



Student Handbook

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Student Handbook (2023-2024)

The Student Handbook is an official document of Georgetown College and contains the current policies governing student life. The policies and regulations published in the Handbook supersede the constitutions, bylaws, or standing rules of any organizations. Students are expected to become familiar with the contents of this Handbook and conduct themselves accordingly.

Resource Phone Numbers

- Student Life Office: 502-863-8004
- Campus Safety: 502-863-8111
- Health Services: 502-863-8201
- Counseling Center: 502-863-8062

General Information

The Mission of the College

The mission of Georgetown College is to prepare students to engage in their life's pursuits with thoughtfulness and skill by providing an exceptional educational experience in a vibrant Christian community. Distinguished by its emphasis on outstanding teaching and mentoring, the College offers excellent academic programs in the liberal arts, sciences, and professions.

Fulfilling its distinctive mission with the liberal arts, sciences, and professions, Georgetown College's aim is to continue to be one of the finest Christian colleges in the country.

Student Life Mission

Engaging students to live, learn and believe in an inclusive and supportive community.

Georgetown College Non-Discrimination Statement

As a Christian institution, Georgetown College builds community through admissions, hiring and promotion policies based on merit, qualification, and character. As a matter of policy and in compliance with state and federal laws, Georgetown College operates on the principle of non-discrimination. Georgetown College does not discriminate, either in the admission of students, hiring and promotion

of employees, or in the administration of any educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, or veteran status. Because the College is primarily residential in nature, Georgetown College reserves the right to restrict admissions to undergraduate programs on the basis of sex due to limitations in the availability of campus housing, if necessary. The College may use religion as a factor in making faculty employment decisions and in Board of Trustees appointments. This policy is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Inquiries or concerns should be directed to the Director of Human Resources or the Title IX Coordinator at 502-863-8000.

Family Educational Right and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Georgetown College ("College") receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by Georgetown College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of Georgetown College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent, or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Georgetown College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Georgetown College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue,
SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the

disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other College officials, including teachers, within Georgetown College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the College has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another College where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as “directory information” under §99.37. (§99.31(a)(11))

The College has designated certain information contained in the education records of its students as directory information for purposes of compliance with FERPA. The following constitutes directory information regarding students:

- name,
- home address,
- campus address,
- telephone number and e-mail address,
- picture,
- date and place of birth,
- major field of study,
- participation in officially recognized activities and sports,
- weight and height of athletic team members,
- dates of attendance and full-time/half-time enrollment status,
- degrees and awards received,
- the most recent previous educational agency or institution attended by the student,
- denominational preference, and
- Other similar information as determined by the FERPA compliance officer.

Directory information may be disclosed by Georgetown College for any purpose at its discretion, without the consent of a parent of a student or an eligible student. However, parents of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with Georgetown College at the Registrar’s Office within two weeks after registration day of the semester. In the event a refusal is not filed, the College assumes that neither a parent of a student nor eligible student objects to the release of directory information designated.

- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements of §99.39. The disclosure may only

include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a 9 3/1/19 violation of the College’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

How to Make Changes to FERPA Information

To change FERPA permissions on the portal, students can follow the below instructions:

1. Login in to the Portal
2. Hover over “Home” tab
3. Click “My Information”

Tab: FERPA Opt Out-

- Students can choose to withhold directory information from third parties and the campus directory.

Tab: FERPA Permissions-

- Current parent/guardians listed on student records appear on this screen. Students can grant or revoke permission for each guardian to view financial, educational, and student life records. If a parent/guardian is not listed, click “Add Parent/Guardian” and provide all requested information. This relationship addition will be approved by the Office of the Registrar. Once approved, the parent/guardian will appear on the list, and the student will need to grant permission to the individual. This process may take 1-2 business days. For immediate approval, please contact the Office of the Registrar, and the appropriate department will be notified of updated FERPA permissions.

NOTE: If a parent/guardian claimed the student as dependent for IRS tax purposes, then the individual has access to all financial, educational, and student life records.

Drug-Free Schools Notification

This document serves as official notice of Georgetown College's Drug-Free Workplace, and Drug-Free Schools and Communities Act Amendments of 1989 Policy. Furthermore, after reviewing this document, every student and employee should understand that violation of College policy concerning alcohol or controlled substance abuse shall result in appropriate action which may include disciplinary action up to and including suspension or dismissal. In addition to College disciplinary sanctions, students or employees may face prosecution and imprisonment under Federal, State or Local Ordinances which make such acts felony and misdemeanor crimes.

Standards of Conduct

The Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that all members of the College Community, employees and students, receive a copy of the College's statement which certifies that Georgetown College is a drug-free workplace and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. This policy notification insures the College's compliance with the Federal law. For purposes of the law and this policy, drug is defined as "controlled substance", which means any controlled substance in schedules I through V of section 2020 of the Controlled Substance Act, which, in turn, means virtually every illicit drug or controlled substance from the worst street drugs to mild prescription drugs, including alcohol for the purposes of the Drug-Free Schools and Communities Act Amendments. Tobacco products are not covered. Additional information is available upon request through your supervisor or the Vice President for Student Life.

Medical Amnesty Policy

The safety and health of our students is our primary concern at Georgetown College. As such, in situations where individuals may be demonstrating signs of alcohol poisoning or drug overdose students are encouraged to seek medical assistance for themselves or others by contacting Campus Safety or 911. In these situations, Georgetown College will not pursue conduct sanctions for

violations of the Student Code of Conduct for the student involved or the student that seeks assistance for possible alcohol poisoning or drug overdose.

In lieu of conduct sanctions, the student involved in the situation (and possibly the referring student) will be required to meet with a member of the Student Life staff or the College Counseling Center to discuss the incident. The College Counseling Center or Student Life staff may require further educational or substance abuse sessions after an initial meeting. Multiple requests for use of this policy are not permitted; however, students are always encouraged to seek medical assistance for possible alcohol poisoning or drug overdose.

Georgetown College's Medical Amnesty Policy does not prevent conduct action or sanctions for violations of the Student Code of Conduct unrelated to the alcohol and/or drug policies that occur during the incident. Likewise, the Medical Amnesty Policy does not prevent action by Georgetown Police or other law enforcement personnel if they deem action necessary.

Application to Student Organizations/Groups

The Medical Amnesty Policy shall apply in situations where an organization is hosting an event where medical assistance is sought for an intoxicated guest. Like the policy for individuals, in lieu of conduct sanctions under the Student Code of Conduct, the members of the organization and/or group will be required to meet with a member of the Student Life staff for alcohol education. Also, the Medical Amnesty Policy will not prevent action by Georgetown Police Department, other law enforcement personnel, or actions taken by student organizations with regulations governed outside the Georgetown College Office of Student Conduct.

Educational and Support Programs Available to Students and Employees

Individual Counseling

The Student Wellness Center offers free counseling to students who struggle with alcohol and/or drug use. Sessions are tailored to meet the individual clients' needs.

Educational Programming

The staff of the Student Wellness Center are available to do educational programs regarding drugs and alcohol to organizations and residence halls on campus. These types of programs include but are not limited to alcohol/drug

awareness, risk factors, social factors, physical factors and psychological outcomes related to alcohol and/or drug use.

Spring Break Fair

The Student Wellness Center conducts a fair the week before spring break targeting a variety of topics including the risks of alcohol and drug use. This includes demonstrations using “beer goggles”. The police are often invited and have brought a DUI simulation machine.

Green Dot

Green Dot is a bystander intervention program that targets sexual assault. However, as a part of this process, there is often discussion of the role of alcohol and/or drug use as it relates to sexual assault. For more information please contact the Student Wellness Center

My Student Body

My Student Body is designed to reduce risky student behavior using strategies that research has shown are most effective—motivational, attitudinal, and skill-training interventions. More than a one-time-through prevention course, MyStudentBody is available 24/7, all semester long, for information on drugs, alcohol, sexual violence, and other health and wellness issues that can affect their academic success. MyStudentBody also gives parents tools they can use to reinforce your school’s prevention message. And, it provides you with data and strategies to support their overall prevention program. There are two courses offered under the My Student Body Program: Essentials and Student Conduct. For more information please contact Student Life.

Essentials Course

Essentials is a prevention education course intended for incoming students. It covers the three most significant behavioral risks new college students face: alcohol, illicit and prescription drugs, and sexual violence. Structured around a motivational self-assessment in each area, Essentials incorporates audio, video, and interactive tools and lessons to teach students key concepts and skills. Follow-up assessment gives administrators a window on student risks and consequences throughout the term.

Student Conduct Course

Specifically designed for students who violate school alcohol policies, Student Conduct encourages students to make informed choices and helps students identify their problematic behavior and avoid future sanctions. It

incorporates the Alcohol Use Disorders Identification Test (AUDIT), a measure that evaluates how harmful a person’s drinking may be. The program uses interactive audio, video, and written lessons and tools to keep students engaged. Campus administrators can easily customize the score required to pass the course, control how many attempts students are allowed, and schedule follow-up assessments.

My Student Body Information taken from <https://www.mystudentbody.com/General/OurProgram.aspx>

Disciplinary Sanctions Students

Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a violation of this policy. Disciplinary action other than those outlined below may be taken as the situation warrants. Sanctions should be proportionate to the severity of the

violation and the respondent’s cumulative conduct record. Failure to abide by the imposed sanction may result in additional violations/sanctions.

- Oral Reprimand: An oral statement to a student that he or she is violating or has violated institutional rules. No reprimand shall be entered as a permanent part of the student’s record unless issued by the appropriate accountability body.
- Written Reprimand: Notice in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action.
- Forced Change of Residency: Requires the movement of the student from one residence hall area to another.
- Removal from Campus Housing: Requires the student to vacate campus housing by a designated time.
- Trespass Warning: The student is prohibited from visiting or returning to a part or all of any designated area of campus. If the student returns, he/she is subject to arrest and additional action.
- Fines: An appropriate fine may be levied for policy violations or damages incurred.
- Restitution: Loss encumbered by the individual or College as a result of the student’s code of conduct violation.
- Campus Work: Participation in educational programs or projects may be assigned. There will be a \$20.00 per hour fee for campus work hours not completed.
- Loss of Privileges.

- Educational Sanctions: Requires actions such as conducting research, writing essays, participation in counseling, etc.
- Disciplinary Probation: May include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.
- Interim Suspension: Temporary suspension by an official of the College for a designated period of time. Students who are interim suspended are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense.
- Deferred Suspension: Students are suspended, but are allowed to continue as a student under specific conditions as outlined by the Student Life Office and agreed upon by the student.
- Suspension: Exclusion from classes and other privileges or activities or from the College, as set forth in the notice of suspension, for a definite period of time.
- Expulsion: Termination of student status for an indefinite period of time.

Employees

Employees guilty of violating the alcohol or drug policy shall be penalized by the application of one or more of the following sanctions, dependent upon the severity or frequency of the violation; reprimand, required treatment, probation, suspension, dismissal, referral of the matter to the appropriate authorities for criminal prosecution.

If you face termination or other disciplinary action as a result of this policy, it will be carried forward consistent with the appropriate established procedures of the College, or the Faculty Handbook for faculty members, or Student Handbook for students. Additionally, the College has available personal assistance including information, counseling or referral to a qualified off-campus substance-abuse treatment professional. Contact the College's Counseling Psychologist, for this assistance. Also, the local Comprehensive Care Center in Georgetown can be contacted for confidential assistance.

In addition to imposition of disciplinary sanctions by the College, students and employees may face prosecution and imprisonment under applicable local, state or Federal law, which make such acts felony and misdemeanor crimes.

State and Federal Laws (include but are not limited to the following)

State

The state of Kentucky prohibits the following acts and prescribes the corresponding penalties:

1. No one under the age of 21 shall:
 1. enter a premises where alcoholic beverages are sold for the purpose of receiving or purchasing alcohol;
 2. possess or purchase, or attempt to possess or purchase, alcoholic beverages;
 3. misrepresent his/her age or use false or altered identification for the purpose of purchasing alcoholic beverages.
 4. Violation of these provisions is punishable by revocation of one's driver's license, a fine of \$100-500 and/or up to six months in prison.
2. Assisting a person under 21 years of age purchase or gain possession of alcoholic beverages is subject to the revocation of one's drivers license, a fine of up to \$500 and/or a prison term of up to six months.
3. Driving under the influence of alcoholic beverages carries a penalty of three to twelve months in jail, a \$500-1000 fine and up to twelve months of community labor.
4. Being intoxicated in public due to the use of alcohol or controlled substances, such that one becomes a danger to self or others carries a penalty of up to 90 days in jail.
5. Participating with five or more people in the illegal distribution of controlled substances or intoxicating liquor is punishable by 10-20 years in prison.
6. Trafficking, possessing or distributing controlled substances is prohibited. The penalties for such acts include mandatory participation in a program of treatment and rehabilitation and imprisonment from one year to twenty years and a \$3,000 to \$20,000 fine.
7. Trafficking in a controlled substance in any school classroom or on any premises within 1000 yards of any school building is punishable by one to five years in prison and/or up to a \$5,000 fine.

Federal

Federal law prohibits certain acts listed in the appendix with their corresponding penalties.

Further, in accordance with Federal law and College policy, a College employee is required to notify their immediate supervisor within five (5) days of a conviction of any criminal drug statute violation which occurred in the

workplace or while on College business. If the employee is on a Federal grant or contract, the College is required to notify the granting or contracting agency within ten (10) days of receiving notice of a conviction. The College is required to take appropriate action consistent with established procedures.

Health Risks

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD or amphetamine variants cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses

of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumptions of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Appendix A

21 U.S.C. 844 (a)

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. 1st conviction and the amount of crack possessed exceeds 5 grams.
 2. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 3. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- 21 U.S.C. 853(a) and 881 (a) (7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled

substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

- 21 U.S.C. 881 (a) (4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceals a controlled substance.
- 21 U.S.C. 844a
Civil fine of up to \$10,000 (pending adoption of final regulations).
- 21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.
- 18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.
- Miscellaneous
Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Non-Academic Complaint Procedures

Georgetown College faculty, staff, and students strive to solve problems as they arise. In this context, individuals are encouraged to discuss first any complaints or concerns with the person believed to be responsible for the problem. However, under some circumstances, the person alleging the grievance may prefer to discuss the matter first with a college official rather than the alleged offender and can do so at any point.

If a student feels that a problem has not been addressed or satisfactorily resolved, the following Formal Complaint process can be utilized. To file a Formal Complaint, the student must submit the complaint in writing via hard copy or email to the Dean of Students. This statement must be clearly titled "Formal Complaint" and detail the incident or complaint with the following components:

1. A brief narrative of the condition(s) giving rise to the grievance and includes the date, time, and location when the incident took place, as applicable;
2. A designation of the parties involved; and
3. A statement of the remedy requested.

Depending on the situation, the Dean of Students may appoint the alleged offender's direct supervisor to

investigate the complaint. For example, a Residence Life staff member may be asked to investigate a complaint about a Resident Director.

Throughout the complaint procedure, an attempt is to be made to resolve the issue. If the issue cannot be satisfactorily resolved, then the Dean of Students may form an impartial committee to determine the remedy. Final appeal may be made to the President.

Academic Ombud

Academic Ombud

Students may bring concerns about student academic rights and violations of academic integrity to the Academic Ombud. The Ombud serves a purely communicative function, providing a confidential and impartial space, as legally permissible, to discuss these issues. Students may explore formal complaints, clarify issues, and consider options and resources to address their concerns. The Academic Ombud may share relevant information with appropriate parties, as the student wishes, or hold it in confidence.

The Ombud advises students on issues regarding student academic rights related to:

- Academic integrity (plagiarism, cheating, etc.)
- Grade disputes as a result of a violation of the student's academic rights
- Unfairness or concerns with retaliation
- Cross-cultural misunderstandings
- Other academic issues

Consultation with the Ombud is meant to supplement, but not replace, the process of academic resolution (contacting the course instructor, department chair, and submitting a formal appeal or complaint to the office of the Provost). The Academic Ombud serves as chair and a non-voting member of the Academic Policy Committee, where formal

student academic appeals are considered. In this way, they can ensure fair application of policies, as related in the Academic Catalog.

The Academic Ombud does not deal with issues relating to student life, disability services, Title IX violations, or finances. See the Student Handbook for additional information regarding these issues.

To submit an inquiry or to schedule an appointment, please email ombud@georgetowncollege.edu.

Please note: Communication with the Academic Ombud is not "notice to the university" of problems or policy violations, except where the Ombud is required by law or university policy to forward that notice. The Ombud can help students to determine how to keep their own records or submit formal complaints and appeals, and also help students identify the appropriate office to contact if applicable. In cases where information reported to the Ombud indicates that there may be a violation of the university's Title IX Policy, the Ombud will be obligated to report that information to the Title IX coordinator.

Bias and Discrimination Reporting

Any member of the Georgetown College community can anonymously report an incident of bias or discrimination to the Office of Diversity & Inclusion. Reports can be submitted anonymously via email to: diversity@georgetowncollege.edu. If you would like to speak to someone personally, you can call 502-863-7047 or visit the Office of Diversity & Inclusion on the 1st floor of Cralle Student Center (next to the Bookstore). However, if you would prefer the Office of Diversity & Inclusion to reach you by email, please include your name, phone number, and email when filing your report.

This form allows individuals to file a report in regards to a bias or discrimination related incident at or involving Georgetown College students, staff, organizations, or activities. The Office for Diversity & Inclusion will review these reports and determine next steps. You may submit your report anonymously, however providing your name and email will aid us in providing additional support and resources.

Student Policies

Honor System

The purpose of the Honor System is to encourage honesty and integrity for students, faculty, and staff by establishing a clear set of expectations and applying them equally and fairly. The academic integrity of Georgetown College depends on every member of the community and requires that each of us makes the personal decision to act honorably and not tolerate violations of the Honor System.

Violations

Violations of the Honor System include cheating, plagiarism, academic theft, lying in academic matters, and double assignments. Infractions may include, but are not limited to:

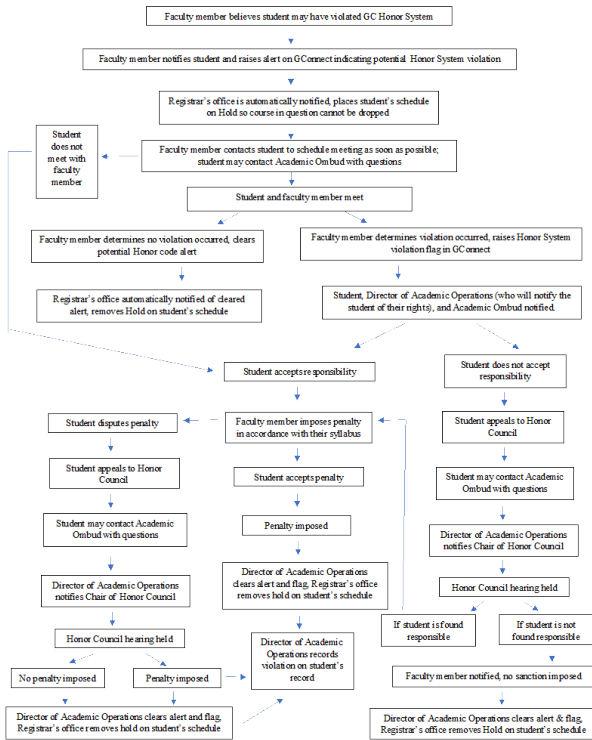
- **Cheating.** The act of falsifying assignments inappropriately, for instance by fabricating evidence; giving assistance to any student or receiving help without the consent of the instructor on tests, quizzes, assignments, or examinations; accessing or using devices or resources not allowed by the instructor; consulting unauthorized work with the intent of subverting the purpose of the exercise. This includes the use of testing materials from past testing periods not specifically distributed by the instructor for use in the current testing period.
- **Plagiarism.** The act of presenting information, ideas, or phrasing of another as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive.
- **Academic Theft.** The act of appropriating that which belongs to another with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts. Examples include theft of library materials, computer software/equipment, or instructor's examinations.
- **Lying in Academic Matters.** The statement of an untruth made with deliberate intent to mislead another. Examples include forgery, lying during the process of resolving an alleged honor offense, and lying to obtain an extension, excused absence, or accommodation.
- **Double Assignments.** The use of one assignment (e.g., paper) to fulfill the requirements of more than

one course is a violation of the Honor System, unless the student has received proper permission from the appropriate instructor(s).

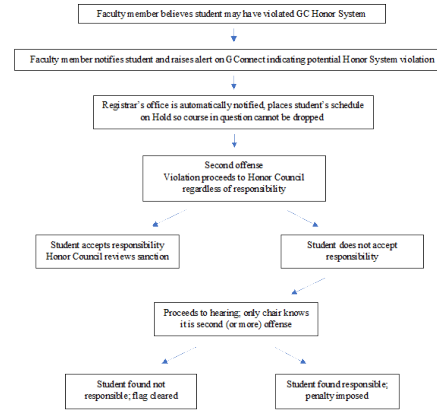
Honor System Violation Procedure

If a faculty member believes that a student may have violated the Georgetown College Honor System, they are expected to report it immediately upon discovery by using the Potential Violation Alert in GConnect. Violations may be reported up to one year after completion of the course but not after the student has graduated. The following flow charts explain the Honor System process for a first and second offense.

First Offense



Second Offense



Explanation of Procedure

1. The faculty member raises a Potential Violation Alert on GConnect.

- The alert will result in an e-mail sent directly to the student, letting them know they must meet with the faculty member as soon as possible to discuss the potential violation. The student may reach out to the Academic Ombud at any time if they have any questions regarding their rights under the Honor System. *If the student fails to meet with the faculty member, not meeting is considered the same as accepting responsibility.*
- An automatic notification will be sent to the Registrar that a potential Honor System violation has occurred. A hold will be placed on the student's schedule so they cannot drop the course in question. No further details will be given to the Registrar. At this point in the process, the only people aware a violation may have occurred will be the student, the faculty member, and the Registrar.

2. Initial Meeting and Discussion of Potential Violation.

After an alert is raised, the student and faculty member will meet to discuss the potential violation. At this meeting, the student will either accept responsibility for the violation and the penalty determined by the faculty member, or the student will not accept responsibility and/or the penalty. After the meeting, there are two possibilities:

- If the faculty member determines no violation has taken place:

- The faculty member will clear the Potential Violation Alert they raised on GConnect.
- An automatic notification will notify the Registrar the alert has been cleared. The Registrar will remove the hold on the student's account.

b) If the faculty member determines a violation has taken place:

- The faculty member will raise the Honor System Violation Flag on GConnect. This will notify the student, the Director of Academic Operations, and the Academic Ombud that a violation has been filed against the student.
- The student will be informed by the Director of Academic Operations of their rights as specified under "Student Rights."

c) If the student does not accept responsibility, they may appeal to the Honor Council. They may contact the Academic Ombud with questions.

3. Honor Council Hearing. If it is the student's first Honor System offense and they do not accept responsibility and/or the penalty, they may appeal to the Honor Council to resolve the issue by hearing. If the potential violation is the student's second Honor System offense, it will proceed automatically to the Honor Council. In this case, the Director of Academic Operations will notify the Chair of the Honor Council of the need for a hearing.

- The office of the Provost/Dean of the College will forward a complete listing of the charges and the appropriate rights and procedure information to the respondent.
- The hearing will be held, and the penalty assessed.

Record of Honor System Violations

If a student is declared not responsible by the faculty member or by the Honor Council, there will be no record of the potential Honor System violation. Any determination a student is responsible for an Honor System violation will remain on a student's academic record.

Honor Violation Alert, Flag, and What They Mean

Potential Honor Violation Alert

To be sent by instructor when they think a student has potentially committed an Honor violation. This alert will place a hold on the student's schedule and will take care of

all documentation needs, including sending a message to the student that they must meet with the instructor. After the alert notifies the student, the next step is for the instructor to contact the student separately to arrange a meeting.

Information included in the alert:

Date and time of potential violation

What happened

Specified length of time student has to respond (no sooner than 5 business days)

Honor Violation Flag

To be raised by instructor when they have determined a student has committed an Honor violation. This flag will take care of all documentation needs, including sending a message to the student. A second honor offense will result in automatic adjudication by the Honor Council and at least an F in the course if they are found responsible.

Information included in the flag:

Honor violation

Date and time of the incident

What happened

Whether the student accepts responsibility for the incident

Penalty assigned to the student

Whether the student accepts the assigned penalty

The Honor Council and Hearing Process

The Honor Council

The Honor Council consists of a pool of three faculty and five students, with exactly 2 and 3, respectively, present at each hearing, plus the Chair (or their designee in a conflict of interest). Additionally, the Chair of the Honor Council is a non-voting member of the Council and is responsible for ensuring the hearing is conducted in a fair and impartial manner. The Chair will know whether the case is a second offense but will not communicate that information unless and until the determination of responsibility has been reached.

Honor Council members typically serve at least a two-year term. Student members (5) of the Honor Council will be recruited primarily from the Emerging Leaders program and recommended in consultation with the Ombud. Faculty (4) will be appointed by the Committee on Committees, with one of them appointed as Chair by the Provost/Dean of the College.

Honor Council Hearing Process

1. The names of the faculty member bringing the accusation and the respondent are sent to the members of the Honor Council who are scheduled for the next hearing. Student members are given the opportunity to recuse themselves from the hearing if they perceive a conflict of interest. Then, two faculty and three students from the council, plus the respondent, are scheduled for the hearing.
2. The Honor Council meets to hear the case. Hearings typically occur on the first Tuesday of the month at 11:00, but may be scheduled at other times. If it is a second Honor System violation, please see the [Multiple Violations](#) section.*
3. The Chair of the Honor Council calls witnesses to give statements. Required witnesses include the faculty member(s) and the respondent. Other material witnesses may also be requested by the respondent and the faculty member(s). In the event that the faculty member(s) cannot attend, the department chair or other designee may represent them.
4. The respondent is offered the opportunity to make a private statement to the Honor Council (without the presence of the faculty member(s) or any witnesses).
5. The Honor Council deliberates in private on:
 1. responsibility or non-responsibility and
 2. the appropriate sanction to be imposed in the case of a finding of "responsible." The respondent has a right to call up to two character witnesses before the Honor Council renders a decision on penalty.
6. A 4/5 majority of the Honor Council is required for decisions on responsibility and/or penalty.
7. In the event the Honor Council proposes a sanction that is less than what the faculty member recommended, they will call back the faculty member(s) once more to discuss the proposed decision and any sanctions.
8. If more time is required, the Council may have an additional 48 hours to render a decision. If there is no decision, if there is a procedural error, or if the instructor who raised the flag request(s) it, the Provost/Dean of the College may review the evidence and recorded hearing and render a decision. If unable to render a decision with the available information, the Provost/Dean of the College may request a new hearing.
9. The Chair of the Honor Council communicates information to the Director of Academic Operations about the finding of responsibility (with sanction) or the finding of non-responsibility. This communication

is sent by email to the respondent and the faculty member(s). The hearing documentation and resolution will be placed in the student's file in the office of the Provost/Dean of the College.

10. The student may accept or appeal the decision of the Honor Council. If the student accepts the decision, the Director of Academic Operations clears the flag, and the Registrar removes the hold on the student's account. If the student wishes to appeal the decision, they may follow the appeal process below.

Multiple Violations. If the student has not accepted responsibility, the Honor Council will not be informed of the previous offense until after responsibility has been determined (only the Chair of the Honor Council will know the hearing is for a second (or more) offense(s)). In this case, the hearing process will be followed. If a student is then found "responsible" for a second (or more) offense(s), the Chair will inform the Honor Council of the details of the previous offense during the sanction phase of its deliberation. If the student already has one (or more) Honor Violation(s), the Honor Council hearing will focus entirely upon whether the penalty should exceed the automatic F mandated for second (or more) violations of the Honor System.

A few notes about the Honor Council Hearing:

- All hearing proceedings will be audio recorded by the Chair of the Honor Council.
- Neither the respondent nor the faculty member(s) has a right to Counsel.

Honor Council Guidelines and Considerations

As the Honor Council reviews a case, it may consider the following:

- Syllabus statements regarding Honor System violations and penalties.
- Sanctions assigned in known previous, similar cases based on official records.
- A variety of kinds of evidence, but should use discretion in determining its relevance and credibility.
- Previous official violations by the student (in determining sanctions only).

Student Rights

In the event of an Honor Council Hearing, a student has the following rights:

- The right to have specific charges outlined when an Honor Violation Flag is raised.
- The right to request the Academic Ombud's presence at an Honor Council Hearing.

- The right to call up to two character witnesses during the penalty phase of the hearing.
- The right to have the outcome of the hearing discussed in a face-to-face meeting with the Academic Ombud.
- The right to an appeal with the Provost/Dean of the College.

Student Appeals of the Honor Council Decision

The student can appeal the Honor Council finding to the Provost/Dean of the College. The appeal process is as follows:

1. The student will write a letter of appeal to the Provost/Dean of the College within five days of the receipt of written notice of the Honor Council's decision. The appeal letter must state specifically the basis for the appeal; for example, misinterpretation of a policy or new information not made available during the Honor Council hearing.
2. After review of the student appeal and the Honor Council findings, the Provost/Dean of the College will make a decision to uphold or reject the Honor Council's findings. The Director of Academic Operations will clear the flag, which notifies the student and the faculty member of the Provost/Dean of the College's decision, and the Registrar will remove the hold. The decision of the Provost/Dean of the College will be the final decision regarding honor violations.

Note: If the charged student is a graduate student, the Dean of Education will participate in the communication.

Sanctions

The determination of responsibility and the use of appropriate sanctions are part of the learning experience as students are educated on the importance of academic honesty. A sanction used in the resolution of an honor offense is based on precedent, prior record, and severity of the offense.

First Offense

Upon a finding of responsibility for a first violation of the Honor System, a student will have the honor violation on their record. In addition, the following sanctions may be levied. Sanctions include, but are not limited to:

- Grade reduction on an assignment
- F on an assignment
- F in the course

Second (or More) Offenses

Second (or more) offenses are automatically referred to the Honor Council for adjudication. Second (or more) offenses result in a minimum sanction of an automatic F in the course. The Honor Council may, if appropriate, apply a greater penalty such as suspension or expulsion. Sanctions include, but are not limited to:

- F in the course
- Suspension for a period of time with a right to reapply for admission following suspension period
- Expulsion (no right to reapply)

Faculty, Provost/Dean of the College, and Honor Council members have a responsibility to work together to make sanctions as fair and consistent as possible. Though due respect will be given to a faculty member's recommendation on the nature of the penalty, faculty members should also respect it is desirable to have consistent and fair sanctions.

Accommodations

A student may request accommodations during an Honor Council Hearing by reaching out to Disabilities Services. For a disability or medical condition to be considered during the hearing process, a student must provide documentation of that evidence through Disabilities Services in advance of the Hearing. While confirmed disabilities may be taken under consideration during sanctioning, they do not excuse violations of the Honor System.

Student Code of Conduct

INTRODUCTION

Georgetown College is a vibrant community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The College is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the academic community to enjoy them to the same extent. In a community of learning, willful and wanton disruption of the educational process and interference with the orderly processes of the College or with the rights of other members of the College cannot be condoned. To fulfill its functions of imparting and gaining knowledge, the College retains the authority to maintain order within the College and exclude those who are disruptive of the educational process.

Since Georgetown College cannot foresee every circumstance that may arise, all may not be included in the Student Code of Conduct. Therefore, a student may be

subjected to disciplinary action when such behavior is deemed disruptive to the mission and/or goals of the College and may not be contained herein.

For the purposes of this policy, a “student” is defined as any person who is admitted, enrolled, or registered for study at Georgetown College. A person shall be considered a student during any period while the student is under suspension from the College. Also, a person shall be considered a student when attending or participating in any activity preceding the beginning of school, including but not limited to, athletic practices or events, new student orientation, and residence hall check-in.

CODE OF CONDUCT

The Student Code of Conduct establishes the rules and regulations for all students and student organizations of Georgetown College. Students at Georgetown College are expected to conduct themselves in a manner befitting a civilized society on College-owned or controlled property, at College-sponsored or supervised functions, and elsewhere. Students enrolling at Georgetown College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution.

A. Code of Conduct

1. Alcohol

- No student shall consume alcohol on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall possess or be discovered in the possession of alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall store alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall be in the presence of or be discovered to be in the presence of alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall be discovered in a state of intoxication while in the violation of any other

institutional policy on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.

- The section of the College’s Alcohol policy regarding intoxication will only apply to those students who are of legal drinking age (21 years or older). No student under the legal drinking age shall be intoxicated at any time while on College property.

2. Animals

- No student shall host or house any animal, nor act as an accomplice to the housing or hosting of any animal on Georgetown College’s campus. Exceptions to this policy will only be made for students who are granted the accommodation of an Emotional Support Animal for a qualifying disability by the Office of Disability Services. Full approval for this accommodation will be submitted in writing by the Disability Services Coordinator.
 - Students will be considered fully approved to bring their ESA to campus once their request has been approved by the ESA Committee and Disability Services Coordinator following the submission of all necessary documentation (including record of rabies vaccinations and a signed copy of the ESA Policy). **Students in process for an ESA request who bring their animal to campus will be in violation of this policy.**
- No student shall violate the Emotional Support Animal or Service Animal policy as outlined in the Student Handbook and in the signed agreement with the Office of Disability Services.
- Students who violate this animal policy and/or are accomplice to a violation of this policy; and/or have any unapproved animal on campus will be fined \$125.00 to their student account upon discovery of the animal and will be provided a period of 48 hours to remove the animal from campus.
 - If a student is discovered to be continuing to host or house any animal, and/or continuing to act as an accomplice to hosting or housing any animal on campus after the provided 48-hour time period, that student will be subject to an additional fine of \$250.00 to their student

account and provided a second 48-hour time period to remove the animal from campus.

- Failure to remove the animal after the second provided time period of removal will result in the student being subject to a loss of housing assignment on campus.
 1. The policy provision regarding loss of campus housing will also apply to any student who is found to be hosting or housing an unapproved animal that has been brought back to campus in the same semester that the student was discovered hosting or housing an animal on campus.

- The College reserves the right to confiscate or remove any unapproved animal from the residence halls at any time during either 48-hour time period provided to the student, should the animal be found to be a nuisance, annoyance, disruptive, causing damage or alarm, or otherwise causing issue to the community.
- Fish are permitted to be kept as pets in the residence halls. However, the fish must be kept in a tank that is not more than 3.5 gallons, and must be kept in an orderly, clean, and healthy manner at all times.

3. Computer Misuse

- No student shall fail to use the College's computing resources, IT infrastructure, or College provided Internet services in an ethical, professional, and legal manner in accordance with all local, state, and Federal laws.

4. Conduct Unbecoming of a Student

- No student shall engage in any behavior, or act in any manner, either on College property or otherwise; that does not align with the mission, goals, or vision of Georgetown College, or would be expected of a reasonable, rational adult.

5. Damage of Property

- No student shall purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negatively impact the operation or condition of any College property.
- No student shall purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negatively impact the operation or condition of the property of other students, faculty, employees, or visitors to the College campus or College grounds.

6. Disorderly Conduct

- No student shall engage in any unreasonable conduct, act in an unreasonable manner, or create unreasonable disturbance; with the intent to cause inconvenience, annoyance, or alarm, or otherwise, that wantonly creates or has the potential to create a disruptive, hazardous, or threatening environment.
- No student shall engage in any conduct or act in such a manner that serves no legitimate purpose beyond the creation of an unreasonable situation that causes inconvenience, annoyance, or alarm, or otherwise; such that it causes disruption or obstruction of normal College events. These normal College events can include but are not limited to teaching, research, administration, or other activities of the College such as residence hall operations, athletics events, student group activities, or other authorized activities of the College.

7. Drugs

- No student shall be in the possession of any illegal drugs and/or drug paraphernalia on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall distribute any illegal drugs and/or drug paraphernalia on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall use, be in the presence of, or be discovered to be in the presence of any illegal drugs and/or drug paraphernalia on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.

8. Failure to Comply

- No student shall fail to comply with any reasonable and/or lawful request of any College official including but not limited to Campus Safety Officers, Residence Life staff, Residence Hall Coordinators, Resident Assistants, maintenance personnel, or any other administrator or faculty acting in performance of their official duties.
- No student shall fail to appear before a Student Conduct official or Student Conduct hearing board as requested without proper

communication, excuse, or justification as deemed appropriate by the College's Student Conduct officials.

- No student shall purposely, knowingly, recklessly, or negligently violate the terms of any disciplinary sanction imposed with accordance of this code.

9. Fire and Safety

- No student shall smoke, vape, and/or use any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or create smoke or vapor in any indoor area, including but not limited to residence halls, administrative buildings, or other buildings on College property, or within 30 feet of any public building entrance, window, or ventilation system.
- No student shall knowingly, purposefully, or recklessly engage in falsely pulling any fire alarm pull station, tamper with any fire alarm or fire safety equipment, including but not limited to smoke detection sensors.
 - Tampering with any smoke detection sensors can include, but is not limited to the covering, placing items or material inside that affect the ability to detect smoke, pulling from its proper mount, or removing the device or its batteries/power supply from the unit.
- Fail to exit any building or return to any building before being told to do so by a College official during any fire alarm.

10. Firearms, Weapons, and/or Explosive Materials

- No student shall possess any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on College property.
- No student shall store any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on College property.
- No student shall use any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on College property.
- Such items may include but are not limited to; any kind of firearm, ammunition, air rifles or air pistols, BB guns, firecrackers or fireworks, gasoline, explosives or other combustible materials, brass knuckles, and/or knives with a blade longer than six (6) inches.

11. Fraud

- No student shall intentionally provide false identification or information to any College official when requested to provide their identification or information.
- No student shall purposely or knowingly engage in a behavior or act in a manner with the intent to defraud, deceive, or be untruthful to any College official or representative of the College acting in the performance of their official duties.
- No student shall intentionally provide false information or be dishonest during any official College process or investigation.

12. Gender Discrimination and Sexual Misconduct

- No student shall violate the College's Gender Discrimination and Sexual Misconduct Policy as outlined in the Title IX: Gender-Discrimination and Sexual Misconduct Policy.
- A copy of this policy can be provided by the Title IX coordinator and found at <https://www.georgetowncollege.edu/title-ix>.

13. Harassment

- No student shall engage in any behavior or act in a manner towards another with the intention to harass, threaten, alarm, disturb, pester, annoy, trouble, or imply any threat or innuendo of harm repeatedly any individual.
- No student shall take any of the above actions or behaviors towards another person or continue to take any of the above actions or behaviors, nor imply that they intend to do so, towards another person after being asked to do so no longer; with the intent to threaten or endanger, or imply a threat to the health, safety, or well-being of any individual.

14. Harm to Person

- No student shall engage in any behavior or act in a manner towards another with the intention to, purposely or negligently, cause harm to, intimidate, bully, emotionally or physically abuse, injure, or imply any threat or innuendo of harm to any individual.
- No student shall take any of the above actions or behaviors towards another person or continue to take any of the above actions or behaviors nor imply that they intend to do so, to threaten or endanger, the health, safety, or well-being of any individual.

15. Hazing

- No student shall engage in, or be found to have engaged in, any hazing behavior. Hazing for this policy is defined as any action or situation

created by a member of the campus community against another member of the campus community for the purpose of inclusion, affiliation, or participation with a group, individual, or organization that:

- Is negligent or reckless in nature;
- Is humiliating or endangers an individual; or
- Unreasonably interferes with scholastic or employment activities.

16. Institutional Policies

- No student shall violate any published College policies or College regulations.

17. Non-Discrimination

- No student shall purposely, knowingly, recklessly, or negligently engage in any action or behavior that discriminates against another student, guest, or College official under any protected classes as defined in the Georgetown College institutional Non-Discrimination Statement.

- These protected classes include: race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, and veteran status.
- This policy complies with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

18. Theft

- No student shall purposely, knowingly, recklessly, or negligently take, steal, possess, or move, without authorization to do so, any College property.
- No student shall purposely, knowingly, recklessly, or negligently take, steal, possess, or move, without authorization to do so, or any personal property of other students, faculty, employees, or visitors to the College campus or College grounds.

19. Unauthorized Entry/Trespassing

- No student shall through any means gain, attempt to gain, or make unauthorized entry to any space in College buildings or on College grounds.
- No student shall occupy any College facilities which are locked, closed to student activities, otherwise restricted or should reasonably be believed to be restricted in their use for any reason.
- No student shall make entry, attempt to make entry, occupy, or be found to have entered

residential rooms or spaces that they have not explicitly been given permission to occupy or enter by the individual(s) responsible for that space.

20. Violation of any Local, State, or Federal Law

- No student shall violate any Local, State, or Federal law on College property or in College buildings.

The examples of proscribed conduct set forth in this code are illustrative and should not be read as a comprehensive list. Nor, however, should this code be interpreted to cover any general category of behavior not mentioned herein unless that conduct is otherwise prohibited by law.

Note: Georgetown College may address violations that occur off-campus or through electronic medium, including but not limited to Canvas, Snapchat, Facebook, and Twitter.

B. Hearings

Under the provision of the Family Educational Rights and Privacy Act (FERPA) that allows information to be shared with other College officials who are determined to have a legitimate educational interest, Student Conduct information may be shared with other college personnel and pertaining to student-athletes, may be shared with the appropriate coach(es).

1. General Hearing information

- A hearing will be arranged to adjudicate alleged offenses reported to the Office of Student Conduct. A Hearing Officer will be assigned to each reported case to discuss the alleged violation with the involved student(s). Where possible, the hearing process will follow an educational and developmental approach to help students be more informed about College policy and learn from the experience.
- Every effort will be made to consider the individual circumstances of each reported case as to determine responsibility and appropriate sanction(s) for the level of offense and/or would best serve the student and the College in the Student Conduct process.
- Hearings for students who have allegedly violated policy will be held through either

Administrative Hearings or a hearing with the Student Conduct Hearing Board as determined by the Student Life administrator.

- Student Conduct Hearing Board: will generally conduct hearings in the instances of:
 - Second or third offenses of a Code of Conduct policy,
 - more than four (4) distinct offenses of various policy by one individual in one incident,
 - offenses of an egregious or complex nature, or
 - as determined necessary by a Student Life administrator.
- Administrative Hearings: Administrative hearings will be held in the cases of:
 - First offenses of a Code of Conduct policy (unless of an egregious or complex nature, or potentially when concurrent with multiple offenses at the discretion of the hearing officer),
 - when, in the judgment of the hearing officer, the student who allegedly violated policy would be better served through an administrative hearing or warrants further formal conversation.
- An individual within the College (faculty member, staff member, or student peer) may attend the hearing with the student in a supportive role if asked to do so by the student; however, while they may be present, the support individual may not speak on behalf of the student, or otherwise participate in hearings. Support individuals who attempt to participate, speak during the hearing, or are deemed disruptive to the hearing will be dismissed from the hearing.
- Students who are combative, disruptive, or otherwise deemed to be unproductively engaged in their hearing may be dismissed, and the reported case adjudicated in their absence.
- Georgetown College's Executive Cabinet reserves the right to intervene and/or act as the deciding body in the Student Conduct process, as it deems necessary. This would typically only be done in extreme or extraordinary circumstances. The Executive Cabinet may impose sanctions, including an interim suspension, suspension, or expulsion of a student without a formal hearing process.

Decisions made by the College's Executive Cabinet are final and not subject to appeal. An interim suspension or expulsion may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the students' own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College. During an interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities and privileges for which the student might otherwise be eligible, as may be determined to be appropriate.

2. Administrative Hearings

- The administrative hearing process will, in general, take place as outlined below:
 - Upon receipt of a report of the alleged offense, and after determination that a hearing shall be held, the hearing officer will send the student a formal hearing letter, outlining the policy or policies that the student has allegedly violated. The hearing letter will also contain the date, time, and location of the hearing, along with other relevant information. This letter will be sent to the student in hard copy via the campus mailroom and/or electronically to the student's email.
 - Additionally, when the situation warrants, a student may be sent an email request to meet and discuss the alleged event, as a fact-finding meeting prior to a hearing. In these instances, the meeting may result in a resolution of the situation, or as a result of the discussion become a formal hearing where an administrative settlement may be offered.
 - At the scheduled hearing, the hearing officer and student will discuss the alleged violation, and if applicable review the submitted report.
 - Students in a hearing may review the report if applicable, but may not take copies of the report or photograph the report.
 - Upon review of the report or alleged offense, the student will have the

opportunity to explain their involvement in the alleged violation, or explain the circumstances surrounding the event. During this, the hearing officer may ask questions of the student regarding their involvement, additional information about the incident, or other questions about the event.

- Once the student has offered their information and the hearing officer has asked their questions, the student will be asked to enter a plea of responsible or not responsible for the alleged offense(s).
 - A plea of responsible indicates that the student admits responsibility for violating the policy as published, and a plea of not responsible indicates that the student does not feel they are responsible for violating the policy as published.
- After the student has entered their plea, the hearing officer will make a final determination of responsibility based upon the report, published policy, student information, facts and circumstances of the event, prior conduct history, etc. and make a formal determination of responsibility on the part of the student.
 - The Office of Student Conduct operates with the standard of a preponderance of the evidence, i.e. is it more likely than not that the alleged offense is true.
 - If the student is found not responsible for the alleged violation, a finding of not responsible will be entered into the judiciary file, and the student given a formal letter of not responsible for the alleged offense. A copy of the not responsible letter will be entered into the student's judiciary file, and an electronic copy sent to the student.
 - If the student is found to be responsible for the alleged violation, a finding of responsible will be entered into the judiciary file, and the student will be presented with an Administrative Settlement form that outlines the sanction(s) that will be assigned to the student for the

violation of policy. The sanction(s) will be based on the policy violation, facts and circumstances of the specific incident, student's conduct and conduct history, any prior sanction(s), the overall judicial history of the student, and any other factors determined relevant by the hearing officer.

1. The student, after a review of the administrative settlement and opportunity to ask any questions, will have the ability to sign that they accept or do not accept the sanction(s) provided for the policy violation.
 2. If the student accepts the sanction(s), then they will be required to complete the sanction(s) by the deadline provided, or by the criteria outlined in the administrative settlement.
 3. If a student does not accept the sanction(s) or feels they are not responsible for the violation, then they may submit an appeal of the decision, sanction(s), or both.
- If a student does not attend their assigned scheduled hearing, and does not communicate to the hearing officer to reschedule, then the reported offense will be adjudicated in the student's absence, and the student informed of the finding of the hearing in hard copy via the campus mailroom and/or electronically via the student's email.
 - If a hearing cannot be held in a timely manner, such as at the end of a term, if the student withdraws, cannot be present on campus, etc.; the alleged violation may be reviewed by the Student Life Administrator responsible for the Office of Student Conduct, who will make a determination of responsibility and assign sanctions in the instance of a finding of responsible. In these instances, the student may request a meeting with a hearing officer to discuss the finding and sanctions, but the case will not be reheard.
3. Student Conduct hearing board

- The Student Conduct hearing board will be minimally comprised of one (1) faculty member, one (1) Student Life staff member, and one (1) student representative that have applied and been selected to serve on the hearing board. This hearing board will be convened throughout the semester to hear cases as needed. A Student Life administrator will oversee the hearing board and can participate in discussions with the purpose to guide the process, but will not be a voting member of the board and cannot make a determination of responsibility.
- The Student Conduct hearing board will generally follow a hearing procedure similar to that of an administrative hearing; with the defending student and the author of the reported offense (if applicable) appearing before the board to give details on the report and their involvement, to be questioned by the board, and to enter a plea of responsible or not responsible.
 - After the review of the incident, conversation with the defending student(s), questions by the board members, and entering of a plea the defending student will be asked to exit the meeting to allow for the hearing board to deliberate and reach a determination. After deliberation and the decision of a finding, the student will be brought back before the board for notice of finding, and to review any sanction(s) assigned. After this review there will be an explanation of the appeals process for a board decision, and the board will adjourn.
- If a student does not attend their assigned scheduled board hearing, and does not communicate to reschedule prior to the scheduled time, then the reported offense will be adjudicated in the student's absence by the hearing board, and the student informed of the finding of the hearing in hard copy via the campus mailroom, and/or electronically via the student's email.
- If a Student Conduct hearing board meeting cannot be held in a timely manner, such as at the end of a term or in certain circumstances; the decision will be rendered by the Student Conduct Administrator.

4. Appeals Process

- All decisions of a Student Conduct administrative hearing or decision of the Student Conduct hearing board may be appealed in writing to the Dean of Students.

Requests for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. The appeal must address and will be only be considered under one or more of the following reasons.

14.
 1. Procedural error;
 2. New evidence has come forward that was not available during the hearing;
 3. The decision reached was not supported by the information provided in the hearing; or
 4. The sanction(s) imposed is unduly severe compared to the nature of the violation.
15. Upon receipt of a written appeal, the Dean of Students may assign the appeal meeting to one of the Assistant Deans of Students or another Student Life Administrator.
 - The Hearing Officer of involved with the original decision may not be assigned or hear any appeals of that case.
 - The student may or may not be granted an in-person meeting during the appeal process. The Dean of Students or the designated representative may meet with the student to review the information of the case, and discuss the facts and circumstances of the offense. After this discussion, the Dean of Students or the designated representative will make a formal determination of the following:
 - The finding of the hearing upheld, and the sanction(s) assigned upheld,
 - The finding of the hearing upheld, but the sanction(s) assigned adjusted as determined by the Dean of Students or the designated representative,
 - The finding of the hearing overturned.
 - The resulting finding of the Dean of Students or the designated representative will stand as final in the matter.

C. Sanctions

Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a Code of Conduct violation or a violation of Section II of the

Sexual Harassment and Sexual Misconduct Policy.

Disciplinary action other than those outlined below may be taken as the situation warrants. A temporary suspension by an official of the College for a designated period of time may be issued in instances where students are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense. Failure to abide by the imposed sanction may result in additional violations and/or sanctions.

1. Reprimand: A formal oral statement to a student that they are violating or have violated institutional policies. No reprimand shall be entered as a permanent part of the student's record unless issued by the appropriate Student Conduct personnel, at which time it will be entered as a part of their judicial file and permanent record.
2. Warning: Notice given in writing that continuation or repetition of inappropriate conduct within a period of time stated in the warning may be cause for more severe disciplinary action or additional sanctioning.
3. Education Course: A course specifically designed to educate students who violate institutional policies. The education course may be assigned in the form of an online program designed to inform students on the consequences of behaviors that violate policy; or may be assigned in the form of mandated meeting(s) with a predetermined staff or faculty member.
4. Counseling: A required intake counseling session with staff of the Counseling and Health Center. The student may be required to complete additional meetings as recommended by the Counseling and Health staff.

Note: The Student Conduct staff are only notified of the completion of the counseling session, not of the discussion or contents of the sessions.

5. Mentor Meetings: A student is required to complete a predetermined number of check-in meeting(s) with a designated or requested staff and/or faculty mentor.
6. Fines: An appropriate fine may be charged to the student's account for policy violations, damages incurred, or failure to complete a sanction, in an amount as deemed appropriate by the Student Conduct hearing officer or Student Conduct hearing board.

7. Restitution: Repayment for loss encumbered by an individual or the College as a result of the student's Code of Conduct violation. The restitution amount will be charged to the student's account.
8. Required Change of Residency: The student will be required to move housing assignment from one residence hall area to another. This sanction will be required of those students that reside in upscale housing whose policy violations exceed the number required for eligibility to live at Hambrick Village, Rucker Village, or East Campus as outlined in the housing policies of the Student Handbook.
9. Loss of On-Campus Housing: A requirement of a student to vacate campus housing by a designated time as determined by the Student Conduct hearing officer or Student Conduct hearing board.
10. Trespass Notice: The student is prohibited from visiting or returning to a part or all of any residence hall, administrative building, property, or designated area of campus. If the student returns, they may be subject to arrest for trespassing and/or additional disciplinary action through the College.
11. Restriction of Access to Space, Resources, and Activities: When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.
12. Campus Work: Participation in educational programs or projects may be assigned with one or more departments on campus. There will be a \$20.00 per hour fee for campus work hours not completed, and this amount will be charged to the student's account.
13. Service to the Community: Volunteer service to a community organization, as designated by the Student Conduct hearing officer or Student Conduct hearing board. If this sanction is issued, it will be the responsibility of the student to contact, make arrangements, and provide proof of completed service hours. Distance from campus for students without motor transportation will be considered.
14. No Contact Order: A no contact order may be issued between two parties on campus when deemed necessary by a Student Life administrator, or by request from one involved party. A no contact order when issued serves as an official directive that the named party may not have contact with or be in the same relative vicinity of another party. This includes no contact in person, by telephone, email, text message, or other electronic means of

communication, including various social media platforms, or through a third party (other than an attorney) until further notice.

15. Probation: Official notice that should violations of policy or the Student Code of Conduct occur during the probation period, then additional sanctioning may be implemented; including but not limited to deferred suspension, suspension, or expulsion. Probation may include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.
16. Withholding of Degree: In cases involving seniors or graduate students in their final semester, the College may withhold a student's Georgetown College degree for a specified period of time. This sanction is imposed instead of suspension at the end of a student's senior year or final year of graduate study when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of Student Conduct or the Vice President of Student Life in response to requests for which the student has given permission or as otherwise legally required.
17. Deferred Suspension: Students are suspended but are allowed to continue as a student under specific conditions as outlined by the Student Conduct hearing officer or Student Conduct hearing board. Any subsequent violation may result in immediate removal from the college.
18. Suspension: Exclusion from classes and other privileges or activities or from the College, as set forth in the notice of suspension, for a defined period of time. A third violation of the Alcohol and/or Drugs policies may result in a suspension period of at least one academic year.
19. Expulsion: Termination of student status for an indefinite period of time.

NOTE: Students that are suspended or expelled are trespassed from all College property and College-sponsored events, violation of a trespass due to suspension or expulsion may result in prosecution under relevant state and local laws.

The examples of sanctions in this list are illustrative and should not be read as a comprehensive list; other sanctions may be issued to a student found responsible for a violation of policy as deemed appropriate.

Student Life and Housing Policies

Standard policy requires students living on campus be at least 17 years of age. Exception may be made on a case-by-case basis with special approval from the Student Life Office.

Non-Discrimination Statement: Georgetown College prohibits discrimination on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, or veteran status.

Note: These guidelines do not apply to College-owned private houses, or living spaces required to be occupied by College employees as a part of their duties (i.e. staff on-campus housing). See the Office of Student Life for more information. For the purpose of clarity, these policies are listed in order alphabetically.

1. Break Housing

1. Students are required to move out of their housing assignment 24-hours after their last final, unless they are graduating. Students can stay in their residence hall during Fall break and Spring break; however, students may not stay in their assigned housing during Winter break, and Summer break.
2. East Campus, Hambrick Village and Rucker Village residents may remain in their assigned rooms during Winter Breaks.
3. Students may be required to remove all personal belongings from their room during Winter break, if their assigned residence hall has been designated for use as the Winter housing residence hall.
4. Georgetown College offers limited break housing in an alternative residence hall for students who want to live on campus during the Winter breaks. This housing is provided at a weekly fee in addition to the amount charged for students to live on campus during the Fall and Spring semesters.

2. Cleanliness

1. All members of the College community are responsible for contributing to healthy, supportive learning and living environments in the residence halls. The College recognizes that uncleanliness, excessive trash, messiness, and/or noxious odors have the potential to

contribute negatively to the quality of life in our learning and living environments.

A noxious odor is ANY aroma of such intensity that becomes apparent to any one or more persons. Any odor (including, but not limited to, cigarette, cannabis, cigar or pipe smoke, perfume, air freshener, or large amounts of dirty laundry) may become noxious or offensive when it is too strong or lingers for any period of time. When the source of the noxious odor can be traced to a particular room or the odor is emanating from a person and/or her/his clothing, the occupant(s) of that room or person from whom the odor is emanating may be subject to fines and/or charges through the Student Conduct process.

2. Students are responsible for the cleanliness of their personal space, including disposal of trash and recyclables in one of the dumpsters on campus.
3. For safety purposes, students should maintain their rooms in a way that allows quick and safe egress to their doors in case of emergency.
4. Students who do not properly clean their room, who maintain a room in such a state of uncleanness as to pose a health risk to their own space or the residence hall community, and/or whose uncleanness causes permanent damage to their room or furnishing may be subject to fines and/or charges through the Student Conduct process.
5. Students in Hambrick, Rucker, and East apartments/townhouses are responsible to clean their entire apartment.

3. Damages, Theft and Liability

1. Georgetown College does not assume liability for any lost, stolen, or damaged personal property. Any thefts or vandalism should be reported to Campus Safety to be documented. To help prevent theft, students should be sure to secure their personal belongings in their rooms, lock their room doors, and not prop open the exterior entrance doors to the residence halls.
2. Students who accept College housing agree to abide by all College and housing policies, and

are responsible for maintaining their rooms in an acceptable condition. Charges for damages within students' rooms are the responsibility of the students assigned to the room space.

Damages that occur to public areas (e.g. restrooms, lounges, study rooms, etc.) that are not attributable to a specific individual or group will be equally shared by the residents of the living area(s) or residence hall where those damages occurred.

3. All students will be charged a \$100 Damage Deposit by the Business Office. Appropriate refunds of lock and damage deposits will be sent by check to those students who officially withdraw from school, graduate, or do not return for the next semester and have properly checked out of their rooms. Any additional charges will be included on the billing notice sent to students by the Business Office.
 4. Residents are encouraged to purchase renter's insurance to cover issues such as those described above. Renter's insurance may be purchased through a family homeowner's insurance policy or from an insurance company, such as [GradGuard](#).
- ### 4. Fire Extinguisher and Fire Alarms
1. The following policies were developed in consultation with the local Fire Chief and Fire Department. The violations can be divided up into the following three categories: criminal violations, code violations, and college violations. The policies listed in this section unless otherwise stated are to ensure compliance with Kentucky Revised Statutes (KRS), and Life Codes adopted by the state of Kentucky.
 2. Anyone that is caught in violation of these will be prosecuted to the full extent of the law by the Fire Department. Any indicated fines for violations that are not Kentucky Revised Statutes (KRS) or Kentucky Life Code violations are established by the College; the Fire Department does not enforce these regulations.
 3. Students caught tampering with fire safety equipment or activating the fire systems will be subject to the College's Student Conduct process. The Fire Department may also pursue criminal charges to the full extent of the law.
 4. It is important that everyone understand each time an alarm is activated, a report is given to the State Fire Marshal, and they may wish to pursue criminal charges themselves. Our intent

is not to charge anyone; however, we must work to keep every person on campus as safe as possible, which may include necessary Conduct or legal charges, or appropriate fines.

5. Criminal Violations (Misdemeanor or Felony charges)
 1. Violations of the fire code in the residence halls include
 1. Covering or removing smoke detectors that prevents activation or proper operation.
 2. Pulling a fire alarm in a false and/or malicious manner, or intentionally falsely reporting an incident.
 3. Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector.
 4. Playing with or discharging a fire extinguisher in a non-emergency situation.
 2. Code Violations:
 1. Appliances with exposed heating elements: (i.e. hot plates/George Foreman grilles/toasters/toaster ovens/coffee makers, etc.) Note: Single-serve or other hot drink makers are allowed as long as they meet the following requirements:
 1. Rated less than 900 watts (most Keurigs and electric hot water kettles are rated higher than 900 watts and would not be acceptable).
 2. Does NOT have an exposed warming plate,
 3. Shuts off after each use
 4. Does not keep the water warm between uses
 2. Extension cords – (power strips with surge protectors that are UL certified are approved)
 3. Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
 4. Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
 5. Propped stairwell or exterior doors
 6. Items left in the hallways and stairwells that could impede ingress/egress

7. Approved electrical appliances/ devices placed beneath a bed or in closets
8. Tampering with or penetration of the surface of the ceiling or ceiling tiles
9. Beds less than 36 inches from the ceiling
10. Smoking inside of residence halls or doing so less than 12 feet of any public building entrance, window, or ventilation system
11. Candles in college buildings
3. College Policy Violations:
 1. Any of the above-named criminal violations or code violations
 2. Halogen lights and portable heaters inside of the residence halls
 3. Use of non-college approved beds. Lofts and loft-like structures are not permitted to be used in the halls
 4. Mounting, affixing, or otherwise penetrating the ceiling with any material; hanging or displaying items from the ceiling
 5. Candles, incense, lanterns or similar “open flame” items
 6. Blocking the air intake of the room HVAC with any object (the area in front the room HVAC unit must have a minimum of 18” of clearance to function properly)
 7. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets
4. Fire & Maintenance Inspections are completed monthly in the residence halls by Residence Life staff. Georgetown College or the appropriate authorities reserve the right to remove all potential fire hazards discovered in any residence halls. The expectation is that the College and community will work together to ensure that all regulations are enforced.
6. College insurance requirements and other safety regulations, as well as College policy, prohibit student access to roofs and the tops of entrance awnings.
 1. Students who access these areas are subject to the Student Conduct process, and may be placed on deferred

suspension or suspended from the College for unauthorized entry/ trespassing in these areas.

7. Students are not permitted to use college facilities (including hooking hoses to housing units) for washing automobiles or personal equipment.

5. **Furnishings**

1. Residents are permitted to place neat and clean couches, chairs, or the like in their rooms so long as space permits. Furnishings in an obviously deteriorated or damaged condition are not permitted. Any furnishings in the room must not block the air intake at the bottom of the HVAC unit in the room, and be a minimum of 18" away from the air intake. For fire and safety reasons, excessive personal furniture (items cannot impede egress to windows or doors), ceiling fans, and bed lofts are not permitted.
2. The use of waterbeds, major household appliances (such as George Foreman Grills, toaster ovens, full-size refrigerators in traditional halls, etc.), and other non-standard furnishings are not permitted in campus housing. Students must keep all College provided furniture in their rooms at all times. If at any point during the academic calendar College owned furnishings are missing, students are subject to the replacement cost of the items, with this cost being billed to their student account.
3. Students may not decorate their room with empty alcohol containers.
4. Due to electrical constraints within the buildings, microwaves greater than 900 watts, and portable air conditioners or portable heaters are not permitted in residence hall rooms.
5. Ceiling fans may not be installed in residence hall rooms.
6. Students are permitted to have gaming systems, stereos, televisions, sewing machines, fans, and comparable appliances in their rooms. However, refrigerators larger than 4 cubic feet, room air conditioners, portable heaters, hot plates, Keurigs, candles, and similar items are not permitted. Food should be stored in closed containers.
7. Students are permitted to have computers and computer equipment in their rooms. However, the College specifically assumes no liability for damage to equipment, software, disks, text,

other files, and the like due to power surges, theft, or other hazards. Students are encouraged to contact the Office of Facilities Management to request a check for properly grounded electrical outlets.

8. Students are not allowed to set-up personal Wi-Fi wireless networks within the hall. Violation of this policy will result in the personal wireless network equipment being confiscated by Residence Life and the responsible student being subject to the Student Conduct process.

6. **Hambrick Village / Rucker Village Patio Furniture**

1. Residents are permitted to place neat and clean patio furniture, such a chair and/or small side table on the patio outside of their own assigned townhouse space so long as space permits. Students wishing to use patio furniture at their assigned townhouse must have prior written permission from the Director of Residence Life. Furniture that is used or placed on the townhouse patio area without prior permission will be required to be removed and students subject to the Student Conduct process.
2. Students who are approved for the use of patio furniture may not have more that 2 total pieces of furniture on the patio. Furniture used must not impede the entry or exit to the townhouse, nor may they block the use of the patio for foot traffic.
3. Furnishings in an obviously deteriorated or damaged condition as determined by Residence Life staff are not permitted. Any furnishings that are discovered to be in an obviously deteriorated or damaged condition will be required to be removed from the space. Students who do not remove the furniture in question may be subject to the Student Conduct process.

7. **Housing Waivers**

1. As a residential campus, Georgetown College expects all undergraduate students to reside in College housing, except as provided below. Students who meet one or more of the following conditions may be exempted from the College residential requirements:
2. Students who meet any of the following conditions must do so within a 30-mile radius of the College campus.
 1. Students who are deemed to be the heads of a household, as defined by the IRS.
 2. Married students residing in the residences of their spouses.

3. Students who are 24 years of age or older.
4. Students who are military veterans.
5. Students enrolled for less than 12 credit hours for a given academic term.
6. Students who are 5th year seniors as verified by the Office of the Registrar.
7. Students who reside with an immediate family member. The immediate family member must also be at least 24 years of age and deemed to be heads of households.
 1. "Immediate family member" for the purpose of a Georgetown College housing waiver application is defined as a brother or sister, either parent (if separated or divorced), an aunt or uncle, or a grandparent(s).
 8. Other appropriate reasons as determined by the Vice President of Student Life
3. Students participating in their semester of student teaching may be eligible for the 7-meal plan. To see if you qualify please contact the Student Life Office.
4. Students who drop below full-time status may have their residential assignment revoked and be required to move off campus during the time that they are part-time students.
5. Applications for waivers of housing or of board requirements should be submitted at least two weeks prior to the semester for which the waiver is being requested. Any request submitted after the commencement of classes for the requested semester may not be considered and will be subject to a \$100 fine.
6. Students should not assume their waivers have been approved unless they have been so informed of approval by an official of the Office of Student Life. All approved requests will remain effective throughout the student's time at Georgetown College, provided the proposed living arrangement remains the same. If living arrangements change from what is indicated on the submitted form, it is the student's responsibility to notify the Student Life Office immediately. Changes may alter eligibility to waive room and board. Failure to provide notice of a change in living arrangements may result in the waiver approval being revoked; in this instance the student will be required to submit a new waiver application, and will be subject to the same approval process.
7. Students who are approved to live off campus will see a 25% reduction in their institutional aid, and this change will be reflected on their bill.
8. **Hover Boards**
 1. Due to concerns with the electrical systems causing fires, and in consultation with the local Fire Marshal, hover boards are not permitted in any building on Georgetown College's campus, including their usage or storage within the residence halls.
9. **Lock-Outs**
 1. Students are responsible for the keys they are assigned and for access to their rooms. When a lockout occurs, the involved student should contact their roommate or a member of the Residence Life staff in their hall to assist in gaining access to their room. Students may also contact Campus Safety to complete a lockout for them. After a student's first lockout, a \$10.00 service fee will be assessed for the 2nd and 3rd subsequent lockout required that semester for their room and/or hall.
 1. If lockouts become excessive, with excessive defined as more than 3 in a semester, the student requesting the lock out will be charged a fee of \$25 for each subsequent lockout after the 3rd time for that semester.
10. **Lost Keys**
 1. When a room key is lost, the lock is changed for the protection of the student and their roommate(s). Lost key and/or lock changes are \$125.00 and will be billed to the student's account. A request for a new room key should be made through the online lost key form which can be found on the Georgetown College portal at: https://my.georgetowncollege.edu/ICS/Forms/Staff_Forms/Lost_Key_Form.jnz
11. **Modifications to Residence Hall Rooms**
 1. Any physical changes made to a residence hall room require prior approval from the Director of Residence Life, and any modifications to school furniture are not permitted.
 1. These modifications can include but are not limited to, alterations to door knobs and locks, permanently installed hooks, painting, making holes or other penetrations, television mounts, flooring modification, etc.
 2. Students who do not receive official, written prior approval from the Director of

Residence Life may be fined with the modification being considered damage or unofficial alterations, and be subject to the Student Conduct process.

2. In the traditional residence halls (those that are located on South Campus, Anderson Hall, Knight Hall), students are not permitted to drill holes into the concrete for any purpose, and must limit the number of tape, adhesive, or Command™ strips to 6 strips used per wall. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account. All mounting products must be removed at move-out.
3. In the upscale, non-traditional residence halls (East Campus, Hambrick Village, Rucker Village, and for the purposes of room modification Dudley Apartments), students are not permitted to drill holes into the wall for any purpose, and should avoid the use of any of the tape, adhesive, or Command™ style strips on the walls.
 1. Students these halls are permitted to use small to moderate sized nails for mounting or hanging, and must limit the uses of these nails to no more than 10 per wall in the unit.
 2. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account.
 3. All mounting products must be removed at move-out.
4. Paneling, wallpaper, border, and similar wall coverings violate local and state fire codes and are not permitted.
5. Students may not mount adhesive-backed light strips on any walls in their rooms or common areas. These strip style lights cause excessive damage to the paint and walls, and therefore are prohibited. Any damages caused by the use of the prohibited light strips and/or the removal of these lights will be charged to the student's account.
6. Students may be allowed to use professionally manufactured bed risers/lifts to raise beds a maximum of 8 inches. Residents may not loft beds or hang beds from the residence hall ceilings or walls.
7. Due to personal injury and liability as well as campus insurance limitations, bed lofts or loft-

like structures (this includes the use of cinder blocks to loft beds) are not permitted. No modification to College issued furniture is permitted. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets. Penetration of the ceiling is not permitted per the state fire code.

8. Students are not permitted to paint rooms; any request to paint a room must be submitted to the Director of Residence Life in writing.

12. **Opening and Closing of Residence Halls**

1. Students are not permitted to return to campus prior to the dates announced by the College for the academic year and are to vacate their rooms according to the announced closing dates. In those rare instances when a student must return early or stay past closing time, arrangements must be made in advance with the Director of Residence Life.
2. Students who are employed by the College and/or are participating in College-sponsored activities (e.g., inter-collegiate sports, working orientation, Residence Life staff, etc.) are to make necessary housing arrangements through the appropriate coach, sponsor, advisor, or supervisor, and these arrangements must be communicated to the Director of Residence Life to be approved.
3. It is the responsibility of each student to remove all personal belongings from the residence halls. The College will not assume any responsibility for personal items that are left in the residence halls or rooms after the designated date and time in which the halls close. These items will be disposed of or donated as appropriate, and the student may be subject to fines to their student account for improper checkout.

13. **Party Policy: East Campus, Rucker Village, and Hambrick Village**

1. Students living in East Campus, Rucker Village, and Hambrick Village may not utilize their apartment to host "parties" of any kind.
2. A "party" is defined as the presence of more than 2 guests per present resident in an apartment where another policy violation is occurring.

1. Policy violations that contribute to a Party Policy violation include, but are not limited to: alcohol, drugs, visitation, quiet hours/ noise, etc.
2. Residents who are caught hosting parties will be subject to the College's Student Conduct disciplinary procedures, and sanctions may include the loss of their upscale housing privilege and subsequent requirement to return to main campus housing.

14. **Pregnant Students**

1. Pregnant students have the ability to continue to reside on campus if they so choose. Student Life encourages students who are pregnant to contact the Wellness Center to discuss plans for pre-natal care, arrangements for labor and delivery, and transportation to the hospital, if appropriate.
2. Once the child is born, it is expected that mother and child would live off-campus and move to a commuter status. If the mother would like to return to being a residential student without the child living in the residence hall with the mother, such an arrangement would be permissible, as reviewed by the Vice President of Student Life.

15. **Private Rooms**

1. At an additional charge, a limited number of private rooms may be available to students, so long as the housing needs of the College and space available permits.
 1. When the demand for on-campus housing warrants, students initially assigned a private room may be required to accept a roommate. In such cases, forfeiture of private rooms is determined according to class standing and cumulative grade point average (GPA). Time of application may also be considered.
 2. If a student is approved for a private room after the beginning of the term, the cost of the private room will be prorated for the time remaining in the current term. Students not wishing to incur any private charges will agree to take a roommate into their room should the College's housing needs necessitate such an assignment.

2. Students who are assigned to a double room space without an assigned roommate are required to keep 1/2 of the room empty so that a roommate could move in at any point.
 1. This means one closet, desk, chair, bed, and dresser should always be unused and left open, so that in the event another resident is assigned to the space these items are move-in ready. Failure to do so will result in the Residence Life staff moving belongings so that these items are open and available for use by the newly assigned student to the space.
3. During the summer prior to the beginning of the Fall term, there will be a private room request period, where students will have the ability to request being placed in a private room. This process will be communicated to students via email. Private room requests will be considered during this process according to class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and the housing needs of the College. Students who submit a request during this period will be notified if their request is approved or denied. Private room requests outside of this request period will not be considered.
4. Students who fail to find a roommate or accept a roommate as assigned by the Director of Residence Life or their designee may be subject to the assignment of a roommate to that space or appropriate private room charge.
5. First-year students are not permitted to live in private rooms or upscale housing unless deemed medically necessary and are officially approved by the Office of Disability Services. After students have completed 2 semesters of full-time college coursework they are eligible to apply for private rooms.
 1. Official approval must be sent to the Director of Residence Life by the Office of Disability Services prior to any reasonable room accommodation being made.

16. **Public and Shared Spaces (Lounges, Kitchens, etc.)**

1. Most residence halls have a variety of public and shared spaces, such as lounge areas, kitchens, study areas, and others. Residents are expected to remove garbage and any leftover food, dishes, and silverware that are used in these spaces and are responsible to keep the kitchens cleaned.

2. Residents are expected to abide by community decisions regarding use of common area space as communicated by Residence Life Staff in the halls.
3. Hallways, lobbies, and study rooms may not be used for storage of belongings for any length of time, even on a temporary basis. Objects left in public spaces may be confiscated by Residence Life staff. Housing provided furniture in kitchens, lounges, and hallways/lobby areas may not be removed from the public space.
4. Students or student groups who improperly store furniture in these areas, or who remove furniture from these public spaces may be subject to fines and/or charges through the Student Conduct process or equivalent process for that student group.

17. Public Displays

1. Students are not permitted to display items that are obscene, inflammatory, or offensive in nature as determined by a Student Life administrator.
2. Decorations that do not align with the mission of the College are not permitted and will be required to be removed.
3. Displays hanging outside or from the outside of the residence hall are not permitted.

18. Quiet Hours

1. **City:** The College has adopted the Noise Ordinance from the City of Georgetown, which prohibits Georgetown residents from making noise outdoors between the hours of 11 p.m. and 7 a.m. (this includes "circling up" by any student organization).
 1. Individuals in violation of this policy will be subject to the Student Conduct process or equivalent process for that student group. Organizations in violation of this policy may be fined along with receiving other sanctions.
2. **College:** Students who reside on campus should show consideration for other residents at all times, and courtesy hours in the residence halls are 24 hours. The hours between 10:00 p.m. and 10:00 a.m. are observed as quiet hours in the residence halls, although individual residence halls may observe slightly different hours. If the quiet hours established for a residence hall differ from this policy, prior written approval is required from the Director of Residence Life, and the modified hours are required to be

posted in the hall. The purpose of quiet hours is to give consideration to those who desire to sleep or study.

1. Students who violate their halls quiet hours may be documented. Beginning on Reading Day and through Finals Week, quiet hours are enforced 24 hours a day and students who violate the 24-hour quiet hours will be subject to the Student Conduct process and/or may be asked to vacate their residence hall.

19. Residence Hall Maintenance

1. Routine maintenance requests (e.g., light bulbs, leaky faucets, etc.) should be made through the SchoolDude online maintenance request system which can be found on the portal by clicking the link labeled 'Maintenance Request' in the left hand column under Quick Links.
2. Genuine emergencies (e.g., broken water pipes, loss of heat/AC, broken windows, etc.) may be reported directly to the Student Life Office (8004), 8:00 a.m. – 5:00 p.m. or the Campus Safety Office (8111) nights and weekends.

20. Residence Hall Meetings

1. When a meeting is called in a residence hall, each resident of that hall is required to attend. Students prevented from attending are to inform the Residence Hall Coordinator of the hall in advance. Disciplinary sanctions may be imposed if a student fails to attend a meeting and has not been excused by the Residence Hall Coordinator. Hall meetings cannot be called without the permission of the Residence Hall Coordinator or Area Coordinator.
2. Residents who have a floor or hall concern that they feel should be addressed in a floor meeting should schedule a time to meet and discuss the issue with their Residence Hall Coordinator, who will then determine the appropriateness of a hall meeting and if necessary notify the hall of the date/time the meeting is being held.

21. Residence Hall Policy and Code Expectations

1. Students are expected to follow all policies and codes in the residence halls and on all College property; and are required to comply with all directives and requests of College staff and officials.
2. College staff and officials include, but are not necessarily limited to, Area Coordinators, Residence Hall Coordinators and Resident Assistants, and Campus Safety Officers.

22. Residence Hall Visitation

1. Visitation in the private living areas of the residence halls is not permitted outside of the visitation periods for the residence halls.
 1. In traditional halls (South Campus, Anderson Hall, Knight Hall, Dudley Apartments), the visitation period is 12:00pm noon to 12:00am midnight Sunday – Thursday, and 12:00pm to 2:00am Friday and Saturday.
 2. In upscale housing (East Campus, Hambrick Village, Rucker Village), there is a 23-hour visitation policy in place, with no visitors permitted during the 4:00am to 5:00am hour.
 3. Guests are required to be escorted by their hosts at all times while in any College residence hall.
 1. Unescorted guests and strangers in the residence halls can pose a security risk to residents, and should be reported to Campus Safety.
 2. To help combat the presence of unescorted guests or strangers in the halls, students should never prop open external doors.
 4. Opposite gender guests should use the appropriate restrooms in the lobby in the traditional halls and be escorted by their host to and from the restroom. Opposite gender guests are not permitted to use the bathrooms on the residential floors.
 5. Visitors of the same sex are permitted to stay overnight for up to two consecutive nights and no more than 10 nights per semester with prior approval by the Director of Residence Life, or an Area Coordinator for Residence Life. Residence Hall Coordinators cannot approve overnight guests.
 6. Visitors of the opposite gender are not allowed to stay over-night and must follow all rules regarding visitation hours.
 7. Students are not allowed to reside in another individual's assigned residence.
2. Visitors are expected to abide by all regulations and policies of the College; violations may result in termination of the guests' visit and disciplinary action against the host(s). Students with guests who exceed the number of days permitted for visitation may be documented and subject to the Student Conduct process.
3. **Traditional Hall Visitation: Knight Hall, Anderson Hall, Fraternity/Sorority Buildings, Flowers Hall, Allen Hall, Collier Hall, Pierce Hall, Dudley Apartments**
 1. The visitation hours are as follows for traditional halls:
 1. Sunday – Thursday 12:00pm Noon – 12:00am Midnight
 2. Friday – Saturday 12:00pm Noon – 2:00 AM
4. **Upscale Housing Visitation: East Campus, Rucker Village, Hambrick Village**
 1. Apartment Style Housing residents may have 23-hour visitation. This visitation schedule allows residents to have visitors of any gender, 7 days a week except for the 4am-5am hour. The purpose of this policy is to allow students to have the freedom to visit as they wish; however, this policy will not facilitate or enable cohabitation under any circumstance. If concerns over cohabitation occur, the guest may be trespassed from the residential space, and the host subject to the loss of upscale housing privileges as well as the Student Conduct process. Students are not allowed to reside in another individual's assigned residence.
 2. The visitation hours are as follows for upscale housing:
 1. *Mon-Sun: 4am-5am: No visitation in any area of the townhouse/ apartment*
 5. Violation of visitation policies may result in disciplinary action through Residence Life or the Student Conduct process.
23. **Room and Residence Hall Changes**
 1. Room assignment changes will not be made before the end of the fifth week from the start of classes of each semester, and will only be approved to be made during the official Residence Life Room Change Request period as sent to students via email. Exceptions may be made in cases of temporary assignments, approved changes as a part of the roommate mediation process, changes necessary to avoid private room charges, or other reasons deemed appropriate by the Director of Residence Life, or an Area Coordinator for Residence Life.
 2. Students may not change rooms except during the designated room change period. The dates

in which students can change rooms will be determined and made known each semester via email.

3. If a change is granted, the room being vacated must first be inspected and the room key collected before any change may be finalized.

4.

24. Room Assignments

1. Every effort is made to accommodate reasonable individual preferences in making on-campus housing assignments (private rooms, specific residence halls, etc.). When competition exists for specific preferences, housing decisions are made based upon class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and other relevant housing considerations (i.e. the need for disability access).
 1. East Campus Apartments are open to students with 52 or more completed credit hours at the time of sign-up or request, and who have a minimum 2.50 cumulative or above grade point average. Continuing, returning students to the College will be given preference on placement, as space permits. Incoming first-year students may not live in East Campus apartments. Students with more than two Student Code of Conduct violations occurring within a year prior to residing on East may not be eligible for East Campus living. Students must meet all of these requirements to be eligible. Students whose Student Code of Conduct history reaches this threshold while living on East Campus may no longer be eligible.
 2. Hambrick Village or Rucker Village is open to non-freshman/first year students (i.e. freshman/first-year students are not permitted to live in the townhouse residence halls). Continuing, returning students to the College will be given preference on placement, as space permits. Students with more than one Student Code of Conduct violation occurring within the past twelve months or a history of more than three violations may not be eligible to live in Hambrick Village or Rucker Village. Any subsequent Student Code of Conduct violations that occur while residing at Hambrick Village

or Rucker Village may result in immediate removal from the Hambrick Village or Rucker Village townhouses.

3. If a student's housing assignment is not filled to capacity (and that student has not been approved for a private room), Residence Life may assign another student to the space to fill the room to capacity as the need arises.
 1. For example, if a group of only 4 students find themselves assigned to or sign up for a 6-person townhouse, Residence Life may assign 2 more students to that townhouse even without the consent of the initial 4.
 2. While a reasonable effort may be made to notify students of changes and updates to their residential space regarding updated assignments and roommates, certain circumstances may not allow this to be the case; Residence Life is under no obligation or requirement to make notifications of updates or assignment changes about open spaces in rooms/apartments/townhouses/etc.
 3. If a student is eligible for a housing assignment, they may live in that space, if space availability permits.
 4. Students that reside in a housing assignment first do not have the ability to deny occupancy to other eligible students to open space in that assignment.

25. Room Consolidation

1. Residence Life may conduct a room consolidation process throughout the semester. Students who are living in a double room, but do not have a roommate may be asked to consolidate with another student from the same residence hall in which they reside.
2. During the summer, once the housing sign-up process ends, remaining students without a roommate who are not paying for a private as granted through the private room request process may be consolidated.

26. Room Inspection or Search

1. The College reserves the right to enter any room, at any time, including for maintenance, health, well-being concerns, reasonable

suspicion, safety inspection, or other official business as conducted by an official representative of the College.

1. Official representatives can include, but are not necessarily limited to: College staff and officials, Area Coordinators, Residence Hall Coordinators, Resident Assistants, and Campus Safety Officers.
2. The College also reserves the right to enter and conduct a search of any room if a violation of College regulations, code, or policy is suspected. When appropriate, during room inspections or searches, the College reserves the right to confiscate items found to be in violation of established policies and regulations (e.g., alcohol or other drugs).
3. Students who accept College housing agree to be bound by the inspection and search procedures of the College as they now exist, or may be amended in the future.

1.

27. Roommate Mediation and Conflict

1. Part of the residential education experience is the expectation that roommates will work through issues that arise, and learn to live together in a healthy, respectful, and constructive manner. Setting boundaries and expectations for living together, and discussing some of the expectations as you begin to live together will make for a more fulfilling and smooth living experience. While one may think that it could be awkward or uncomfortable to address these kinds of things, or that you'll be able to deal with problems as they arise, this may not always be the case – it is good to set boundaries and expectations from the beginning.
2. Student who are experiencing issues with their roommate or housemates should request to meet with their Resident Assistant or Residence Hall Coordinator in order to discuss the issues and/or set a time to hold a roommate mediation.
3. In a roommate mediation, both roommates will sit down in a neutral meeting space with their residence hall staff, to both candidly and respectfully discuss the issues that have occurred, and collaborate to agree to mutually beneficial solutions to the issues at hand. At the end of the roommate mediation, both roommates will create and sign a roommate contract, which they agree to abide by while

living together. Those who break the agreed upon contract or do not uphold its terms may be subject to fines, further action, or the Student Conduct process.

4. Room changes are not automatically granted or considered when room issues or disagreements occur. In the event of an unsuccessful mediation, the Director of Residence Life will require that both roommates move to a new housing assignment.

28. Service or Support Animal on Campus

1. Animals who are officially approved by the Office of Disability Services may reside in the residence hall with their owner, and the owner must follow all guidelines as set forth by the Office of Disability Services as part of their approval and signed agreement. Support animals must be officially approved, and notification must be submitted to the Office of Residence Life prior to the approved animal being permitted in the hall.
2. Animals that are not officially approved or fully officially approved through the Office of Disability Services are not permitted in the halls in accordance with the Student Code of Conduct, and will be required to be removed from the hall. Students who violate this policy will be subject to the Student Conduct process.

29. Students with infectious diseases in the Residence Halls

1. For certain infectious diseases, or in certain cases concerning mental/physical health, students could be directed to leave campus until they are cleared by a medical professional to be able to return to campus without risk of danger, harm, or infection to other students. Upon return, students may be required to provide documentation of clearance and if needed, inform appropriate staff members of plans for ongoing care as stated in treatment notes. In exceptional cases, the college may be able to provide quarantine space on campus but this is not guaranteed and would be considered on a case by case basis.

30. Tobacco & Tobacco Products/Smoking

1. Georgetown College prohibits smoking in all indoor areas including residence hall rooms. This includes smoking, vaping, and/or the use any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or create smoke or vapor in any indoor area,

including but not limited to residence halls, administrative buildings, or other buildings on College property,

2. In accordance with Georgetown City ordinance, smoking is prohibited within 30 feet of any public building entrance, window, or ventilation system.

31. **Withdrawal from Campus Housing**

1. Students who withdraw, or students who are dismissed from the College terminate their Housing Contract and must vacate the residence hall within 24 to 48 hours of their withdrawal/dismissal.
2. Upon checking out, each resident must turn in his/her room key to a member of the Residence Life Staff. The room being vacated must be inspected for damages and inventoried by a staff member before the resident can be considered officially checked out.
3. The Business Office will make an appropriate refund of the student's lock and damage deposit only after these conditions have been met.
4. Failure to check out properly will result in an improper checkout charge being added to the student's account.

Campus Parking and Vehicle Policy

Campus Parking and Vehicle Policy

All students who plan to park on campus must purchase a parking permit and register their vehicle with Campus Safety. This includes fifth-year seniors, commuter students, student teachers, and high school students attending classes on campus. A current parking decal must be displayed on any vehicle parked on Georgetown College property.

Parking Permits

- You may apply for your parking permit in person at the Campus Safety Office or at https://my.georgetowncollege.edu/ICS/Campus_Life/Vehicle_Registration.jnz
- Permits are \$100 and are valid from July 1st through June 30th and must be renewed each year.
- Permits are to be displayed on the outside lower-left corner of the vehicle's rear window.
 - Convertibles and vehicles with a soft top may display their permit in the lower-left corner of the front windshield.

- Motorcycles and mopeds are subject to the same regulations as other motor vehicles.
- The permit fee will be billed to your student account and paid through the Business Office, not the Campus Safety office.
- Parking permits are not included in your tuition or housing/dining fees.
- Those who fail to obtain a permit are subject to parking violations and fines.
- Additional vehicles and permits
- If you get a new car or temporarily drive another family vehicle you may obtain an additional permit for free but must register the vehicle with Campus Safety.
 - Temporary vehicles that are not registered with Campus Safety will be subject to parking violations and fines.
- If you have two vehicles on campus at the same time you would need to purchase a 2nd parking permit.
- Show your Tiger Pride with a KY state-issued Georgetown College license plate, and you will receive a \$10 discount on your parking permit!

Authorized Parking Locations

- No student parking is allowed in Giddings Circle, Pawling Circle, Anderson Lot West, and the Wellness Center parking lots Monday thru Friday between 7:00am-6:00pm.
- Students are not permitted to park in front of the conference center on East Campus at any time.
- RHC parking spots are assigned by residence hall and only the RHC for that specific residence hall may park in that assigned spot.
- No parking in any parking spot designated by Reserved Parking Signs.
- No parking on sidewalks, grass, or in the quad is allowed without expressed written prior consent of the Director of Campus Safety.
- Additional Campus Area Parking:
 - Students may park legally on city streets in marked spots
 - Note: Dudley Avenue and Clayton Avenue (except for a portion behind the Pike House to Hollyhock Lane which is public parking) are reserved residential permit parking only and enforced by Georgetown Police Department. Georgetown Baptist Church parking lot.
 - Georgetown Baptist Church parking lot.

- Georgetown Baptist Church has been very gracious in allowing parking in their lot on Mulberry Street Monday through Saturday. Please be respectful to the church and do not park in the lot on Sundays.

Parking Violations

- Campus Safety Officers have the authority to issue a citation and/or the ability to tow any vehicle in violation of parking policies on Georgetown College Property. Parking fines are not an effort to charge additional fees to our students but to maintain a safe and orderly parking system on campus. Officers monitor parking areas 24/7, however there are no quotas or minimum number of citations officers must issue.
- The driver and the registered owner of the vehicle will both be responsible for violation(s) of Georgetown College parking policies.
 - These include fines, towing fees, related charges and possible disciplinary action.
 - You are responsible for your registered vehicle on campus no matter who the driver was at the time of the violation.
- There will be a \$10 reduction of total fine for all parking citations paid within 3 business days.
- Abandoned vehicles will be towed from campus property. Vehicles will be deemed abandoned if one of the following criteria is met and Campus Safety cannot contact a registered driver/owner.
- Vehicle has not been moved for 14 days. (Vehicles are not to be left on campus during winter or summer breaks without permission from Campus Safety or Student Life.)
- Vehicle has flat tires, broken windows, or other significant damage.

Violations and Fines

Failure to Display Current Permit Decal	\$50
Disabled Parking without a Permit	\$75
Parking in Reserved/Restricted Area	\$40
Driving/Parking on Grounds/Sidewalk	\$40
Improper Parking*	\$20
Improper Display of Parking Permit Decal	\$20
Habitual Offender**	\$50
Failure to Remedy Citation***	\$100

*Improper parking could consist of but is not limited to parking on/over the line, not pulling in far enough into the parking spot, parking that would prevent another vehicle from parking in an adjacent spot, etc.

**Students and/or vehicles that receive multiple (3 or more) parking violations within a semester may be cited as a habitual offender on top of any current violations. This may be done at the time of the citation by an officer or within 7 days of the latest violation by the Campus Safety Director after reviewing student/vehicle history.

***A Failure to Remedy Citation is defined as when a vehicle is cited, and the offense is not corrected within an 8-hour time period for most violations. For violations that require a more urgent response, the officer will contact the permit owner, and they must respond to the violation that the officer advised them of. Officers will consider the totality of the circumstances when determining response time.

The responding towing company will determine tow and impoundment fees.

Parking Citation Appeals

- Appeals
 - Students may appeal any parking citation to the Campus Safety Director within 5 days of the citation being issued. **Do not pay any portion of your fine while it is in the appeal process.**
 - An appeal form can be obtained from the Campus Safety office. You should include a written explanation of the circumstances for the appeal and a copy of the parking citation. The explanation does not have to be extensive but should be well-written, please refrain from rude or sarcastic language in your explanation, as these will not be accepted.
- Campus Safety Director Review and Recommendation

- The Campus Safety Director at his/her discretion may dismiss a violation, reduce the fine or make other arrangements after reviewing an appeal.
- After reviewing the appeal, the Campus Safety Director will communicate to the student his/her recommendation. If the student agrees to the recommendation of the Campus Safety Director, they will sign an Appeal Agreement. If the student does not accept the Campus Safety Directors recommendation, then the appeal will be sent to the Parking Appeals Committee.
- Parking Appeals Committee
 - Appeals in which the student does not accept the Campus Safety Director's recommendation will be reviewed by the Parking Appeals Committee.
 - The Parking appeal committee will meet monthly as needed.
 - The committee will be composed of 1 faculty/ staff member and students that have applied and been selected to serve on the committee. The committee will select a student chair to conduct the appeal board meetings. The Director of Campus Safety will oversee the committee and can participate in discussions but will not be a voting member.,
 - The decision of the Parking Appeals Committee is final, and no further appeals will be considered. A letter and email will be sent to inform you of the committee's decision; if you still are required to pay a fine you can still receive a \$10 discount if paid within 3 days of receiving the letter.

Student Organizations

Club, service, and social organizations exist throughout the College community and are generally open to all students. A complete list of opportunities for involvement in these organizations can be found on the website. Someone wishing to start an organization should refer to the section

on Registration and Authorization. All clubs and organizations are overseen by the Student Government Association (SGA).

Off-campus social functions by service, club, or social organizations are beyond the scope of control by the College. Neither the presence of an advisor or other employee of the College; the listing of the functions on the College calendar; nor any other College involvement with the club or organization or event shall be construed to cause an off-campus event to be a College event or one which the College, its agents, servants, or employees supervise or control.

No service, club, or social organization is permitted to present itself as an agent of the College. The College does not permit the use of its name in any way by service, club, or social organization in the purchase, rental, lease, borrowing, or any other supplies or services secured for the purpose of holding a social activity.

Georgetown College is not responsible for any indebtedness, account, or other financial arrangement made by any student, student organization, faculty member, or other employee, unless authorized by official purchase order signed by the President, Treasurer, or Controller, or in writing by the Trustees through the President. The Board of Trustees establishes these policies to maintain fair, consistent, and sound business relationships.

Guidelines for Campus Organizations

There are many student organizations at Georgetown College serving a variety of purposes and interests. Every student organization affiliated with or existing at Georgetown College must have on file in the Student Government Office a current copy of its Registered Student Organization Form, and must update this document every fall semester.

Registration and Authorization

All clubs and organizations involving Georgetown College students need College authorization and/or a College approved sponsor or advisor and must be registered through the SGA. Such clubs and organizations must be recommended by an appropriate faculty/staff member or by a member of the Student Life staff. A club or organization seeking authorization must file an appropriate document identifying the purpose, policies and procedures, supervision, membership, activities, and authorization

procedures as required by the College. The Dean of Students and SGA has the authority to accept or deny the registration of a new club.

A club/organization must maintain a minimum number of seven members to be a recognized club. A "Club & Organization Registration" form is available in the SGA Office. In order to be in good standing, a club/organization must fill out the "Club & Organization Annual Registration" form in the fall of every year. Registration may be denied or withdrawn at any time by the Dean of Students.

Organizational Financial Accounting

All organizations should meet financial obligations in a responsible manner. One irresponsible group can negatively affect the attitudes of merchants toward all campus groups. The residents can use these funds, but normal Business Office procedures must be followed. Damage to machines is paid for before profits are divided. The Offices of Student Life and Development must approve group solicitation efforts.

Technology Ethics

Preamble

Technology resources at Georgetown College are provided to all faculty, students and staff to support the educational process and the administrative efforts for fulfillment of our mission statement. To remain consistent with the goals of this institution, therefore, the responsible use of these facilities is expected from all users.

The Georgetown College Technology Ethics Policy contains the governing guidelines for faculty, student and staff use of technology resources and is based on the EDUCOM Statement of Principle on Software and Intellectual Rights (stated below). This policy indicates the general principles regarding the appropriate use of equipment, software and networks, including the use of voice mail, electronic mail, distributed video services and computers. In addition, users of these resources must recognize and abide by federal, state and local laws and ordinances that relate to copyrights, security, privacy and other statutes involving electronic media.

Policy

The EDUCOM Statement of Principle on Software and Intellectual Rights states:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for work and personal expression of others is especially critical in computer environments. Violations of authorized integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

People who use the Georgetown College technology resources do so as guests of the college and are expected to act responsibly.

Because Georgetown College is a guest on the Internet, World Wide Web, email and related networks, those that access these networks serve as representatives of the college by the way in which they conduct their network activities. All users of Georgetown College resources must act with the highest ethical standards, respecting integrity of other users' accounts, any and all copyrights, the rights of other users and the physical facilities and controls.

Enforcement

The use of Georgetown College technology resources is a privilege to faculty, students and staff. The privilege may be withdrawn (in addition to other appropriate actions) by the college based on the specific guidelines outlined both in this document and Faculty, Staff and Student handbooks.

Disability and Accommodations

Attendance Accommodation Policy

Georgetown College Attendance Accommodation Policy

Oftentimes, class attendance is critical for a student to gain the essential competencies that are taught in a specific course. Georgetown College students are expected to follow attendance policies that are outlined by their professor at the beginning of the semester. If, for reasons related to a qualifying disability, a student believes that they will be unable to meet the requirements of the attendance policy in a specific class, they should notify the Disability Services office prior to the start of the semester or as soon as possible once the need for an exception arises.

Process & Documentation Guidelines

In these rare, necessary circumstances, attendance accommodations will be determined via an interactive, individualized process in conjunction with supporting medical documentation. This documentation should be completed by a licensed professional qualified to diagnose and treat the disability. The licensure of this professional must be current in the state of Kentucky or the student's state of residence. Documentation should present the qualifying diagnosis and should indicate the nexus between the impact of the diagnosis and the requested attendance accommodation. Following the review of this documentation, the Disability Services Coordinator will schedule an intake meeting with the student to discuss the specific needs that the student is experiencing.

When considering an attendance accommodation, the Disability Services Coordinator will review the following topics:

- The stated barrier to physical attendance and whether or not that barrier is related to a qualifying disability
- Whether or not the barrier can be removed (ie./ accessible classroom spaces, etc.)
- Any possible alternatives that would meet access needs

- Whether or not physical attendance is required in order to gain essential competencies of the class (ie./ information gleaned during discussion, labs using lab equipment, in-class group presentations or assignments, etc.)

As each class contains its own unique essential competencies, possible attendance accommodations may vary depending on the needs of the individual course. Due to this, a student may be approved for an attendance accommodation in one course, but not in another course. An attendance accommodation should not compromise the student's ability to gain all essential competencies in the course. These accommodations may be arranged in consultation between the Disability Services office and the student's faculty members to develop specific plans for each course that the student is enrolled in.

Attendance accommodations are not retroactive and must be confirmed prior to the absences taking place. Any absence unrelated to the specified disability is not covered under an attendance accommodation. Faculty may consider any unrelated absence as an unexcused absence per their course guidelines.

Class Modality (In-Person, Online, Hybrid, etc.)

In nearly all cases, the modality of a class (in-person, online, hybrid, etc.) cannot be permanently changed after the semester has begun. If a student has a need for a temporary accommodation due to a recent, required medical procedure or acute medical event, they should reach out to the Disability Services office to determine whether a temporary accommodation is possible.

Academic Accommodations Policy

Georgetown College Academic Accommodation Policy

Georgetown College aims to provide a classroom experience that is welcoming and accessible to all students. For students who may need accommodations, related to a qualifying disability, to fully engage within the academic experience at GC, our Disability Services Office will work to develop an individualized accommodations plan.

Accommodations are:

- **Individual.** Accommodations are determined on a case-by-case basis.
- **Not retroactive.** It is within the best interest of the student to seek accommodations early in the semester.

- **Fluid.** If an accommodation is not meeting the needs of the student, the student can notify the Disability Services Coordinator and changes may be made.
- **Reasonable.** A nexus must exist between the accommodation and the student's disability. Accommodations should not fundamentally alter a program, cause undue hardship, or threaten the integrity of a course.

Process & Documentation Guidelines

Academic accommodations will be determined via an interactive, individualized process in conjunction with supporting medical documentation. This documentation should be completed by a licensed professional qualified to diagnose and treat the disability. The licensure of this professional must be current in the state of Kentucky or the student's state of residence. Documentation should present the qualifying diagnosis and should indicate the nexus between the impact of the diagnosis and the requested attendance accommodation. Following the review of this documentation, the Disability Services Coordinator will schedule an intake meeting with the student to discuss the specific needs that the student is experiencing.

As each class contains its own unique essential competencies, academic accommodations may vary depending on the needs of the individual course. Due to this, a student may be approved for an academic accommodation in one course, but not in another. An academic accommodation should not compromise the student's ability to gain all essential competencies in the course. In necessary circumstances, academic accommodations will be arranged in consultation between the Disability Services Office and the student's faculty members to develop specific plans for each course in which the student is enrolled in.

Academic accommodations are not retroactive and must be on file early in the semester to give faculty members the opportunity to provide the accommodation throughout the semester. To provide the Disability Services Office with sufficient time to build an accommodations plan, students should submit the appropriate medical documentation ahead of the start of the semester.

Emotional Support Animal Policy

Georgetown College Emotional Support Animal (ESA) Policy

Georgetown College is committed to ensuring equal access to all persons, as required by law. While Georgetown College's Housing Policy states that pets (with the exception of fish) are not permitted in Georgetown College student housing, the College will allow exceptions to the no-pet policy and permit Emotional Support Animals (as defined by the Fair Housing Act) to qualified students with disabilities.

An Emotional Support Animal (ESA) is an animal that is prescribed by a licensed healthcare or mental healthcare provider to an individual with a mental health disability as part of the individual's treatment plan and is deemed by the provider as therapeutically necessary to manage the individual's mental health. An ESA is defined as any animal that provides well-being, comfort, aid, or emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability. Unlike Service Animals, ESAs are restricted to the residence of the handler and may not accompany the handler to other areas of the College.

ESA Request Process & Documentation Guidelines

A student wishing to request an ESA should contact the Disability Services Office to begin the ESA Request process in conjunction with supporting medical documentation. This documentation should be completed by a licensed mental healthcare professional (or other licensed medical provider) qualified to diagnose and treat the related disability. The licensure of this professional must be current in the state of Kentucky or the student's state of residence. Documentation should present the qualifying diagnosis and should indicate the nexus between the impact of the diagnosis and the support that the ESA would provide.

Following the receipt of this documentation, the request will be redacted by the Disability Services Coordinator and then reviewed by the ESA Committee, which meets once per month. The ESA Committee is comprised of representatives from the Disability Services, Counseling, and Residence Life offices. In order to provide the Disability Services office and ESA Committee with sufficient time to develop and communicate the accommodations plan, ESA requests should be submitted at least 60 days prior to the start of the semester. Mid-semester requests may be reviewed during the months of August-October during the Fall semester and January-March during the Spring semester; the ESA Committee will continue to meet once per month during these timeframes. Under no circumstances can same-day requests be approved.

Georgetown College, in consultation with the student (and other parties as deemed appropriate), will consider the criteria below in determining what constitutes a reasonable accommodation and appropriate housing assignments for individuals with ESAs:

- i. size of animal
- ii. type of animal
- iii. whether the animal's presence would force another individual from individual housing (e.g. serious allergies)
- iv. past behavioral history of the animal
- v. appropriately documented need for the support this animal may provide

Policy Review & Vaccination Submission

Once a request has been approved by the ESA Committee, the Disability Services Coordinator will communicate with the student to schedule a meeting to review the ESA Policy. An updated copy of the animal's required vaccinations must also be submitted to the Disability Services Office. This policy must be signed by the student and all required vaccinations must be submitted before the ESA may be brought to campus. **Even when the request has been approved by the ESA Committee, an ESA is not fully approved until these pieces of documentation are on file.**

Unapproved Animals

No ESA is allowed on campus until after the request has been officially approved by the ESA Committee and written confirmation made by the Disability Services Coordinator. All approved ESAs will be communicated with professional Residence Life staff following the signed release of information from the handler.

Any unapproved animal is in violation of Georgetown College Student Housing Policy and will be subject to Residence Life response. If a student who is intending to go through the ESA approval process is found to be in violation of this policy, the request consideration will be delayed until after the animal is removed from campus and the ESA Committee meets again.

ESA Handler Responsibilities

Handlers granted the accommodation of an ESA in their residence hall shall be subject to the following rules, in addition to any other College rules and regulations.

The handler must:

- A. Keep the animal in their individually assigned residence hall room at all times, except when the handler is taking the animal out for natural relief. When the handler is away from their housing, the animal must be crated/caged behind a locked door of the handler's individual room.
- B. Ensure that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside in their residence hall, room, or apartment/townhouse.
- C. Keep the ESA in an animal carrier or controlled by a leash or harness at all times when outside of the handler's privately assigned living space.
- D. Keep the animal under control. The ESA must be properly restrained and otherwise under the control of the handler at all times. The ESA is not permitted to run loose across campus.
- E. Ensure that proper grooming of the animal is maintained (per Georgetown Code Sec. 3-28). The animal and its cage/crate or bedding may not be cleaned using college facilities, including the use of community or unit bathrooms/showers, and/or laundry facilities provided in the residence halls.
- F. Abide by local animal laws and ordinances. The handler must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, care, and other requirements for animals. It is the handler's responsibility to know and understand these ordinances, laws, and regulations.
- G. All dogs and cats must be vaccinated for rabies and revaccinated for rabies at the expiration of the immunization period as certified by a veterinarian. Updated vaccination information should be submitted to the Disability Services office each year.
- H. Ensure the animal is well-cared for. The handler is required to ensure the well-being of the animal's health, including maintaining flea/tick/heartworm medications or other appropriate routine medications for different species. College personnel shall not be required to provide care or food for any ESA, including, but not limited to, removing the animal during emergency evacuation. ESAs may not be

left overnight in campus housing to be cared for by any other student or individual other than the handler. If the handler is to be absent from campus housing overnight or longer, the ESA must accompany the animal.

I. Be responsible for personal or property damage. The handler is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner. The handler may be charged for any damage caused by their ESA beyond reasonable wear and tear to the same extent that other students are charged for damages beyond wear and tear. The handler's living accommodations may also be inspected for fleas, ticks, or other pests if necessary during the College's standard inspections. If fleas, ticks, or other pests are detected through inspection, the handler will be billed for the expense of any pest treatment beyond standard pest management in the residence halls.

J. Notify Disability Services if the ESA is no longer needed. The ESA is allowed in campus housing only as long as it is necessary because of the handler's disability. To replace one animal with a different animal, the student must file a new request with Disability Services and complete the approval process for the new ESA.

K. Approval for an ESA is valid only for the academic year in which it is granted. Repeated requests for an ESA must occur every academic year.

Removal of an ESA

Georgetown College may require the handler to remove the ESA from campus housing if:

1. The ESA poses a direct threat to the health or safety of others or causes substantial property damage to the property of others, including the College's property.
2. The presence of the ESA results in a fundamental alteration of a College program.
3. The handler does not comply with the Handler's Responsibilities set forth above.
4. The presence of the ESA creates an unmanageable disturbance or interference with the College community or residence hall operations.

These determinations will be made on a case-by-case basis by the ESA Committee upon consideration of the animal's behavior, as well as the student's behavior. The first incident will result in a written warning that will be signed

by both the student and the Disability Services Coordinator. The second incident may result in the handler being given 48 hours to remove the animal from campus permanently. If an animal is removed, a written appeal letter may be submitted. Appeals should be submitted in writing to the Executive Vice President within 48 hours after removal of the animal. The written appeal must provide solid proof that the violations were unfounded or a reason that the circumstances have changed.

Should an ESA be removed from the premises, the handler is expected to fulfill their housing obligations for the remainder of the housing contract.

Acknowledgement and Release of Information Consent Form

By my signature below, I verify that I have read, understand, and will abide by the requirements outlined here and I agree to provide the additional information required to complete my request for an Emotional Support Animal.

I have read and understand the Georgetown College Emotional Support Animal Policy and I agree to abide by the handler responsibilities outlined in this document. I understand that if I fail to meet the requirements set forth in the Policy, Georgetown College has the right to remove my Emotional Support Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.

With this signature, I give permission to the Disability Services Office to disclose to others directly impacted by the presence of my Emotional Support Animal (potential and/or actual roommate(s), Residence Life staff, Campus Safety, and Campus Maintenance) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Emotional Support Animal and/or resolving any potential issues associated with the presence of the Emotional Support Animal. I will hold Georgetown College harmless from any liability for disclosing such information. Such information shall be limited to information related to the animal and shall not include information related to the handler's disability.

Student's Signature (Handler)

Date

Disability Services Coordinator

Date

Service Animals Policy

Georgetown College Service Animals Policy

Under the Americans with Disabilities Act (ADA), Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

Examples of such work or tasks include (but are not limited to):

- Guiding people who are blind
- Alerting people who are deaf
- Pulling a wheelchair
- Alerting and protecting a person who is having a seizure
- Reminding a person with mental illness to take prescribed medications
- Performing other duties directly related to the person's disability

Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADA (2010 Revised Regulations of the ADA; DOJ, 2011)." A student seeking an Emotional Support Animal (ESA) accommodation may refer to Georgetown College's ESA Policy.

When it is not obvious what service an animal provides, Georgetown College employees may ask the following questions: 1.) Is the dog a service animal required because of a disability, and 2.) What work or task has the dog been trained to perform that is related to this disability?

Students are requested to register their Service Animal with the Disability Services Office if it will be residing in campus housing. This registry includes identification information of the animal, contact information of the handler, and current vaccination records.

Service Animal Handler Responsibilities

A. Service Animals can accompany their handlers across various settings on the College campus including, but not limited to, residence halls, classrooms, the cafeteria, the Student Center, the REC, and the LRC. Under the ADA, the College must allow "Service Animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go." Exceptions might include areas in which the Service Animal may be in danger, or where their use may compromise the integrity of research or cause health concerns.

B. The handler of a Service Animal shall comply with all laws, local licensure and vaccination requirements, and College regulations. All vaccination records must be current and are requested to be on file with Disability Services.

C. The care and supervision of the Service Animal is the responsibility of the handler. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the work of the Service Animal or the individual's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. Care includes maintaining the well-being of the animal (feeding, administering flea/tick/heartworm medications, etc.).

D. The handler shall dispose of the animal's waste in a safe and sanitary manner.

E. The handler may be charged for any damage caused by his or her Service Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear. This includes any pest infestation (such as fleas or ticks) beyond standard pest treatment for the residence hall.

F. The handler cannot be asked to remove his/her Service Animal from the campus unless:

- a. the dog is out of control (e.g. barking incessantly, wandering, displaying aggressive behavior) and the handler does not take effective action to control it,
- b. the dog is not housebroken, or

c. the dog poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices and procedures.

When there is legitimate reason to ask that a Service Animal be removed, the staff must offer the handler the opportunity to obtain goods or services without the animal's presence.

G. Service animals on campus must be under the control of their handlers at all times. They cannot be left in the care of another person or overnight in the residence hall without the presence of their handler.

Disability Service Complaint Procedures

Georgetown College Disability Service Complaint Procedures

Georgetown College's Disability Services complaint process serves to comply with the Americans with Disabilities Act (ADA) Section 504 mandate to "provide for prompt and equitable resolution of complaints alleging any action that would be prohibited."

The Disability Services office develops accommodations plans via an interactive, individualized process. In the event that a student's needs change or it becomes evident that the accommodations plan is not sufficient to meet the student's need for access, the student may contact the Disability Services Coordinator to make adjustments to their accommodations plan. If, through this process, a student disagrees with the accommodations that they have received or if the student has been denied accommodation(s), the student may choose to file a complaint through the outlined complaint process.

Complaints Regarding Implementation of Accommodations Plan

If a student believes that they have been denied an accommodation that has been granted by the Disability Services Office in their agreed-upon accommodations plan, and informal conversations have not resolved this complaint, they may use the following process to address the complaint:

Step 1: Contact the Disability Services office to submit a written or recorded complaint as soon as possible following the event which instigated the complaint(s). The

student may submit any supplemental evidence to the Disability Services office at this time, though this is not necessary if no such evidence exists.

Step 2: The Disability Services Coordinator will contact the relevant faculty member or campus office representative to follow-up regarding receipt of the complaint.

Step 3: If the complaint is not resolved at this time, the Disability Services Coordinator will contact the Provost following the conversation outlined in Step 2.

Step 4: If a student disagrees with the Disability Services Coordinator's initial assessment of the resolution of this complaint, they may contact the Provost with this complaint within ten (10) working days of the communication of resolution from the Disability Services Coordinator to the student.

If it is determined later that a resolution plan is not being implemented, the student should contact the Disability Services Coordinator in order to investigate this complaint in conjunction with the Provost.

Complaints Regarding the Denial of Accommodations Plan

If a student believes that they have been wrongfully denied a necessary accommodation throughout the accommodations process, and informal conversations have not resolved this complaint, they may use the following process to address the complaint:

Step 1: Contact the Executive Vice President to submit a written or recorded complaint as soon as possible following the event(s) which instigated the complaint.

Step 2: The Executive Vice President will investigate the complaint. Depending on the situation, the Executive Vice President may appoint the direct supervisor of the complaint recipient to investigate the complaint.

Step 3: The Executive Vice President will work with all parties involved to explore a mutually agreeable resolution of the complaint in a way that preserves all essential competencies of the degree programs at Georgetown College and protects students' right to access as outlined under Section 504 of the ADA.

Title IX: Gender-Based Discrimination and Sexual Misconduct Policy

The Title IX policy is in the process of being revised and will be updated on this page soon.

Who to Call

Who to Call

Academic Fairness and Policy: The Academic Ombud

Academic Fairness, Course Concerns, Honor Code Violations

The Academic Ombud provides an impartial space for students to explore their options if they have a question about Academic Fairness. Contact the Ombud about grade fairness concerns, your rights if accused of plagiarism or cheating, or any other academic policy issue.

ombud@georgetowncollege.edu

502 863-8169

Accommodations, Academic Planning, and Tutors: Student Services

academic planning, Accessibility, Disabilities, emotional support and service animals, SCHEDULE HELP, TEXTBOOKS, TUTORS

The Office of Student Services oversees advising and other programs designed to help you do well in your courses. Student Services staff can help you drop and add classes, obtain textbooks, sign up for tutoring, and build a four-year plan. Student Services supports a campus community that is equitable and sustainable for all of its members. The office works with qualified students to develop an individualized accommodations plan for their student experience at GC.

accommodations@georgetowncollege.edu

502 863-7073

student_services@georgetowncollege.edu

502 863-7070

Billing and GCards: Student Accounts

Bills, Payment Plans, Student ID card

Contact the office of Student Accounts if you need to pay a bill or get a GCard.

student_accounts@georgetowncollege.edu

502 863-8700

Campus Organizations

Clubs, Fraternities and Sororities, Student Groups

Interested in joining a campus group, or just want to know what's going on? Follow groups on Facebook or Instagram! For a complete listing of campus organizations, follow this link.

<https://handbook.georgetowncollege.edu/student-organizations>

Campus Safety

Parking, Safety Escort, Unlocks

Campus Safety helps with parking and unlocks should students be locked out (first unlock is free). Students may call Campus Safety for safety concerns, and may request escort anytime they do not feel safe walking on campus.

502-863-8111 or 502-542-9238

You can also reach Director Josh Masterson 24/7 by text or call at 502-316-1837 if you have any issues, concerns or for some reason aren't able to reach an officer in an emergency situation. He can also be reached by email at joshua_masterson@georgetowncollege.edu.

Counseling and Therapy: The Counseling Center

Counseling Appointments, Mental Health, Student Resources

Counselors in the Counseling Center help students to process many concerns, including and not limited to feelings of depression, anxiety, adjustment/life transition, and stress. Counselors are licensed in the state of Kentucky to provide counseling services to students currently enrolled at Georgetown College. To schedule an appointment, email the center at the address listed below.

If you believe you are experiencing a mental health crisis, please contact 911, the National Suicide Prevention Lifeline at 9-8-8, or text "GO" to 741-741 which is the Crisis Text Line.

counseling@georgetowncollege.edu

502 863-8062

Diversity and Inclusion: The Office of Diversity and Inclusion

Diverse Groups, Campus Inclusion

Reach out to the Office of Diversity and Inclusion to learn about or get involved with events on campus related to diversity, or with any concerns.

diversity@georgetowncollege.edu

502 863-7047

Faith and Service

local services, student-led ministry, Spiritual counseling

Faith and Service supports the spiritual needs of students. Contact for: pastoral care conversations (for example, having a hard time adjusting to college, parents going through a divorce, wrestling with challenges to your faith, etc.), information about getting connected to a local faith community and/or with local service opportunities, getting involved with a ministry on campus, prayer requests, calling/purpose of life questions, etc.

Bryan_Langlands@georgetowncollege.edu

502.863.8153

Financial Planning: The Student Financial Planning Office

FAFSA, Financial Aid, Scholarships, Student Loans, VA Benefits

The Office of Student Financial Planning helps students with all questions regarding institutional, federal and state aid, as well as scholarships and loans. Financial Planning can also assist with VA benefits for eligible students.

fp@georgetowncollege.edu

502 863-8027

Illness: Health Clinic

Medical Appointments, Vaccines

The student Health Clinic offers medical treatment for students with minor illness and injury. Additional services include basic vaccinations, routine physicals, administration of allergy injections, and annual women's health exams. Call the office to schedule an appointment.

In an emergency, contact 911 or go to the nearest emergency room.

502 863-8201

Information Technology Services

Canvas access, Computer issues, Portal (my.georgetowncollege.edu) access, college email address, internet

Information Technology Services (ITS) is here to help with your technology questions or needs. . ITS can help with resetting your password, helping you access Canvas or your college email, wifi / internet problems, and much more.

helpdesk@georgetowncollege.edu

502-863-8000

Jobs, Internships & Graduate School: Calling and Career

Vocational Discernment, Resume Prep, On-Campus Jobs, Internships, Grad School

The Graves Center for Calling & Career helps to prepare you for a successful 'Life after GC'. The office can provide guidance as you *discern* if the major you've selected is the right preparation path for your career goals, teach you how to *develop* the skills needed to be #CareerReady and *direct* you to resources that can connect you with information and opportunities.

callingandcareer@georgetowncollege.edu

503-863-8004

Maintenance Requests

Maintenance Needs

If you have a maintenance issue, login to the portal and then click "maintenance request" on the left side (or if on a phone, click the big blue arrow -> quick links -> maintenance request). Then, enter the details of your issue (one per order). Before you submit, it asks for a password: tigers. In an emergency (a life/health safety concern and has the potential to cause injury or significant damage to personal or College property if not handled promptly), call the Facilities Management Service Desk at 502-863-8179 during regular hours, or Campus Safety 502-863-8111 after hours. If phone lines are down, phone the Campus Safety Duty line at 502-542-9238.

Residence Life: Housing

Problems in Housing Units, Roommate Conflicts, Custodial or Maintenance Problems

The Housing Office in partnership with Residence Life is responsible for all operations within the Residence Halls including but not limited to: Roommate mediation sessions, monthly hall programming, and residence hall condition.

housing@georgetowncollege.edu

502-863-8371

Registration and Transcripts: The Registrar

Academic Records, Add/drop classes, Course schedules, Degree requirements

The Office of the Registrar oversees transcripts, registration, the Nexus program, FERPA (the federal law that governs access to your educational records), and the awarding of degrees. The Registrar can assist with schedules, credits, and other academic questions. The office is located on the first floor of Highbaugh Hall.

registrar@georgetowncollege.edu

502 863-8024

Sexual Misconduct and Gender Discrimination: Title IX

Reporting Sexual Misconduct or Discrimination, rights under title ix

Georgetown College prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Have you experienced or witnessed sexual misconduct or discrimination on the basis of sex, sexual orientation, or gender identity? If so, make a report to the Title IX Coordinator. *In an emergency, call GC Campus Safety at 502 863-8111 or Georgetown Police via 911.*

titleIX@georgetowncollege.edu

502 863-8373

Unethical or Unsafe Behavior When a GC Office Can't Help: Red Flag Reporting

Anonymous Reporting

Exhausted all other reporting options? Red Flag Reporting offers an anonymous reporting option for whistleblowers reporting fraud and abuse on campus. Please report issues to appropriate campus departments before submitting a Red Flag Report.

redflag@redflagreporting.com

877 647-3335