, a disciplinary file is created. This file contains all the information pertinent to the disciplinary proceedings in which a student has been involved.

The records of any student contained in the disciplinary file shall be maintained by the Office of Student Conduct until the graduation of the student from the University, at which time it will be destroyed. An exception will be made to this policy, however, in the following circumstances:

- In the case where a student has been actively suspended, but returns to the University and completes his/her degree, the disciplinary file will be maintained for only 2 years after he/she graduates.

- In the case where the student either withdraws or is dismissed, the student's file will be maintained permanently. A notation will become a part of the student's academic record: "Withdrawn" for withdrawn students; "Disciplinary Suspension" for suspended students; or "Disciplinary Dismissal" for dismissed students.

WITHDRAWAL PRIOR TO RESOLUTION OF AN ALLEGATION OF A VIOLATION

Under normal circumstances, a student is not allowed to withdraw with disciplinary action currently pending. 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.

CHALLENGES TO RECORDS

Any student may contest the content of his/her disciplinary records. Students who believe that their records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, should discuss those concerns with the Director of 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

Aggregate statistics regarding the student conduct system may be periodically published regarding:

- Number of incidents;
- Timeliness of incident resolutions;
- Frequency of Sanctions.

These policies are subject to change. Please check the web for the most current information:

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

For more information on the Office of Student Conduct and other University related policies, please visit:

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