



Student Handbook

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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
- Counseling Center: 502-863-8062
- Disability Services: 502-863-7073
- Health Services: 502-863-8201
- Title IX: 502-863-7073

General Information

The Mission of the College

Georgetown College's mission is to provide a welcoming and challenging educational community, rooted in Christian love and service, that prepares students to make a positive difference in the world.

Student Life Mission

Focusing on student success, GC Student Life seeks to foster an inclusive, challenging and supportive, engaging, and relevant student experience.

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 Bishop Center for a Welcoming Community. 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 Bishop Center for a Welcoming Community on the 1st floor of Cralle Student Center (next to the Bookstore). However, if you would prefer the Bishop Center for a Welcoming Community 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 regard to a bias or discrimination-related incident at or involving Georgetown College students, staff, organizations, or activities. The Bishop Center for a Welcoming Community 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 Honor System is housed under the Academic Policy Committee, and any changes must be voted on by faculty. While the Honor System is in the Student Handbook, the faculty own it; therefore, changes must be vetted by APC and full faculty.

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

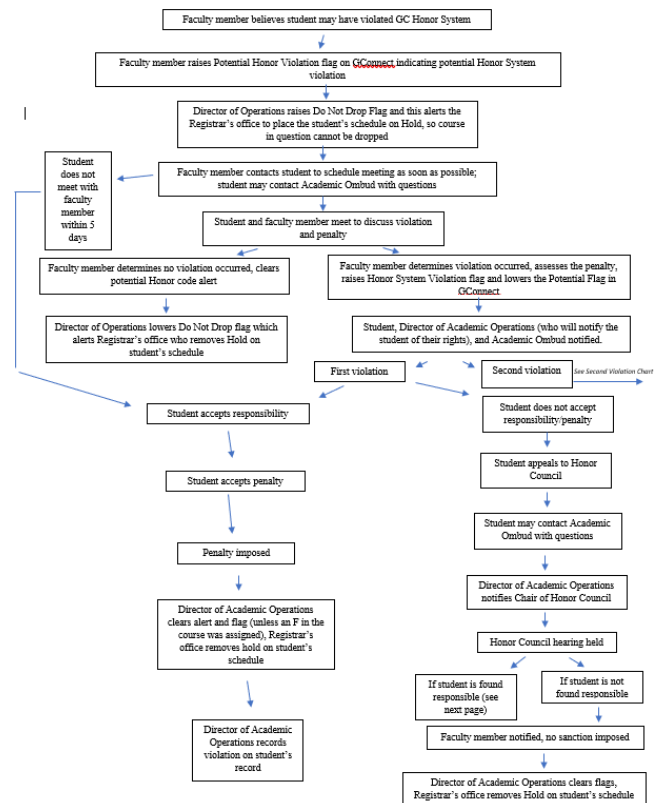
Violations of the Honor System include cheating, plagiarism, academic theft, lying in academic matters, and double assignments. Infractions may include, but are not limited to:

- **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).

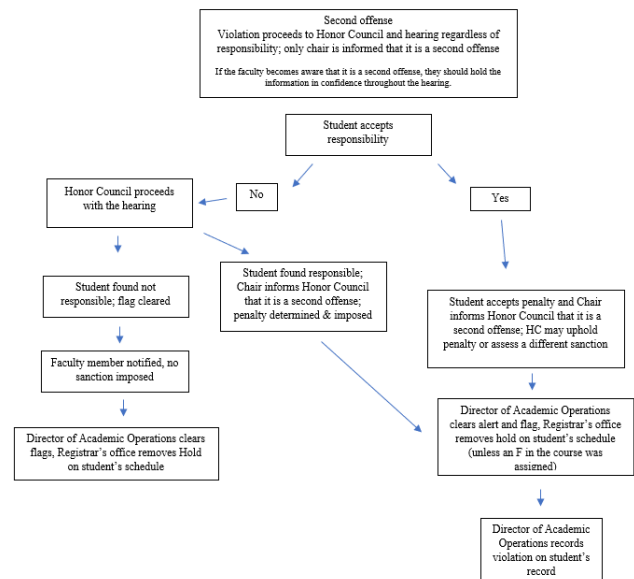
Honor System Violation Procedure

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.

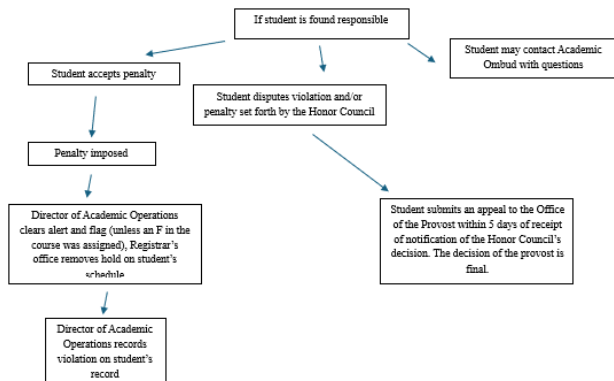
First Offense



Second Offense



After Council Hearing



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 within five days of the incident 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.*
- Once a potential Honor System violation has occurred, the Director of Academic Operations raises a Do Not Drop flag which triggers the Registrar to place a hold 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, The Director of Academic Operations.

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:

a) 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 Director of Operations 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 finding of responsibility 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 raised by an 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 or WF 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 purpose of the Honor Council is to allow a student to appeal the decision of a faculty member and ensure that multiple violations by a student are addressed appropriately. 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 nonvoting 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 recommended by faculty 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.

All members of the Honor Council will be trained in hearing procedures before the first hearing. They must agree to maintain confidentiality in all Honor Council matters.

Honor Council Hearing Process

1. The names of the faculty member bringing the accusation and the respondent are sent to the Chair by the Director of Academic Operations. The Director of Academic Operations will upload pertinent files to the Canvas Course. The Chair then reaches out to members of the Honor Council to schedule them for the next hearing. Honor Council 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, and the faculty member who submitted the honor violation will attend 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 and provide any relevant evidence or documentation. 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. The Honor Council members may ask questions of both parties and witnesses during the hearing.
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); however, after the faculty member leaves no new evidence may be presented.
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 (i.e., if a 4/5 majority cannot be reached), 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. Once a decision is reached, 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 then sent by email from the Director of Academic Operations to the respondent and the faculty member(s). The Honor Council will share the findings directly with the student at the conclusion of the hearing and prior to formal notification, unless more time is required per step 8 above. 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 or WF in the course mandated for second (or more) violations of the Honor System. In the event of a second honor violation where the student is found responsible and a penalty of an F in the course is assigned, the grade will be recorded on the student's transcript.

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 decision will be communicated by email from the Director of Academic Operations to the student. 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:

- Written warning
- Grade reduction on an assignment
- F on an assignment
- F or WF 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 or WF 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 or WF 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

I. INTRODUCTION

The Student Code of Conduct establishes the rules, regulations, rights, responsibilities, and procedures applicable to students of Georgetown College.

Students at Georgetown College are expected to conduct themselves in a manner consistent with the College's educational mission and with the rights, safety, dignity, and well-being of members of the College community. This Code applies to conduct occurring on College-owned or controlled property, at college-sponsored or supervised functions, and, when the circumstances described in this Code are met, to conduct occurring elsewhere or through electronic means.

Students enrolling at Georgetown College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution.

Since Georgetown College cannot foresee every circumstance that may arise, not all prohibited behavior can be specifically identified in this Code. The College may address conduct that substantially interferes with the educational mission, operations, safety, or well-being of the College community, provided that the conduct falls within the jurisdiction of this Code and applicable institutional policies.

PURPOSE AND PHILOSOPHY

The Student Conduct process is an educational and institutional process intended to:

1. Promote student learning, development, accountability, and responsible decision-making;
2. Protect the safety and well-being of the College community;
3. Provide fair, consistent, and timely procedures;
4. Respect the rights and dignity of all participants;
5. Address harm to individuals and the community;
6. Apply sanctions that are proportionate to the nature and circumstances of the conduct; and
7. Support restoration and educational growth when appropriate.

The College seeks to balance accountability with education. Student conduct outcomes should be sufficiently responsive to the seriousness of the conduct while recognizing that students are members of an educational community in which mistakes can provide opportunities for learning and growth.

GUIDING PRINCIPLES

The administration of this Code will be guided by the following principles:

- **Fairness:** Students will be provided a meaningful opportunity to understand and respond to allegations.
- **Consistency:** Comparable circumstances should generally produce comparable outcomes while allowing consideration of individual circumstances.
- **Proportionality:** Outcomes should reasonably correspond to the nature and severity of the conduct.
- **Education:** When appropriate, sanctions should encourage reflection, learning, behavioral change, and restoration.
- **Safety:** The College may take appropriate interim action when necessary to protect individuals or the College community.
- **Impartiality:** Conduct decisions should be made by individuals without an actual or reasonably perceived conflict of interest.
- **Dignity:** Participants in the conduct process should be treated respectfully.

II. JURISDICTION

This Code applies to students while they are enrolled at Georgetown College and to conduct occurring:

8. On College-owned, leased, operated, or controlled property;
9. At College-sponsored, College-supervised, or College-affiliated activities;
10. In connection with college programs, organizations, teams, or activities;
11. Through electronic or digital communication when the conduct otherwise falls within the College's jurisdiction;
12. Off campus when the conduct has a sufficient connection to the College, including conduct that substantially affects the College's educational environment, operations, safety, or members of the College community; or
13. In other circumstances when jurisdiction is established by applicable law or institutional policy.

The College may address conduct occurring through electronic media, including but not limited to Canvas, Snapchat, Facebook, Instagram, Twitter/X, and other electronic or social media platforms, when the conduct falls within the jurisdiction described above.

JURISDICTIONAL LIMIT

The College will consider the relationship between the alleged conduct and the College when determining whether to exercise jurisdiction over off-campus conduct. The fact that conduct occurs off campus does not, by itself, determine whether the College will or will not exercise jurisdiction.

III. DEFINITIONS

For purposes of this Code:

Allegation means a report or assertion that a student may have engaged in conduct prohibited by college policy.

Charge means a specific provision of the Code that the College alleges may have been violated.

Conduct Officer means a college employee authorized to administer the Student Conduct process and resolve cases as provided by this Code.

Formal Hearing means a proceeding before a trained Hearing Board to determine responsibility in cases referred for formal resolution.

Hearing Board means the trained faculty, staff, and student representatives who serve as the decision-making body for a Formal Hearing.

Informal Resolution means a resolution in which an eligible student accepts responsibility and agrees to assigned sanctions without a Formal Hearing.

Interim Measure means a temporary action taken while a conduct matter is pending to protect individuals, preserve the educational environment, or maintain College operations. An interim measure is not necessarily a sanction and does not constitute a finding of responsibility.

Reporting Party means an individual or entity who reports alleged misconduct.

Responding Student means the student alleged to have violated the Code.

Sanction means an educational, restorative, administrative, or punitive consequence imposed after a finding of responsibility or accepted responsibility through an authorized resolution process.

Support Person means an individual permitted to accompany a student during a conduct meeting or hearing as provided by this Code.

Preponderance of the Evidence means that, based on the information presented, it is more likely than not that the alleged violation occurred.

Additional terms may be defined in applicable College policies incorporated into or referenced by this Code.

IV. STUDENT STATUS

For 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 also 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.

The College may continue conduct proceedings when a student withdraws, graduates, transfers, or otherwise leaves the College if the circumstances warrant continuation of the process or completion of outstanding sanctions.

V. CHARGES

The following conduct is prohibited:

1. Alcohol

A. Alcohol Consumption: No student shall consume alcohol at any College-sanctioned event or on college property, including residence halls, administrative buildings, campus grounds, or any College-owned, leased, or controlled property.

B. Alcohol Possession: No student shall possess or be discovered in possession of alcohol or any commercial alcohol container at any College-sanctioned event or on college property.

C. Alcohol Container Possession: No student shall store alcohol or any commercial alcohol container, including boxes and bottles, at any College-sanctioned event or on college property.

D. Presence of Alcohol: No student shall be in the presence of or be discovered to be in the presence of alcohol or any commercial alcohol container at any College-sanctioned event or on college property.

E. Alcohol Distribution: No student shall distribute alcohol at any College-sanctioned event or on college property.

F. Alcohol Intoxication: No student under the legal drinking age shall be intoxicated at any time while at any College-sanctioned event or on college property.

G. Alcohol Intoxication Concurrent Charge: No student shall be discovered in a state of intoxication while in violation of another institutional policy at any College-sanctioned event or on college property. This section applies only to students who are of legal drinking age.

APPLICATION GUIDANCE

When determining responsibility under provisions concerning the presence of alcohol, the College should consider the totality of the circumstances, including the student's location, knowledge, control, participation, and relationship to the alcohol or event.

2. Animals

- A. Non-compliant Animal Possession:** 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 assistance animal for a qualifying disability by the Office of Disability Services in accordance with the Georgetown College Assistance Animal Policy.
- B. Continued Non-compliance with Animal Policy:** No student shall continue to violate the animal policy or continue to be an accomplice to a violation of said policy.

- C. Non-compliance with Approved Animal Process:** 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

Nothing in this Code shall be interpreted to limit rights or obligations arising under applicable disability-access or assistance-animal requirements or the College's applicable Assistance Animal Policy.

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 applicable law and College policy.

4. Conduct Unbecoming

No student shall engage in behavior that substantially interferes with the College's educational mission, operations, safety, or the rights of members of the College community when the behavior is not otherwise addressed by a more specific provision of this Code.

This provision is not intended to create disciplinary liability solely because a student's lawful behavior, expression, viewpoint, or personal belief does not conform to a particular social, cultural, or administrative preference.

5. Damage of Property

- A. Damage of College Property:** No student shall purposely, knowingly, recklessly, or negligently harm, vandalize, damage, destroy, or negatively impact the operation or condition of any College property.
- B. Damage of Other 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

- A. 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.
- B. Campus Event Misconduct:** 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.

A finding under this provision should be based on specific conduct and its actual or reasonably foreseeable effect on the College environment rather than solely on subjective disagreement with a student's behavior or expression.

7. Drugs

- A. **Drug Possession:** No student shall be in the possession of any illegal drugs and/or drug paraphernalia at any College-sanctioned event or on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College-owned, leased, or controlled property.
- B. **Drug Distribution:** No student shall distribute any illegal drugs and/or drug paraphernalia at any College-sanctioned event or on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College-owned, leased, or controlled property.
- C. **Drug Intoxication:** No student shall be discovered under the influence of illegal drugs at any College-sanctioned event or on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College-owned, leased, or controlled property.
- D. **Presence of Drugs or Drug-Related Items:** 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 at any College-sanctioned event or on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned, leased, or controlled property.
- E. **Misuse of Prescription Drugs:** No student shall possess, use, or distribute prescription drugs beyond the scope of the prescription at any College-sanctioned event or on college property, including but not limited to residence halls, administrative buildings, campus grounds, or any College-owned, leased, or controlled property.

8. Failure to Comply

A. **Failure to Comply with College Officials:** No student shall fail to comply with a reasonable and lawful request of a College official acting within the scope of the official's duties.

B. **Failure to Comply with Conduct Process:** No student shall fail to appear before a Student Conduct official or Hearing Board as required without appropriate communication, excuse, or justification. No student shall knowingly or intentionally violate the terms of a disciplinary sanction imposed under this Code.

A student's decision to exercise a right provided by this Code, including the right to contest an allegation, request an appeal, or decline an available informal resolution, shall not itself constitute failure to comply.

9. Fire and Safety

- A. **Tampering with Fire Safety:** No student shall knowingly, purposefully, or recklessly engage in falsely pulling any fire alarm pull station, or 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.
 - a. Covering or removing smoke detectors that prevent activation or proper operation. This will result in an automatic \$150 fine on the student's account every time it is found. If it is a reoccurring issue, it will also be sent to the Office of Student Conduct where additional sanctions may be incurred.
 - b. Pulling a fire alarm in a false and/or malicious manner, or intentionally falsely reporting an incident.
 - c. Dividing the room with anything that could impede the travel of smoke thus causes a delay in the activation of the smoke detector.
 - d. Playing with or discharging a fire extinguisher in a non-emergency situation.
- B. **Failure to Vacate:** No student shall fail to exit any building during a fire alarm or return to any building before being told to do so by a College official during any fire alarm.
- C. **Non-compliant use of smoke, vape, or related device:** No student shall smoke, vape, and/or use any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or creates smoke/vapor at any College-sanctioned event or inside any College property, including but not limited to residence halls, administrative buildings, or any College owned, leased, or controlled property or within 30 feet of any building entrance, window, or ventilation system.

10. Firearms, Weapons, and/or Explosive Materials

The College prohibits possession, storage, and use of firearms, weapons, explosive materials, and other items identified in this section, subject to applicable law and College policy.

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.

- A. **Possession of a Firearm, Weapon, or Explosive Material:** No student shall possess any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on college property.
- B. **Storage of a Firearm, Weapon, or Explosive Material:** No student shall store any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on college property.
- C. **Use of a Firearm, Weapon, or Explosive Material:** No student shall use any firearms, weapons, or explosive materials of any kind in any building on campus grounds, or on college property.

11. Fraud

- A. **Identity Fraud:** No student shall intentionally provide false identification or information to any College official when requested to provide their identification or information.
- B. **Fraudulent Behavior:** 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.
- C. **False Information During Conduct Process:** No student shall intentionally provide false information or be dishonest during any official College process or investigation.

A student does not violate this provision merely because the College determines that the student's account differs from another participant's account. Responsibility must be based on evidence that the student knowingly provided materially false information.

12. Gender Discrimination and Sexual Misconduct

- A. **Title IX violation:** No student shall violate Title IX as stated in the College's Gender Discrimination and Sexual Misconduct Policy as outlined in the Title IX: Gender-Discrimination and Sexual Misconduct Policy Section I. A copy of this policy can be provided by the Title IX coordinator and found at <https://www.georgetowncollege.edu/title-ix>.
- B. **Non-Title IX Sexual Misconduct:** No student shall engage in sexual misconduct that falls outside the

scope of Title IX as stated in the College's Gender Discrimination and Sexual Misconduct Policy as outlined in the Title IX: Gender-Discrimination and Sexual Misconduct Policy Section II. A copy of this policy can be provided by the Title IX coordinator and found at <https://www.georgetowncollege.edu/title-ix>.

Allegations subject to the College's separate Title IX: Gender Discrimination and Sexual Misconduct Policy will be administered under that policy to the extent required by applicable law and College policy.

13. Harassment

- A. **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 towards any individual.
- B. **Persistent Harassment:** No student shall 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.

RETALIATION

No student shall retaliate against any person because that person reported misconduct, participated in an investigation or hearing, served as a witness, requested assistance, exercised a right under this Code, or otherwise participated in the College's conduct process.

Retaliation may include adverse treatment, threats, intimidation, harassment, or other conduct reasonably intended to discourage or punish participation in a college process.

14. Harm to Person

- A. **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.
- B. **Implication of Harm to Person:** No student shall imply that they intend to 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, or endanger the health, safety, or well-being of any individual.
- C. **Persistent Harm to Person:** No student shall 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.

15. Hazing

- A. **Hazing:** No student shall engage in, or be found to have engaged in, hazing as defined by applicable law and College policy. Hazing for this policy is defined as "Any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against a student, regardless of that student's willingness to participate. This includes acts related to an initiation into, an affiliation with, or the maintenance of membership in an organization and causes or is likely to contribute to a substantial risk (above the reasonable risk encountered in the course of participation in the activities of an organization) of physical injury, mental harm, or degradation, as noted in the Stop Campus Hazing Act."

The College may address hazing regardless of whether the person subjected to the conduct consented to, encouraged, or participated in the activity.

16. Institutional Policy

- A. **Violation of Policy:** No student shall violate any published College policy or College regulation.

17. Non-discrimination

- A. **Discriminatory Action or Behavior:** 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, Title VI, and the Americans with Disabilities Act.

Discrimination and harassment allegations may also be subject to other College policies and applicable law. When multiple policies may apply, the College will determine the appropriate process and avoid unnecessary duplication of proceedings.

18. Theft

- A. **Community Theft:** 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.

- B. **Theft of College Property:** No student shall purposely, knowingly, recklessly, or negligently take, steal, possess, or move, without authorization to do so, any College property.

19. Unauthorized Entry/Trespassing

- A. **Residential Trespassing:** 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.
- B. **Unauthorized Entry:** No student shall, through any means, gain, attempt to gain, or make unauthorized entry to any space in College buildings or on College grounds.
- C. **Trespassing:** 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.

20. Violation of Local, State, or Federal Law

- A. **Law Violation:** No student shall violate applicable local, state, or federal law when the conduct falls within the jurisdiction of this Code.

A criminal investigation, arrest, charge, or conviction does not automatically determine responsibility under this Code. The College may conduct its own process when permitted by applicable law and institutional policy.

VI. STUDENT RIGHTS

Students involved in the Student Conduct process have the following rights:

1. To receive written notice of the allegations and applicable Code provisions;
2. To receive reasonable information regarding the conduct process;
3. To have a meaningful opportunity to respond to allegations;
4. To review information made available under this Code;
5. To identify relevant information and witnesses, subject to reasonable procedural requirements;
6. To have one support person as permitted by this Code;
7. To have an impartial Conduct Officer or Hearing Board;

8. To receive a determination based on the applicable standard of evidence;
9. To receive written notification of the outcome and applicable sanctions;
10. To request an appeal when an appeal is authorized under this Code;
11. To request reasonable accommodations through the appropriate College office;
12. To be free from retaliation for participating in the conduct process; and
13. To have their conduct information handled in accordance with applicable privacy laws and College policy.

VII. REPORTING AND WRITTEN NOTIFICATION

Any member of the College community may report alleged violations of the Code to the appropriate College office.

A student referred for an alleged Code violation will receive written notification of the allegation and applicable charges.

The notification will ordinarily include:

- The alleged violation(s);
- A brief description of the reported conduct;
- The date, time, and location of the Preliminary Meeting when applicable;
- Instructions for participating in the conduct process;
- Information concerning the student's rights; and
- Information regarding available support resources.

Notification will ordinarily be sent to the student's Georgetown College email address.

VIII. PRELIMINARY MEETING

The accused student will meet with a Conduct Officer to discuss the allegations, applicable procedures, potential resolution options, and next steps.

During the Preliminary Meeting, the student may review the report and respond to the allegations.

The Conduct Officer will explain:

1. The allegations;
2. The applicable Code provisions;
3. The student's procedural rights;
4. Available resolution options;
5. Potential sanctions when appropriate;
6. The role of a support person;
7. Appeal rights when applicable; and
8. Any required deadlines.

The student will have a reasonable opportunity to provide information relevant to the allegations.

IX. INFORMAL RESOLUTION

Informal Resolution may be considered for eligible cases when the student accepts responsibility and agrees to an appropriate resolution.

Informal Resolution is generally available for first or second offenses unless the nature, seriousness, complexity, or circumstances of the allegation warrant a Formal Hearing.

Participation in Informal Resolution is voluntary unless otherwise authorized by a separate College policy.

The student will be informed of:

- The allegation;
- The finding or acceptance of responsibility;
- The proposed sanctions;
- The consequences of failing to complete the agreement; and
- Whether and how the resolution will be recorded.

Informal Resolution may include educational, restorative, developmental, or accountability measures appropriate to the circumstances.

Cases involving serious violence, threats, sexual misconduct, hazing, or other matters for which informal resolution is inappropriate may be referred directly to a Formal Hearing or another applicable institutional process.

X. FORMAL HEARING

Students facing a third charge, cases that are egregious or complex, or cases referred for formal resolution at the student's request may be referred for a Formal Hearing.

A Formal Hearing consists of a meeting with the Hearing Board. The Hearing Board will review the report and relevant evidence and hear from appropriate participants.

The Conduct Officer assigned to the case may attend the Formal Hearing to provide procedural guidance but shall not serve as a voting member of the Hearing Board.

STANDARD OF EVIDENCE

The College uses a **preponderance of the evidence** standard for determining responsibility under this Code. A

student will be found responsible when the information presented demonstrates that it is more likely than not that the student violated the applicable provision.

IMPARTIALITY

A Conduct Officer, Hearing Board member, or appeal decision-maker must disclose any actual or reasonably perceived conflict of interest. A person with a conflict may be removed or replaced from the matter as appropriate.

XI. HEARING BOARD

A Hearing Board will consist of trained individuals who volunteer or are appointed to serve.

The standard Hearing Board will consist of at least:

- One faculty member;
- One staff member; and
- One student.

However, under certain circumstances the Hearing Board may include only staff and faculty members with no student representatives. The Conduct Officer may not serve as a voting member of the Hearing Board.

TRAINING

Hearing Board members will receive training appropriate to their responsibilities. Training should address:

- The Student Code of Conduct;
- Student rights;
- The standard of evidence;
- Evidence and relevance;
- Questioning;
- Credibility assessment;
- Bias and conflicts of interest;
- Deliberation;
- Sanctioning;
- Confidentiality and privacy;
- Appeals; and
- Educational and restorative approaches to accountability.

XII. HEARING PROCEDURES

The Hearing Board may establish reasonable procedures for the orderly presentation of information.

The Hearing Board may ask questions of participants and request clarification of information relevant to the allegation.

The Hearing Board will consider information that is relevant and reasonably reliable.

The Board will not be required to follow formal rules of evidence applicable to courts of law.

A student may respond to allegations, identify relevant information, and provide information permitted under the applicable procedure.

The College may proceed with a hearing when a student fails to attend after proper notice, consistent with the rights and procedures established by this Code.

XIII. STUDENT SUPPORT PERSON

Students have the right to one support person at meetings and hearings related to the conduct process.

The support person may be present but may not speak for the student, answer questions on the student's behalf, or otherwise participate unless specifically permitted by the applicable procedure.

A support person who becomes disruptive or attempts to participate improperly may be dismissed.

The College may establish reasonable qualifications or limitations for support persons when necessary to protect the integrity of the process.

XIV. FAILURE TO APPEAR

Students who fail to attend a Preliminary Meeting without notice may have the matter referred to a Formal Hearing.

If a student fails to attend a Formal Hearing after proper notice, the Hearing Board may adjudicate the matter based on the information available.

A student's failure to attend shall not automatically be treated as an admission of responsibility.

XV. FORMAL RESOLUTION

Following a Formal Hearing, the Hearing Board will determine whether the student is responsible for the alleged violation based on a preponderance of the evidence.

If the student is found responsible, the appropriate sanction(s) will be assigned in accordance with this Code.

The student will receive written notification of the outcome.

Written outcome notifications should identify:

- The finding;
- The Code provision(s) at issue;
- The principal basis for the determination;
- Sanctions, if any;
- Sanction deadlines;
- Appeal rights and deadlines; and
- Any other information required by applicable policy or law.

XVI. INTERIM MEASURES

The College may impose reasonable interim measures when necessary to protect the safety or well-being of an individual or the College community, preserve College property, maintain normal College operations, or prevent substantial disruption while a matter is pending.

Interim measures may include:

- No-contact directives;
- Housing adjustments;
- Restrictions from particular locations;
- Restrictions from particular activities;
- Class or schedule adjustments;
- Temporary restrictions on access to College facilities; or
- Interim suspension when warranted.

An interim measure is not a finding of responsibility and should be limited in scope and duration to what is reasonably necessary under the circumstances.

Where appropriate, the College will provide the student with information regarding the basis for the interim measure and available procedures for review.

XVII. EXECUTIVE CABINET EXCEPTION

Georgetown College's Executive Cabinet may intervene in extraordinary circumstances and may act as the deciding body when necessary.

The Executive Cabinet may impose sanctions, including interim suspension, suspension, or expulsion when necessary to protect the College community, preserve College property, protect a student's safety or well-being, or address an ongoing threat of significant disruption or interference with College operations.

Use of this authority should be limited to circumstances in which ordinary conduct procedures are impracticable, insufficient, or inappropriate because of the extraordinary nature of the situation.

The College will document the basis for invoking this authority.

XVIII. SANCTIONS

Sanctions are intended to provide an opportunity for education, growth, accountability, restoration, and, when warranted, punitive action.

In most cases, educational and accountability-based sanctions may be assigned concurrently with punitive or administrative sanctions.

SANCTIONING FACTORS

When determining an appropriate sanction, the decision-maker may consider:

1. Nature and severity of the conduct;
2. Actual or potential harm;
3. Impact on individuals and the College community;
4. Student's intent and level of participation;
5. Prior conduct history;
6. Whether the conduct is repeated;
7. Student's acceptance of responsibility;
8. Cooperation with the conduct process;
9. Completion of prior sanctions;
10. Educational and developmental needs;
11. Restorative opportunities;
12. Safety considerations;
13. Financial or property-related harm;
14. Relevant mitigating or aggravating circumstances; and
15. Other factors reasonably related to the matter.

CONSISTENCY

Decision-makers should consider outcomes in comparable cases when determining sanctions. Comparable cases need not receive identical sanctions because relevant differences in circumstances, impact, prior history, or student responsibility may justify different outcomes.

XIX. SANCTION OPTIONS

Sanctions may include, but are not limited to:

- Warning;
- Reprimand;
- Reflection assignment;
- Educational course;

- Mentor meetings;
- Research paper/project;
- Campus service;
- Community service;
- College/community referral;
- Restitution;
- Fine;
- Required change of residency;
- Loss of on-campus housing;
- Restriction of access to spaces, resources, or activities;
- No-contact order;
- Probation;
- Deferred suspension;
- Interim suspension;
- Suspension/dismissal;
- Expulsion; and
- Trespass notice.

RESTORATIVE OPTIONS

When appropriate and voluntary, restorative outcomes may include:

- Restorative conference;
- Facilitated dialogue;
- Impact statement;
- Community restoration project;
- Harm-repair plan; or
- Other educational or restorative activity designed to address the effects of the conduct.

Restorative approaches should not be used when doing so would create unreasonable safety concerns, place undue pressure on an affected individual, or otherwise conflict with applicable law or College policy.

XX. NO-CONTACT ORDERS

A no-contact order may be issued when deemed necessary by an authorized College administrator or when appropriate under an applicable College process.

A no-contact order may prohibit direct or indirect contact, including contact through third parties or electronic communication.

A no-contact order is an administrative directive and is not, by itself, a finding that either party violated the Student Code of Conduct.

XXI. APPEALS

A student may appeal a conduct decision when one or more of the following grounds exist:

16. A significant procedural error materially affected the outcome;
17. New information or evidence has become available that was not reasonably available during the original process;
18. The sanction is clearly disproportionate to the nature and circumstances of the violation; or
19. A conflict of interest or other material issue substantially affected the impartiality of the process.

Appeal requests must be submitted in writing within **three business days** of the decision unless another deadline is required by applicable law or College policy.

The appeal must identify the applicable ground(s) and provide sufficient information to explain the basis for the appeal.

An appeal is not a re-hearing of the entire matter. The appeal decision-maker will review the record and the grounds identified in the appeal.

The appeal decision-maker may:

- Uphold the finding and sanction;
- Uphold the finding and modify the sanction;
- Remand the matter for further proceedings; or
- Overturn the finding.

The Conduct Officer and Hearing Board members who participated in the original matter will not hear the appeal.

The appeal decision will be final within the College's conduct process unless another College policy provides otherwise.

XXII. RECORDS, PRIVACY, AND RETENTION

Student Conduct records will be maintained and disclosed in accordance with applicable federal and state law, including FERPA where applicable, and College policy.

Students may request access to their conduct records in accordance with applicable law and College procedures.

The College shall maintain records of conduct investigations and outcomes for seven years unless a different retention period is required by applicable law, institutional policy, litigation hold, or another legitimate records requirement.

Conduct records should be maintained in a secure system with access limited to individuals with a legitimate educational, administrative, legal, or safety-related need to know.

XXIII. EXPUNGEMENT

Georgetown College values personal growth and second chances as part of the college experience. The College may provide an expungement process for eligible conduct violations.

A student may apply for expungement when the eligibility requirements established by this Code are satisfied.

Current eligibility criteria include:

20. At least two full semesters must have passed since completion of all assigned sanctions;
21. The student must have only one disciplinary sanction on their record;
22. Cases involving violence, threats of violence, sexual misconduct, hazing, or harassment are not eligible; and
23. Academic Honor System cases are not eligible under this policy.

Approval of an expungement request does not necessarily eliminate records that the College is required to retain by law, accreditation requirements, litigation hold, or another institutional obligation.

XXIV. RETALIATION

No person may retaliate against another person for:

- Reporting alleged misconduct;
- Participating in an investigation;
- Participating in a hearing;
- Serving as a witness;
- Providing information;
- Requesting an accommodation or support;
- Exercising a right under this Code; or
- Otherwise participating in a College conduct process.

Alleged retaliation may be addressed as a separate violation of this Code.

XXV. CONFLICTS OF INTEREST

Any individual involved in the conduct process who has an actual conflict of interest or whose impartiality could reasonably be questioned should disclose the conflict to the appropriate administrator.

The College may replace or recuse a Conduct Officer, Hearing Board member, appeal decision-maker, or other participant when necessary to preserve the integrity and impartiality of the process.

XXVI. EDUCATIONAL AND RESTORATIVE APPROACH

Because Georgetown College is an educational institution, conduct responses should, when appropriate, seek to help students understand:

- What policy or community expectation was implicated;
- Who was affected;
- What impact resulted;
- What responsibility the student bears;
- What behavioral changes are necessary; and
- What steps can be taken to repair or reduce harm.

Educational and restorative sanctions should be reasonably related to the conduct and should not be imposed merely for punitive purposes.

XXVII. STUDENT CONDUCT PROCESS AND OTHER COLLEGE PROCESSES

A single incident may implicate multiple College policies or processes, including but not limited to Student Conduct, Title IX, Academic Honor, Athletics, Residence Life, disability accommodations, or employment-related procedures.

The College will determine which process or combination of processes is appropriate.

The College will make reasonable efforts to avoid unnecessary duplication, conflicting directives, or inconsistent outcomes.

XXVIII. POLICY ADMINISTRATION

The Student Code of Conduct will be administered by the Office responsible for Student Conduct under the authority delegated by Georgetown College.

The College will periodically review this Code for consistency with:

- Applicable federal, state, and local law;
- Institutional policies;
- Current educational and student-development practices;
- Institutional mission and values; and
- Operational experience with the conduct process.

Proposed substantive revisions should be reviewed through the College's established governance and approval processes before becoming effective.

XXIX. UPDATES TO THE STUDENT CODE OF CONDUCT

The Student Code of Conduct will be maintained in accordance with applicable local, state, and federal laws and College policies.

Updates to the Code will be proposed, reviewed, and published upon approval through the College's established policy process.

Approved substantive changes will be communicated to the College community through appropriate College communication channels.

APPENDIX A

CONDUCT PROCESS AT A GLANCE

1. Report

A report of alleged misconduct is submitted to the appropriate College office.

2. Review

The College determines whether the matter falls within the jurisdiction of the Student Code of Conduct and identifies applicable policies.

3. Notice

The student receives written notice of the allegation and applicable process.

4. Preliminary Meeting

The Conduct Officer explains the allegation and process and provides the student an opportunity to respond.

5. Resolution Path

Informal Resolution

When eligible and appropriate, the student may accept responsibility and complete assigned sanctions.

OR

Formal Hearing

A trained Hearing Board reviews the matter and determines responsibility using a preponderance-of-the-evidence standard.

6. Outcome

The student receives written notification of the finding and, when applicable, sanctions.

7. Appeal

An eligible student may submit an appeal within the time permitted by the Code.

8. Completion

The College monitors completion of sanctions and closes the matter when all requirements have been satisfied.

APPENDIX B

RECOMMENDED CONDUCT OFFICER CHECKLIST

Before each case:

- ☐ Confirm jurisdiction
- ☐ Identify applicable policy/provision
- ☐ Check for conflicts of interest
- ☐ Review report and available evidence
- ☐ Review relevant prior conduct history
- ☐ Determine appropriate resolution pathway
- ☐ Send written notice
- ☐ Explain student rights
- ☐ Conduct Preliminary Meeting
- ☐ Document student's response
- ☐ Determine responsibility under applicable procedure
- ☐ Apply sanctioning factors
- ☐ Provide written outcome
- ☐ Explain appeal rights
- ☐ Track sanctions
- ☐ Close case upon completion

APPENDIX C

HEARING BOARD TRAINING STANDARDS

All Hearing Board members should receive training before serving and periodic refresher training thereafter.

Training should include:

1. Role and authority of the Hearing Board;
2. Student rights;
3. Standard of evidence;
4. Evaluating information;
5. Relevance and reliability;
6. Appropriate questioning;
7. Avoiding bias;
8. Conflicts of interest;
9. Deliberation;
10. Sanctioning;
11. Educational and restorative practices;
12. Confidentiality;
13. Appeals; and
14. Documentation of decisions.

APPENDIX D

SANCTIONING GUIDELINES

The following framework is intended as internal guidance rather than an automatic sanctioning schedule.

Educational/Developmental Responses

- Warning
- Reflection assignment
- Educational course
- Mentor meetings
- Research/project
- Educational referral

Accountability/Restorative Responses

- Community service
- Campus service
- Restitution
- Restorative conference
- Harm-repair plan
- Required change of residency

Administrative Responses

- Probation
- Restriction of access
- Loss of housing
- No-contact order
- Deferred suspension

Severe Responses

- Suspension
- Dismissal
- Expulsion

The decision-maker should consider the totality of the circumstances and the sanctioning factors contained in this Code.

No sanctioning matrix should be interpreted as requiring a predetermined outcome in an individual case.

Residence Life and Housing Policies

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

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 clarity, these policies are listed alphabetically.

I. Animal Policy

- a. Support Animals
 - i. May reside in residence halls only after approval through the Office of Disability Services. Students must follow the Office of Disability Support Animal Policy and all requirements of their approval.
 - ii. Residence Life must be notified of the approval before the animal enters the residence hall.
 - iii. Unapproved animals are not permitted in residence halls and must be removed in accordance with the Student Code of Conduct.
- b. Fish
 - i. Students may keep fish in their residence hall room under the following guidelines:
 1. One aquarium per room, with a maximum capacity of 5 gallons.
 2. The aquarium must be maintained in a clean and sanitary condition.
 3. Students are responsible for the proper care of their fish and for any damage caused by the aquarium.
 4. Aquariums must be placed in a safe location and may not create a health, safety, or maintenance concern.
 5. Students are responsible for removing aquariums and fish from campus during extended breaks when required by Residence Life.

II. Break Housing

Limited break housing is available in an alternative residence hall for students who qualify to remain on campus during winter or summer.

a. Winter Break Housing

- i. Students may be required to remove all personal belongings from their room during winter break if their assigned residence hall is designated as the Winter Housing Residence Hall

b. Summer Break Housing

- i. All students must move all their belongings out of the halls over the summer, even if they plan to live in the same unit the following academic year. On-campus storage is not available.
- ii. Only students who are taking a summer class with Georgetown College, are working on campus at Georgetown College, or are doing an internship related to their major are eligible to live on campus over the summer.

- iii. The cost to live on campus during the summer for students who meet the eligibility requirements above is \$15 per day (\$105 per week). This fee is in addition to the regular Fall and Spring semester housing charges.

III. Cleanliness, Odor, and Trash

All members of the college community are responsible for contributing to healthy, supportive learning and living environments in the residence halls. Students are responsible for maintaining their personal spaces and following the cleanliness, odor, and trash expectations outlined below.

Cleanliness

- i. Students are responsible for maintaining their rooms and personal spaces in a clean and sanitary condition.
 - 1. Food must be stored in fully sealed containers.
 - Rooms must be maintained in a condition that does not create a health or safety risk for the student or the residence hall community.
 - Students must keep pathways to their doors clear to allow for quick and safe exit in an emergency.
 - Students in Hambrick, Rucker, East, and McCandless are responsible for cleaning the entire apartment, including living spaces, bathrooms, and kitchens.
 - 2. Students who fail to maintain a clean and sanitary living space, create a health or safety concern, or cause permanent damage to their room or furnishings may be subject to fines and/or charges through the Student Conduct process.
- ii. Odor
 - Students may not create or allow odors that are excessively strong, offensive, or disruptive to the residence hall community.
 - Odors may come from a variety of sources, including, but not limited to, cigarette, cannabis, cigar, or pipe smoke; perfume; air fresheners; food; or large amounts of dirty laundry or trash. The use of tobacco indoors and cannabis products is prohibited as outlined in the Student Code of Conduct.
 - An odor may be considered a violation when it is strong enough to affect others or continues to linger in a residence hall. If an odor can be traced to a specific room, person, or clothing, the student(s) responsible may be subject to fines and/or charges through the Student Conduct process.

iii. Trash

- Students are responsible for properly disposing of personal trash and recyclable materials in the appropriate dumpsters on campus.
- Personal trash may not be disposed of in bathroom, laundry, or common space trash cans.
- Students are responsible for removing trash from their rooms and personal spaces on a regular basis.
- Failure to properly dispose of trash or maintain a clean living space may result in fines and/or charges through the Student Conduct process.

IV. Common and Shared Spaces (Lounges, Kitchens, etc.)

- a. Most residence halls have a variety of common 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 for keeping the kitchens clean.
- b. Residents are expected to abide by community decisions regarding the use of common area space as communicated by Residence Life Staff in the halls.
- c. 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 or disposed of by maintenance or housekeeping. Housing-provided furniture in kitchens, lounges, and hallways/lobby areas may not be removed from the public space.
- d. Students or student groups who improperly store furniture in these areas, or who remove furniture from these public spaces, may be subject to automatic fines and/or charges or sent to the Office of Student Conduct for further sanctions.

V. Compliance & Identification

- a. Students are expected to follow all College policies and residence hall expectations while on College property. Students must also comply with reasonable requests and directives from college staff and officials.
 - i. This includes being asked for their name or student ID when requested by a college staff member or official.
 - ii. College staff and officials include, but are not limited to, Area Coordinators, Residence Hall Coordinators and Resident Assistants, and Campus Safety Officers.

VI. Damages & Charges

- a. All students will be charged a \$100 Damage Deposit by the Business Office.

i. Students who officially withdraw, graduate, or do not return for the next semester may receive an appropriate refund of their damage deposit after properly completing the housing checkout process.

- b. Students are responsible for damage to their assigned rooms, furnishings, and applicable shared spaces. Any additional housing charges will be included on the billing notice sent to students by the Business Office.

- c. Common Areas:

i. Damage charges may apply when damage is caused by a student or when damage to a common area cannot be attributed to a specific individual or group. In such cases, the cost may be divided among the residents of the affected living area or residence hall.

1. Damage to common areas, including restrooms, lounges, study rooms, and apartment common spaces, that cannot be attributed to a specific individual or group may be charged equally to the residents of the affected floor, building, or apartment.

- d. Standard Housing Charges can be found here:

Inventory Item	Cosmetic Damage	Physical Damage but Functional	Broken/ Non-Functional	Missing
Door	\$25.00	\$50.00	\$100.00	\$150.00
Door Lock	\$0.00	\$50.00	\$150.00	\$200.00
Towel Bar	\$0.00	\$30.00	\$50.00	\$50.00
Mirrors	\$25.00	\$75.00	\$100.00	\$100.00
Lights	\$25.00	\$50.00	\$100.00	\$50.00
Smoke Detector	\$100.00	\$100.00	\$150.00	\$150.00
Blinds	\$15.00	\$25.00	\$50.00	\$50.00
HVAC Unit/ Thermostat	\$25.00	\$75.00	\$150.00	\$150.00
Bed Frame	\$25.00	\$75.00	\$150.00	\$150.00
Mattress	\$0.00	\$100.00	\$100.00	\$100.00
Desk	\$50.00	\$100.00	\$150.00	\$200.00
Chair	\$25.00	\$50.00	\$100.00	\$100.00
Dresser	\$50.00	\$100.00	\$250.00	\$250.00
Ethernet Port	\$25.00	\$50.00	\$75.00	\$75.00
Light Switches/ Cover	\$10.00	\$15.00	\$75.00	\$15.00
Outlets/Cover	\$20.00	\$30.00	\$75.00	\$30.00
Windows	\$75.00	\$150.00	\$150.00	\$150.00
Window Screens	\$50.00	\$50.00	\$75.00	\$75.00
Bathroom Sink	\$50.00	\$100.00	\$150.00	\$150.00
Shower/ Shower Head	\$50.00	\$75.00	\$100.00	\$50.00

Toilet	\$50.00	\$100.00	\$150.00	\$150.00
Kitchen Sink	\$50.00	\$100.00	\$150.00	\$150.00
Fridge	\$50.00	\$100.00	\$200.00	\$200.00
Dishwasher	\$50.00	\$100.00	\$200.00	\$200.00
Kitchen Cabinets	\$25.00	\$50.00	\$50.00	\$50.00
Washer	\$75.00	\$150.00	\$250.00	\$300.00
Dryer	\$75.00	\$150.00	\$250.00	\$300.00

Damage	Minimal Damage	Moderate Damage	Excessive Damage
Walls	\$20.00	\$50.00	\$100.00
Floor	\$20.00	\$75.00	\$125.00
Ceiling	\$20.00	\$75.00	\$150.00
Closet	\$20.00	\$50.00	\$100.00

There are no charges for normal wear and tear or when the condition is the same as move-in.

Left Behind	Minimal	Moderate	Excessive
Trash Left in Rooms	\$20.00	\$50.00	\$100.00
Things left on Walls	\$20.00	\$35.00	\$50.00
Items Left Behind	\$50.00	\$100.00	\$200.00
Improper Checkout	\$150.00		
Missing Key	\$125.00		

VII. Decoration & Displays

- a. Students are not permitted to display items that are obscene, inflammatory, or offensive in nature, as determined by a Residence Life Staff member.
- b. Decorations that do not align with the mission of the College are not permitted and will be required to be removed (unless previously approved by the Director of Residence Life).

VIII. Doors & Safety

- a. Students are responsible for taking reasonable steps help maintain the security of the residence halls.
- b. Students should:
 - Lock their room doors when leaving their rooms.
 - Never prop open exterior residence hall doors
 - i. This includes never propping exterior apartment doors.

IX. Fire Safety

1. To comply with applicable life safety standards, including NFPA 101, all residence hall furnishings and decorations must be arranged to maintain safe and unobstructed means of egress.
2. 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.
3. It is important that everyone understands that 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.
4. Criminal Violations (Misdemeanor or Felony charges)
Violations of the fire code in the residence halls include:
 - Covering or removing smoke detectors that prevent activation or proper operation. This will result in an automatic \$150 fine on the student's account every time it is found. If it is a reoccurring issue, it will also be sent to the Office of Student Conduct where additional sanctions may be incurred.
 - Pulling a fire alarm in a false and/or malicious manner, or intentionally falsely reporting an incident.
 - Dividing the room with anything that could impede the travel of smoke thus causes a delay in the activation of the smoke detector.
 - Playing with or discharging a fire extinguisher in a non-emergency situation.
5. Code Violations:
 - 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:
 - Rated less than 700 watts.
 - Does NOT have an exposed warming plate
 - Shuts off after each use
 - Does not keep the water warm between uses
 - Non-UL-approved extension cords – (power strips with surge protectors that are UL certified are approved)
 - Flammable material (i.e. lighter fluid, gasoline, paint thinner, etc.)
 - Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
 - Propped stairwell or exterior doors
 - Items left in the hallways and stairwells that could impede ingress/egress
 - Approved electrical appliances/devices placed beneath a bed or in closets
 - Tampering with or penetration of the surface of the ceiling or ceiling tiles
 - Beds less than 36 inches from the ceiling
 - Smoking inside of residence halls or doing so less than 12 feet of any public building entrance, window, or ventilation system
 - Candles in college buildings
6. College Policy Violations
 - Any of the above-named criminal violations or code violations
 - Halogen lights and portable heaters inside the residence halls
 - Use of non-college-approved beds. Lofts and loft-like structures are not permitted to be used in the halls.
 - Mounting, affixing, or otherwise penetrating the ceiling with any material; hanging or displaying items from the ceiling
 - Candles, incense, lanterns or similar "open flame" items
 - Blocking the air intake of the room HVAC with any object (the area in front of the room HVAC unit must have a minimum of 18" of clearance to function properly)
 - Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets.
7. Fire & Maintenance Inspections are completed monthly in the residence halls by Residence Life staff. Georgetown College and 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
8. College insurance requirements and other safety regulations, as well as college policy, prohibit student access to roofs and the tops of entrance awnings.
9. 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.

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

11. Fire Pit Policy

i. Fire pits may only be used in College-designated areas and must be used safely and responsibly.

ii. Safety

- Fire pits must be inspected before use and may not be used if damaged or unsafe.
- Users must have a bucket with water in it (one gallon minimum) kept near the fire at all times.
- Fire must remain fully contained within the pit and may not exceed 2 feet above the top of the pit.
- Fire pits must be at least 25 feet from buildings, structures, and fences.
- Fires must be fully extinguished before the area is left unattended.
- Ashes must be completely cooled and disposed of in a designated metal container.
- Smoke and embers may not create a nuisance, affect neighboring areas, or create a fire hazard.
- Fire pits may not be used during a local or campus fire ban.

iii. Fuel and Materials

- Only dry, seasoned firewood may be burned.
- Do not burn trash, plastics, rubber, leaves, furniture, pallets, treated or painted wood, or construction materials.
- Gasoline, kerosene, lighter fluid, and other accelerants are prohibited. Only approved fire starters may be used.
- Fire pits must be commercially manufactured or constructed of non-combustible materials such as metal, brick, or stone

iii. Liability

- Student organizations sponsoring fire pit activities may be responsible for costs or damages resulting from improper use, or property damage

X. Furnishings

a. 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 (in traditional halls the air intake is from the bottom of the unit, so nothing can block it). For fire and

safety reasons, excessive personal furniture (items cannot impede egress to windows or doors), ceiling fans, and bed lofts are not permitted.

b. 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.

- a. 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 (please see charge list above for costs).
 - a. Students may not decorate their room with empty alcohol containers or any items that reference drugs or drug paraphernalia.
 - b. Due to electrical constraints within the buildings:
 - i. Refrigerators cannot exceed a maximum of 4.6 cubic feet
 - ii. Microwaves or other appliances may not be greater than 700 watts
 - iii. Portable air conditioners and heaters are not permitted in residence halls
 - c. Ceiling fans may not be installed in residence hall rooms.
 - d. Students are permitted to have gaming systems, stereos, televisions, sewing machines, fans, and comparable appliances in their rooms.
 - e. 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 to request a check for properly grounded electrical outlets.
 - f. 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.

XI. Housing Waivers

a. 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 apply to be exempted from the College residential requirements:

b. Students who meet any of the following conditions must do so within a 30-mile radius of the College campus.

- Students who are deemed to be the heads of a household, as defined by the IRS.
- Married students.
- Students who are 24 years of age or older.
- Students who are military veterans.
- Students enrolled for less than 12 credit hours for a given academic term.
- Students who are 5th year seniors as verified by the Office of the Registrar.
- 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 household.
 - "Immediate family member" for the purpose of a Georgetown College housing waiver application is defined as a brother or sister, either parent, an aunt or uncle, or a grandparent(s).
 - Other appropriate reasons as determined by the Dean of Students.

c. 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. Any students who are below full-time student status at the time of housing signups or over summer, will not be given an on-campus housing placement.

d. Applications for Housing Waivers must be submitted **by the first week of the academic year for which it is being requested**. Any request submitted after that time period may not be considered.

e. Students should not assume a waiver is approved until they receive official notice from the Office of Residence Life.

f. Approved waivers remain effective as long as the student's living arrangements do not change. Students must notify Residence Life immediately of any change. Changes may affect waiver eligibility and, if not reported, may result in the waiver being revoked. A new waiver application may then be required.

g. 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.

XII. Hoverboards & Electric Scooters

Due to concerns about the electrical systems causing fires, and in consultation with the local Fire Marshal, hoverboards and electric scooters are not permitted in an building on the Georgetown College campus, including their usage or storage within the residence halls.

XIII. Lockouts

Students are responsible for the keys they are assigned and for access to their rooms. When a lockout occurs, the student involved should contact their roommate first, then their Residence Life staff on-call in their hall to assist in gaining access to their room. After that, if a student is unable to gain access to their room, they may contact Campus Safety to complete a lockout for them.

- After a student's first lockout, a \$25.00 service fee will be added to their Student Account for the 2nd and 3rd subsequent lockouts acquired that semester.
- More than 3 in a semester, the student requesting the lock out will be charged a fee of \$55.00 for each subsequent lockout after the 3rd time of that semester.

XIV. Lost/Broken Keys

When a room key is lost or broken:

- Students should submit a "Lost Key Form" through their Portal. Lost key charges are \$125.00 and will be billed to the student's account.
- If you make a lost key request, receive a new key, and then find your old key, the fine for the new key being cut will not be removed from your student account.

When you move out, whether it be mid-year or end of year, and do not turn your key in, the missing key charge will be added to your Student Account.

- Mailing a key in after moving out is not grounds for a key charge to be removed and therefore will remain on your Student Account.

XV. Meal Plan

- 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.

XVI. Modifications to Residence Hall Rooms

- Any physical changes made to the residence hall and any modifications to the school's furniture are not permitted.
 - These modifications can include, but are not limited to, alterations to doorknobs and locks, permanently installed hooks, painting, making

holes or other penetrations in the walls/doors/ceilings, television mounts, flooring modification, etc.

b. Beds

- i. Students may be allowed a maximum of 8 inch bed risers.
- ii. Residents may not loft beds or use any loft-like structures (this includes the use of cinder blocks for loft beds)
- iii. hang beds from the residence hall ceilings or walls.
- iv. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets.

c. Walls

- i. Students are not permitted to paint rooms.
- ii. Paneling, wallpaper, border, and similar wall coverings are not permitted.
- iii. In the apartment style housing (East Campus, Hambrick Village, Rucker Village, and McCandless Honors Commons), students are not permitted to drill holes into the wall for any purpose and should avoid the use of tape that leaves residue or adhesive foam tape on the walls.
 1. Students in these halls are permitted to use small-sized nails for hanging and must limit the use of these nails in the unit.
 2. Any damage caused by the making of excessive 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.
- iv. In the traditional residence halls, students are not permitted to drill holes into the concrete for any purpose.
 1. Any damage 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.
- v. Students may not hang adhesive-backed LED light strips or any similar products on any walls in their rooms or common areas. Any damage caused by using the prohibited light strips and/or the removal of these lights will be charged to the student's account.

d. Ceiling

- i. Removal of the ceiling tiles or placing anything above the ceiling is not permitted.

XVII. Opening and Closing of Residence Halls

- a. 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 exceptional instances when a student must return early or stay past closing time, arrangements must be made in advance with the Director of Residence Life.
 - i. Residence Halls close by 6PM on the last day of finals and therefore students must be out by that time.
- b. Students who are employed by the College and/or are participating in College-sponsored activities (e.g., intercollegiate sports, working orientation, Residence Life staff, etc.) are to make the 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.
- c. 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 at which the halls close.
 - i. 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 (please review the fines above for items/trash left behind as well as the improper checkout fee of \$150).
- d. **Moving Out**
 - i. Sign up for a move out time with their Residence Life Staff.
 - ii. Clear everything out of their rooms, including trash, everything off the walls and properly clean.
 1. Apartment style housing must also ensure that common spaces are properly cleaned, including living rooms, bathrooms, and kitchens.
 - iii. Complete a checkout form with their Residence Life Staff.
 - iv. Failure to complete the official checkout process will result in an automatic improper checkout fine to their Student Account of \$150.
 1. Students may not move out and leave their key in their room without properly checking out with Residence Life. This is considered an improper checkout.
 2. Students may not call Campus Safety to return their key after moving out instead of checking out with Residence Life. This is considered an improper checkout.

XVIII. Outdoor Furniture

- a. Residents are permitted to place neat and clean patio furniture, such as a chair and/or small side table on the patio outside their own assigned apartment space, so long as space permits. Furniture that is used or placed in the apartment patio area that is not neat or outdoor furniture, must be removed. Students who do not remove the furniture in question may be subject to the Student Conduct process.
- b. Furniture used must not impede the entry or exit to the apartment, nor may they block the use of the patio for foot traffic.
- c. 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 must be removed from the space. Students who do not remove the furniture in question may be subject to the Student Conduct process.
- d. Grills and Grill Storage
 - i. Grills may only be used in outdoor grilling areas **(at least 10 feet from a building)**.
 1. Grills may not be used or stored inside residence halls, apartments, balconies, porches or inside any College buildings.
 - ii. Grills must be attended while in use and completely extinguished before being left unattended.
 - iii. Propane tanks, lighter fluid, charcoal, and other flammable fuels may not be stored inside any College building.
 - iv. Grills must be completely extinguished and cool before being moved or stored.
 - v. Personal grills may not be stored in hallways, stairwells, balconies, or other common areas.
 - vi. Students are responsible for properly storing their grills and for any damage or safety concerns caused by their use or storage.

XIX. Party Policy

- a. A "party" is defined as the presence of more than 2 guests per present resident in an apartment/lobby where another policy violation is occurring.
 - i. Policy violations that contribute to a Party Policy violation include, but are not limited to alcohol, drugs, visitation, quiet hours/noise, etc.
 - ii. Residents who are caught hosting parties will be subject to the College's Student Conduct disciplinary procedures, and sanctions.
 - iii. Any residents in apartment or townhouse-style housing caught throwing a party may be subject

to the loss of apartment-style housing and required to move into a traditional residence hall.

- b. Students living in East Campus, Rucker Village, Hambrick Village, or the McCandless Honors Commons, may not utilize their apartment to host "parties" of any kind.

XX. Pregnant Students

- a. Pregnant students have the ability to continue to reside on campus if they choose. Student Life encourages students who are pregnant to contact the Health Services to discuss plans for pre-natal care, arrangements for labor and delivery, and the Office of Disability Services for class arrangements when necessary.
- b. Once the child is born, it is expected that the mother and child will live off-campus and move to 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 Dean of Students.

XXI. Private Rooms

- a. 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 permit.
 - i. 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/or cumulative grade point average (GPA). Time of application may also be considered.
 - ii. 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 remaining time in the current term.
- b. 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 can move in at any point.
 - i. 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.
 - ii. 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 and a potential fine under the Student Code of Conduct.

- c. Students who fail to find a roommate or accept a roommate as assigned by the Housing Coordinator may be subject to the assignment of a roommate to that space, or an appropriate private room charge may be added to their Student Account.
- d. First-year students are **not** permitted to live in private rooms or apartment style housing unless deemed medically necessary and/or are officially approved by the Office of Disability Services or Dean of Students. After students have completed 2 semesters of full-time college coursework, they are eligible to apply for private rooms.
 - i. Official approval must be sent to the Director of Residence Life and/or Housing Coordinator by the Office of Disability Services prior to any reasonable room for accommodation being arranged.

XXII. Quiet Hours

- a. College: Students who reside on campus should show consideration for other residents at all times. The hours between **10:00 p.m. and 10:00 a.m. are observed as quiet hours in the residence halls**. The purpose of quiet hours is to give consideration to those who desire to sleep or study.
 - i. Students who violate their halls' quiet hours will be documented and sent through Student Conduct if it were to become a repeated issue.
 - ii. Organizations in violation of this policy may receive an automatic \$100 fine along with receiving other sanctions such as social probation.
 - iii. 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.

XXIII. Residence Hall Maintenance

- a. Routine maintenance requests (e.g., light bulbs, leaky faucets, etc.) should be made through the HeroHQ 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.
- b. Genuine emergencies (e.g., broken water pipes, loss of heat/AC, broken windows, etc.) may be reported

directly to your Area Coordinator from 9:00 a.m. – 5:00 p.m. and Campus Safety Office (8111) during nights and weekends.

XXIV. Residence Hall Mandatory Meetings

- a. When a mandatory hall meeting is called in a residence hall, each resident of that hall is required to attend (this includes athletes, and these meetings are communicated in advance to athletics coaches and directors).
- b. Students unable to attend should inform their Residence Hall Coordinator in advance.
 - i. When a resident is excused by their RHC from a hall meeting, they are responsible for catching up on missed information/material that was covered in the meeting.
- c. Disciplinary sanctions may be imposed if a student fails to attend a meeting and has not been excused by the Residence Hall Coordinator.

XXV. Residence Hall Visitation

- a. Visitation in the private living areas of the residence halls is not permitted outside the visitation periods for the residence halls.
- b. Traditional **Hall Visitation: Anderson Hall, Fraternity/Sorority Buildings, Flowers Hall, Allen Hall, Collier Hall, Pierce Hall**
 - i. 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
- c. Apartment **Style Housing Visitation: East Campus, Rucker Village, Hambrick Village, McCandless Honors Commons**
 - i. Apartment Style Housing residents may have a 23-hour visitation.
 - ii. The visitation hours are as follows for upscale housing:
 - 1. Mon-Sun: 4am-5am: No visitation in any area of the apartment
 - iii. This visitation schedule allows residents to have visitors of any gender, 7 days a week except for the 4am-5am hours.
 - iv. 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 circumstances. If concerns over cohabitation occur, the guest may be trespassed from the residential space, and the host is 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.

- d. Guests are required to be escorted by their hosts **at all times** while in any College residence hall.
 - i. Unescorted guests and strangers in the residence halls can pose a security risk to residents and should be reported to Campus Safety.
 - ii. To help combat the presence of unescorted guests or strangers in the halls, students should never prop open external doors.
- e. Opposite gender guests should use the appropriate restrooms in the lobby in the traditional halls and must be escorted by their host to and from the restroom.
 - i. Opposite-gender guests are not permitted to use the bathrooms on the residential floors.
- f. 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).
- g. Students with guests who exceed the number of days permitted for visitation may be documented and subject to the Office of Student Conduct.
- h. Students are not allowed to reside in another individual's assigned residence.
- i. Violation of visitation policies may result in disciplinary action through Residence Life or the Student Conduct process.
- j. **Overnight Visitors**
 - i. 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 their Area Coordinator for Residence Life.
 - ii. Overnight visitors must be 18 years or older, unless approved by the Director of Residence Life or Dean of Students.
 - iii. Visitors of the opposite gender are not allowed to stay overnight and must follow all rules regarding visitation and quiet hours.

XXVI. Room and Residence Hall Changes

- a. Students may not change rooms except during the designated room change period and will only be approved to be made during the official Residence Life Room Change Request period as sent to students via email.
 - i. The dates on which students can change rooms will be determined and made known each semester via email.
 - ii. 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 Housing Coordinator, Director of Residence Life, or an Area Coordinator for Residence Life.

- b. If a change is granted, the student moving must complete a check-out form with the RHC of the room they are moving out of and return the key to that room. They then must complete a check-in form and collect the key for the room they are moving into.

XXVII. Room Assignments

- a. Cohabitation
 - i. Cohabitation between romantically involved couples is prohibited in Georgetown College housing, regardless of sexual orientation or gender identity. Violations will result in disciplinary action through the Student Conduct Office and moving to a new housing assignment.
- b. 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).
 - i. 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 of 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 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.
 - Any subsequent Student Code of Conduct violations that occur while residing at East Campus may result in immediate removal from the apartments.
 - ii. Hambrick Village, Rucker Village, and the McCandless Honors Commons are open to

upperclassmen students (i.e. freshman/first-year students are not permitted to live in these apartments).

- 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, Rucker Village, or McCandless Honors Commons.
- Any subsequent Student Code of Conduct violations that occur while residing at Hambrick Village, Rucker Village, or McCandless Honors Commons may result in immediate removal from the apartments.

iii. 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.

- For example, if a group of only 4 students find themselves assigned to or sign up for a 6-person apartment, Residence Life may assign 2 more students to that apartment even without the consent of the initial 4.
- 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/etc.
- If a student is eligible for a housing assignment, they may live in that space, if space availability permits.
- 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.

XXVIII. Room Consolidation

- a. Residence Life may conduct a room consolidation process throughout the semester. A student who is living in a double room, but does not have a roommate, may be asked to consolidate with another student from the same residence hall in which they reside or have another student move in with them.

- i. Housing may give students the opportunity to self-consolidate with someone they know first. After that time, students will be consolidated at random and may no longer make requests.

- b. During the summer, once the housing sign-up process ends, remaining students without a roommate who are not paying for a private room as granted through the private room request process may be consolidated.

XXIX. Room Inspection or Search

- a. 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.
 - i. Official representatives can include but are not limited to: College staff and officials, Area Coordinators, Residence Hall Coordinators, Resident Assistants, and Campus Safety Officers.
- b. 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).
- c. 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.
- d. Students who accept College Housing understand that their rooms will be subject to monthly Fire Safety checks, usually taking place during the first week of every month.
 - i. During these monthly checks, if any rooms are found to violate any of the college's policies and procedures, the residents are subject to being sent to the Office of Student Conduct, receiving automatic fines, or having paraphernalia confiscated as outlined previously.

XXX. Roommate Mediation and Conflict

- a. 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.

- b. Students 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.
 - i. Students having issues with their roommates **will not** be moved unless they have completed a roommate mediation and are given 2–4 weeks for the mediation to take effect. *(Unless in the case of an immediate emergency as determined by the Director of Residence Life or Dean of Students.)*
- c. In a roommate mediation, all roommates will sit down in a Student Life Conference Room (a neutral meeting space where professional staff are available to assist as needed) 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, all roommates will sign the roommate mediation contract that they created together, which they agree to abide by while living together.
 - i. 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.
 - ii. In the event of an unsuccessful mediation, the Director of Residence Life will require that both roommates move to a new housing assignment.

XXXI. Smoking

- a. Georgetown College prohibits smoking in all indoor areas, including residence halls. This includes smoking, vaping, and/or the use of any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or creates smoke or vapor in any indoor area, including but not limited to residence halls, administrative buildings, or other buildings on College property,
- b. In accordance with Georgetown City ordinance, smoking is prohibited within 30 feet of any public building entrance, window, or ventilation system.

XXXII. Students with Serious Health Concerns

- a. For certain infectious diseases, or in certain cases concerning mental/physical health, students could be directed to leave campus and/or have their on-campus housing removed 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.

- i. Upon return, these students will be required to provide documentation of clearance to return and as needed, with plans for ongoing care as stated in treatment notes to the Dean of Students and Director of Residence Life.
- ii. In exceptional cases of infectious disease, the college may be able to provide quarantine spaces on campus, but this is not guaranteed and will be considered on a case-by-case basis.

XXXIII. Theft and Liability

- a. Georgetown College does not assume liability for any damaged, lost, or stolen, personal property.
- b. 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 locked rooms.
- c. 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**.

XXXIV. Withdrawal from Campus Housing

- a. Students who withdraw, or students who are dismissed from the College therefore terminate their Housing Contract and must vacate the residence hall within 24 to 48 hours of their withdrawal/dismissal.
- b. Upon checking out, each resident must turn in their room key and complete a checkout form with their Residence Life Building Staff in order to be properly checked out.
- c. The Business Office will make an appropriate refund of the student's dorm deposit only after these conditions have been met.
- d. Failure to check out properly will result in a \$150 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 online on the portal
 - <https://my.georgetowncollege.edu>
 - GC Life > Vehicle Registration > Follow prompts
- 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. 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 an 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 Engagement 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 Portal. Such clubs and organizations must be recommended by an appropriate faculty/staff member. 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, Director of Student Engagement, and SGA have the authority to accept or deny the registration of a new club.

A club/organization must maintain a minimum of seven members to be a recognized club. A "Club & Organization Registration" form is available on the portal under the Student Life tab. 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 SGA, Dean of Students, or the Director of Student Engagement. This form is on the portal under the student life tab.

To get to the above information, log in to your portal >Departments>Student Life>Student Government Association>SGA Documents & Applications> RSO Applications

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.

Policy Date: 02/14/02 Policy Updated: 06/15/22

Disability and Accommodations

Attendance Accommodation Guidelines

Class attendance is critical for a student to meet the learning objectives in Georgetown College's courses. Students with or without disabilities are expected to attend class and follow the attendance policy for each class. It is a student's responsibility to be aware of each course's attendance policy as outlined in the course syllabus.

However, Georgetown College recognizes that some students, due to the nature of their disability and outside of their control, may have absences beyond the course limits. In these situations, the College will consider an attendance accommodation request. As with all accommodation requests, students must follow the accommodation process as described in the [Disability Services webpage](#) and submit documentation that describes the functional limitations and the nexus to the requested accommodation. For students who experience flare-ups due to chronic conditions that may affect their attendance, Disability Services recommends beginning the attendance accommodation process prior to the start of the semester or as soon as possible thereafter, as attendance accommodations are not retroactive.

Attendance accommodations may vary depending on the learning objectives and whether the request would fundamentally change the nature and essential elements of a course. This will be determined in a deliberate process between Disability Services and affected faculty. Due to this, a student may be approved for attendance accommodation in one course, but not in another. When leniency with attendance is pedagogically justifiable, a plan for each course will be developed and expectations communicated with the student.

Absences unrelated to disability are not covered under this agreement. Faculty may consider unrelated absences per their course syllabi.

Housing Accommodation Policies

The residential experience at Georgetown College is key to the development of our vibrant campus community where students may engage in college life outside of the classroom. We believe that living in community provides significant opportunities for students to learn and grow. Student housing accommodations seek to include a

student with a disability in the same housing responsibilities and learning environment as every other student on campus.

Process & Documentation Guidelines

Housing accommodations will be determined via an interactive, individualized process in conjunction with supporting medical documentation and prevailing standards for reasonable accommodations. This documentation should be completed by a **licensed professional 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 requested housing accommodation. The College does not grant accommodations solely on the recommendations of care providers, but on the **documented functional limitations** posed by the student's disability under the ADA and Section 504 of the Rehabilitation Act. Disability Services has Documentation Forms available for this purpose (Appendix A).

The following housing accommodations have particular processes that are outlined below: private housing; Service, Assistance, and ESA Animals; and off-campus housing. These steps assist the Disability Services Coordinator and the Housing Accommodation Team in identifying:

- The qualifying disability
- The barrier to accessing residential housing and how it is related to the qualifying disability
- Whether or not the barrier can be removed (ie./ first floor room, etc.)
- Possible alternatives that would meet access needs

Please note that in this process students are not making a request for a specific housing assignment, but rather a request for an accommodation.

Housing has a limited number of spaces available to meet housing accommodation needs. As such, it is recommended that students submit their housing accommodation request 30 days prior to the opening of housing registration for the upcoming academic year. However, applications can be submitted and considered at any time.

Conduct Reminder

A student who has been granted housing accommodation is subject to the Student Code of Conduct and the Student Life and Housing Policies outlined in the Student Handbook.

Students who have been granted animal accommodation are subject to the Georgetown College Service, Assistance, and ESA Animal Policy.

Private Housing Accommodation Request Process

Student housing has a limited number of single rooms reserved for students with a documented history of a qualifying disability that creates a significant barrier to access. A single room is a disability accommodation only when clinical history and professional documentation clearly demonstrate a history of substantial limitations that make it impossible for a student to live in student housing with a roommate. Private housing accommodations are only provided when significant barriers to access due to a disability are identified.

Single room housing accommodation requests follow the process outlined below:

1. Submit qualifying documentation from a **licensed professional 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 need for a single room. (Disability Services provides a **Single Room Request Form** for your convenience). Note: Mental health disability related accommodation documentation should come from a licensed counselor or psychiatrist with whom the student already has an established therapeutic relationship. The documentation should clearly demonstrate how the requested accommodation is integral to the overall therapeutic treatment plan, overcomes a life-threatening impact of the disability, or removes barriers that makes it impossible for the student to live with a roommate.
2. **Submit a short personal statement**, written by the student requesting housing accommodation, that addresses the following question: How do the symptoms or medical needs of your disability create barriers to housing access and how does having a single room overcome those barriers?
3. **Schedule a meeting** with the Disability Services Coordinator to review your accommodation request and address any questions that may arise.
4. HAT, the housing accommodations team (comprised of representatives from Disability Services, Counseling, and Housing), will meet to consider the accommodation request. If your request is approved, an email requesting a single room accommodation for the coming academic year will be sent to Housing and to you. HAT will let the student know what further information is required if they are unable to make a determination at that time.

An approval for a private housing accommodation confirms the student is eligible to receive this accommodation but does not guarantee placement. Placement is based on availability and determined by housing. Housing will place all approved students on a waiting list if no single rooms are available at that time and will notify the student once a room becomes available.

Note: An accommodation is reasonable when it includes a student in the same opportunities as every other student. An accommodation is not reasonable if it exempts a student from the responsibilities and expectation the college holds for all students, increases a student's chances for success, causes a fundamental alteration to the college housing program, or reduces the difficulties inherent in the student experience. Some examples of housing accommodation requests that would not rise to the level of demonstrating a barrier to access:

- I need a single room because I get too distracted when trying to study or do homework. *The college provides quiet, private, and semi-private study spaces in the LRC and in empty open classrooms throughout campus for this purpose.*
- I have anxiety or depression and need a single room as a retreat and to unwind. *The college provides students with spaces to decompress, unwind, or process their emotions other than the room where they sleep. Some ideas include: LRC private rooms or nooks, solitary walks, or porch rocking chairs. Use a white noise machine, phone app, or earplugs/headphones to block out extraneous sounds. Work with Residence Life Staff for guidance on roommate boundary setting and conversation starters.*
- I need a single room because I need to have control over my space. *Students share spaces with peers in multiple settings on a college campus such as classrooms, dining, athletics, and artist studios. In a standard shared residence, students are assigned their own bed, dresser, closet, and desk. Living with a roommate can help students learn essential skills such as communication, compromise, and respect for other's boundaries. However, these may be new skills for many students who have never had to share a room with another person. Sharing space with a roommate will always be inherently more difficult than living alone. Community standards for behavior are listed in the current Student Handbook. Residence life staff are available to assist students in communicating and resolving issues around quiet hours, noise levels, visitors, cleaning responsibilities, or other concerns.*
- I need a single room because I have disability-related needs that will inconvenience a roommate. *Sometimes students are concerned that the tools and strategies they use to manage a disability will inconvenience a roommate. The college has a responsibility to balance accommodation needs with*

the fundamental learning objectives of Residence life. These include developing communication skills, community, belonging, and conflict resolution skills. Denying the opportunity for a student to develop these skills based on the perceived inconvenience or potential for roommate conflict could deny the student access to the learning program of the college.

Off Campus Housing Accommodation Process

Here is the process for applying for an exemption to the on-campus housing policy for reasons of disability:

1. Submit documentation from a **licensed professional 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 clearly demonstrate how living off campus mitigates the impact of the disability in order to provide the student with equal access to their GC education. Disability Services provides an **Off-Campus Request Form** for your convenience. Note: Mental health disability related accommodation documentation should come from a licensed counselor or psychiatrist with whom the student already has an established therapeutic relationship.
2. **Submit a short personal statement**, written by the student requesting housing accommodation, that addresses the following question: How do the symptoms or medical needs of your disability create barriers to accessing campus housing that can only be overcome by living off campus.
3. Schedule an **appointment** with the Disability Services Coordinator to review the submitted documentation and address any questions the housing accommodation team may ask.
4. The housing accommodations team (comprised of representatives from Disability Services, Counseling, and Housing) will meet to consider the accommodation request.
5. The student will receive an email from the Disability Services Coordinator regarding next steps after HAT has considered the application.

Service, Assistance, and Emotional Support Animal Policy

Service Animal Accommodation Request Process

Service animals are defined by the ADA as dogs that are individually trained for specific disability-related tasks. The

work or tasks performed by a service animal must be directly related to the individual's disability. Students intending to have their service animal in campus housing with them are encouraged to complete the following steps:

1. Register with Disability Services
2. Read the **Georgetown College Service, Assistance, and ESA Animal Policy**, sign the policy acknowledgement form and return it.
3. Provide emergency contact information should the handler be unable to care for the service animal.
4. Provide documentation of up-to-date veterinary care, vaccinations, required licensure, and current flea-prevention treatment.

Disability Services will notify housing that the Service Animal is approved to live in student housing with the student once all above steps are completed.

Emotional Support Animal Accommodation Request Process

Georgetown College student housing follows the U.S. Department of Housing and Urban Development (HUD) guidelines regarding Emotional Support Animals (ESA). An **ESA is prescribed, by a licensed professional who is qualified to diagnose and treat the related disability**, to an individual with a disability as part of the individual's treatment plan. It is deemed by the provider as necessary to manage the individual's disability by alleviating one or more identified symptoms of the individual's disability. An ESA may be a dog, cat, hamster, gerbil, fish, turtle, or other small domesticated animal that is traditionally kept in the home for pleasure. Under guidelines from HUD, reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis.

ESA housing accommodation requests follow the process outlined below:

1. Submit documentation from **a licensed professional 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. The provider should have an established professional relationship with the student and prescribes the animal as part of the student's comprehensive treatment plan after individualized assessment. Documentation should present the qualifying diagnosis and clearly demonstrate how the support animal mitigates the impact of the disability in order to provide the student with equal access to Student Housing. (Disability Services has an **ESA Request Form** for your convenience).

Note: Mental health disability related accommodation documentation should come from a licensed counselor or psychiatrist with whom the student already has an established therapeutic relationship.
Letters purchased online will not be accepted.

2. Submit a short personal statement that describes the history of the student's relationship with the animal, how the animal mitigates the impact of the disability, and the student's plans to care for the animal's needs (such as, feeding, handling, cage cleaning, adequate exercise, etc.), and the student's plans to circumvent the potential negative impacts the animal could have on other residents. It should also include a description of the type, age, and size of the animal.

Note: Due to room sizes in Student Housing, the space available may not adequately meet the welfare needs of larger-sized animals and/or fit an appropriately-sized crate in the room. Requests for large-size assistance animals will be evaluated on a case-by-case basis.

3. Schedule an appointment with the Disability Services Coordinator to review the submitted documentation and address any questions the housing accommodation team may ask.
4. The housing accommodations team (comprised of representatives from Disability Services, Counseling, and Housing) will meet to consider the accommodation request.
5. The student will receive an email from the Disability Services Coordinator regarding next steps after HAT has considered the application.
6. If the request is approved the requesting student must provide the following:
 - Proof of an up-to-date exam for the animal from a licensed veterinarian that attests to the absence of communicable diseases and parasites to show that the animal does not pose a notable risk of zoonosis.
 - Submittal of up-to-date vaccination records as well as licensing, as required by Kentucky State law and Georgetown City ordinance. Vaccination tags should be attached to the harness or collar worn by the animal.
 - Verification of regular flea treatment for cats, dogs, and other animals as appropriate.
 - Name, Address, and Phone Number of an alternate off-campus caregiver who can take care of the animal in case of an emergency. Notify Residence Life Staff and Disability Services of any changes.

- The completed and signed **Georgetown College Service, Assistance, and ESA Animal Policy Acknowledgment Form** to verify that the student has read, understood, and will abide by the guidelines as outlined in the policy.
7. Once all the above documentation has been received, the student and Housing will be notified via email of the animal approval by Disability Services. Approval for an Assistance Animal is generally for the current academic year. **No animal is allowed in Student Housing prior to this approval.**
 8. HAT will let the student know what further information is required if they are unable to make a determination at that time.

Privacy

Disability Services and the Housing Accommodation Team will not disclose information regarding diagnosis, treatment plan, or symptoms without explicit permission from the student. However, Disability Services will provide housing and campus safety with a list of approved service animals that includes name of student, room number, and type of animal. This allows staff to confirm animals are safely evacuated in the event of an emergency.

Unapproved Animals

Any unapproved animal living in Student Housing violates the no-pets policy and will be subject to Residence Life response. Students who are found to violate this policy will have to resolve this issue and remove the animal from campus before HAT will begin or continue with the approval process.

Conflicting Disabilities

Conflicts between students with approved assistance animals and other students protected under the Americans with Disabilities Act will be addressed on a case-by-case basis. The needs of both parties will be considered in resolving the issue. Any student negatively impacted by the presence of an assistance animal should contact Disability Services and provide supporting documentation of their disability. In severe situations of allergic, behavioral, or medical reactions, temporary or interim accommodations may be arranged while addressing the matter.

Student's Responsibilities

Students granted the accommodation of a service animal or ESA in their residence hall shall be subject to the following rules, in addition to any other College rules and regulations.

- i. Any service animal or ESA must reside with the student for whom it was approved. Animals are

approved for the assigned residence hall, townhouse, or apartment only. Service Animals must be with the student whom they assist at all times.

- ii. Unforeseen room maintenance or inspections can cause a disturbance in an animal's daily routine. The student is responsible for ensuring that the animal and entering authorized personal are safe when the student is away from their room.
- iii. The student must keep their animal in a carrier or properly restrained by leash or harness when outside the student's assigned living space.
- iv. An animal cannot unduly interfere with opportunities for other residents to enjoy shared spaces or with the routine activities of Student Housing.
- v. Animals must be housebroken, when applicable. The student is responsible for the cleanup of the animal's waste (both indoors and outdoors) in a prompt manner. Any waste must be disposed of in a safe and sanitary manner.
- vi. The student's living accommodations may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the student will be billed for the expense of any pest treatment beyond standard pest management in Student Housing.
- vii. The student agrees to provide their animal with appropriate veterinary care and treatment. That includes but is not limited to up-to-date vaccinations, regular flea treatments, routine medications, and other requirements as outlined by local, county, and state law.
- viii. Animals may not pose a danger or threat to the health and safety of other students, staff, faculty, or guests.
- ix. The student assumes all responsibility for the animal's actions. The student is solely responsible for any injuries to persons or damage to property caused by the animal. The student may be charged for any damage caused by the animal beyond reasonable wear and tear to the same extent that other students are charged for damages.
- x. The student must ensure that their animal is treated humanely at all times and receives food, water, cleanliness, adequate exercise, etc. Should any evidence of neglect, mistreatment, or abuse be discovered, the College may contact animal control for immediate removal of the animal.
- xi. An animal may not be left unattended overnight or for extended periods. Animals, except for service

animals, are generally not permitted on college-sponsored trips. Students should make appropriate arrangements and communicate those arrangements with Residence Life staff before departure. The college will contact animal control for immediate removal of any animals left in housing over breaks.

- xii. Should an animal no longer reside in Student Housing, the student is asked to notify Disability Services as well as Housing of this fact.
- xiii. If it is necessary to replace an approved animal, the student must contact Disability Services prior to bringing another animal into Student Housing.
- xiv. In the case of an emergency evacuation of a building:
 - i. The student is responsible for having an animal evacuation plan that:
 - i. ensures the animal is under their control and removed from the room by them or a trusted individual
 - ii. Ensures the animal is crated to ensure safe and rapid evacuation of the animal by emergency services if the student is not present to remove the animal
 - iii. Ensures the animal's crate, litter box, bedding, or other materials is not obstructing a clear pathway into the room. This includes placing these materials onto a bed or desk before evacuation.
 - ii. Campus Safety, housing staff, and emergency services has permission to evacuate an animal and ensure the needed access to the facility.

Exceptions

Georgetown College may require the student to remove the service animal or ESA from Student Housing when:

- A. The animal poses a direct threat to the health or safety of others.
- B. The animal is out of control and the student does not take effective action to control it.
- C. The animal is not housebroken.
- D. The animal causes a disturbance and the student does not take corrective measures to control it.
- E. The animal is unclean or unkempt.
- F. The animal is neglected, mistreated, or abused.

- G. The animal has caused substantial property damage to the property of others, including the College's property.
- H. The presence of the animal results in a fundamental alteration of a College program.
 - I. The student does not comply with the student's responsibilities set forth above.

The student will have up to 14 days to correct the situation or remove the animal from campus from the date that they have been notified by the College of a violation of this policy. In cases where the animal causes serious harm or poses a danger to the safety of others, the College may require immediate removal of the animal. The notification will be sent, in writing, to the student's Georgetown email address.

Service Animals Policy

Georgetown College Service Animals Policy

Georgetown College is committed to being a welcoming and accessible place for all community members and visitors and permits service animals, as defined by the Americans with Disabilities Act (ADA §36.302)^[1], access to areas of public accommodation on campus.

Under Kentucky State Law, Service Animals include dogs in training, while engaged in training. Therefore, the same standards of conduct and location access are granted to dogs in training in regard to public access on campus. All trainers must have in their personal possession identification verifying that they are trainers of assistance dogs (KRS §258.500).

Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision, alerting an individual who is deaf or hard of hearing, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability, or helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Dogs whose function is to provide emotional support, well-being, comfort, or companionship, do not qualify as service animals under the ADA.

When it is not apparent what service the dog provides, Georgetown College employees may ask if the animal is required because of a disability and what work or tasks the dog has been trained to perform.

Handler's responsibilities

Service animals may accompany their handler to places where the handler is normally allowed to go. Georgetown College reserves the right to restrict service animals in certain locations due to health, environmental, or safety hazards. Please contact Disability Services for exceptions to restricted areas.

Service animals must be under control at all times. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the Service Animal's work or the handler's disability prevents them from using these devices. In these cases, the handler must maintain control of the animal through voice, signal, or other effective controls. If an animal exhibits unacceptable behavior, the handler must take effective action to correct the situation.

A service animal must be in good health, vaccinated, and licensed as required by state law (KRS §258.005-991) and local ordinance. If the handler resides in Student Housing, the following steps must be completed:

1. Register with Disability Services
2. Read the **Georgetown College Service, Assistance, and ESA Animal Policy**, sign the policy acknowledgment form and return it.
3. Provide emergency contact information should the handler be unable to care for the service animal.
4. Provide documentation of up-to-date veterinary care, vaccinations, required licensure, and current flea-prevention treatment.

Disability Services will notify housing that the Service Animal is approved to live in student housing with the student once all the above steps are completed. No Service Animal may reside in student housing with their handler prior to completing the steps outlined above.

Care and treatment of the service animal is the responsibility of the handler.

The handler shall dispose of the animal's waste in a safe and sanitary manner. Only grassy areas are to be used as relief areas. Handlers who physically cannot clean up after their service animal are responsible for finding someone to do so for them.

The handler is solely responsible for any damage to persons or college property caused by their service dog. If living in Student Housing, the handler may be charged for any damage caused by the 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.

Exceptions

The College may ask for a service animal to be removed from campus when:

1. the service animal is out of control (e.g. incessant barking, wandering) and the handler does not take effective action to control it, or
2. the service animal poses a direct threat to the health and safety of others (e.g. displaying aggressive behaviors), or
3. the service animal is not housebroken, or
4. the service animal is excessively unclean, or
5. the handler does not comply with the responsibilities as listed above.

If a service animal is excluded from the premises, the College will offer the handler the opportunity to participate in services, programs, or activities without the animal's presence.

Conflicting Disabilities

Conflicts between a service animal and a disabled person (e.g. severe allergies that cannot be controlled by medication) will be addressed on a case-by-case basis. The needs of both disabled persons will be considered in resolving the issue^[2]. Persons whose disability is negatively affected by the presence of a service animal are asked to contact the Disability Services Coordinator. The person negatively impacted by the presence of the animal must provide verifiable documentation to support their claim and to request accommodations. In severe situations of allergic, behavioral, or medical reactions, temporary accommodations might be arranged.

Interactions with Service Animals

Service Animals are working animals and not pets. The College asks that members of the Georgetown College community and visitors adhere to the following best practices.

Individuals should not:

- Pet/touch a service animal unless invited to do so by the handler. Petting distracts them from their responsibilities.
- Feed a service animal.
- Restrict the handler and the service animal from full participation in the programs and activities of the College. This includes off-campus activities and activities involving transportation.
- Ask the handler about the nature or extent of their disability.
- Make assumptions about the necessity of the Service Animal.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For

example, a service animal's access cannot be restricted based on another community member's allergy or fear of dogs.

- Deliberately startle, tease, or taunt a Service Animal.
- Separate or attempt to separate a Service Animal from its handler. Service animals are trained to be protective of their handler.

Appeals and Grievances

If the decision is made to remove the Service Animal, the handler may file an appeal by following the Grievance Process found on the [Disability Services webpage](#).

[1] Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability.

[2] [ADA Requirements: Service Animals | ADA.gov](#)

Disability Service Resolution and Grievance Process

Accommodation Resolution and Grievance Process for Students with Disabilities at Georgetown College

Georgetown College is committed to providing equal access to all College programs, services, and activities. This process serves to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Fair Housing Act, and other state or federal laws as applicable. Students with disabilities who are concerned that they have been denied equal access are encouraged to follow the steps outlined below for a prompt and equitable resolution of complaints. Georgetown College encourages students to solve disputes at the lowest level and use internal procedures to the fullest extent. We do acknowledge that a student may choose to initiate a formal grievance at any time.

Accommodations are determined through an interactive process between the student, the Disability Services Coordinator, and the appropriate campus partner. This process is guided by documentation of the student's condition as well as the functional limitations of their disability. Should the determined accommodations not be sufficient to meet the student's need for access, the student should contact Disability Services (DS). If, through this process, the student disagrees with the plan or the implementation thereof, they have the right to an appeal.

I. Informal Resolution Procedure

A. Implementation Failure of Approved Accommodation

Clear communication of accommodations is important. If a student is not satisfied with the implementation of an approved accommodation, they are encouraged to first address concerns with the individual faculty or staff member most directly involved in the situation. If a student is unable or uncomfortable to have this conversation with a faculty or staff member alone, they may contact the DS Coordinator for assistance.

B. Denied Accommodation Review

Should a student disagree with a denied academic accommodation request, they should first contact the DS Coordinator (accommodations@georgetowncollege.edu) to voice their concern. If a student disagrees with the resolution of the complaint by the DS Coordinator, they may contact the Assistant Provost and Academic Ombudsman, Dr. Tracy Livingston (ombud@georgetowncollege.edu), to discuss options.

Should a student disagree with a denied housing or dining accommodation request, they should first contact the DS Coordinator (accommodations@georgetowncollege.edu) to voice their concern. If a student disagrees with the resolution of the complaint by the DS Coordinator, they may contact the Dean of Students, Dr. Bryan Langlands, (blangla0@georgetowncollege.edu), to discuss options.

Files and records on all informal grievances shall be maintained by the Office of Disability Services.

II. Formal Complaint Procedure

A student who is not satisfied with the resolution on the informal level may choose to file a formal complaint. The student should submit a formal complaint by clicking on the Formal Complaint tile on the Georgetown College Portal or by following the following link: [Complaint Form](#)

The grievance should include specific information about the concern or problem (e.g. describe the issue/s, incident/s, and action/s taken; state the name of the involved individual/s or office/s and show efforts to resolve the complaint). The Executive Vice President will issue a decision including findings and remedial actions, if any, to be taken by Georgetown College. This decision shall be issued to the student and any others deemed appropriate within thirty (30) calendar days of the Executive Vice President's receipt of the complaint unless extenuating circumstances require an extension.

Files and records on all formal grievances shall be maintained by the Section 504/ADA Coordinator.

III. Appeal Procedure

A student who is not satisfied with the resolution on this level may choose to appeal to the College President, Dr. R. Allen for a *de novo* review of the decision (rosemary_allen@georgetowncollege.edu). The appeal must be made in writing within seven (7) calendar days of the decision. The President's determination of any such appeal is final.

If the grievance is not resolved internally at the College, the student may choose to file a complaint with the Office of Civil Rights, U.S. Department of Education – 100 Penn Square East, Suite 515, Philadelphia, PA 19107; Tel: (215) 656-8541; OCR.Philadelphia@ed.gov.

Files and records on all appeals shall be maintained by the Office of the President.

Title IX: Gender-Based Discrimination and Sexual Misconduct Policy

Introduction

Georgetown College ("College") prohibits the exclusion of any person, on the basis of sex, from participation in, to be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or

activity operated by the College.^[1] If not addressed by the College, sexual harassment and other forms of sexual misconduct, as defined below, constitute a form of

discrimination on the basis of sex.^[2] The purpose of this Title IX Prohibited Conduct and Sexual Misconduct Policy (the "Policy") is to set forth the prompt and effective steps which the College will take to end sexual harassment, sexual misconduct, and discrimination on the basis of sex, prevent its recurrence, and, as appropriate, remedy its

effects.^[3] This Policy applies to Title IX sexual harassment, quid pro quo, sex-based discrimination, sexual misconduct, and retaliation involving the College's students, faculty, staff, visitors, and others who conduct business on campus or with the College, and which occur against a person in

the United States.^[4] Any provision of any other College policy or handbook which deals with sex-based discrimination in any fashion is hereby superseded, as of the Effective Date herein, by this Policy, so that all forms of

sexual misconduct involving the education programs of the College will be subjected to the remedial steps set forth in this Policy.

This Policy is based on definitions set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972, and this Policy limits the scope of Title IX Sexual Harassment to, among other things, conduct that occurs within the United States and conduct that occurs within the College's education program or activity (hereinafter defined). To address incidences of sexual misconduct that do not fall within the definition or the jurisdictional requirements of Title IX Prohibited Conduct, this Policy is subdivided into two sections that are correlated to one another and must be read together:

Section I - Title IX Prohibited Conduct: Applies to Sex-Based Discrimination, Sexual Harassment ("Section I"), Sexual Misconduct within the scope of Title IX Sexual Harassment;

Section II - Sexual Misconduct: Applies to Sexual Misconduct ("Section II"), that is outside the scope of Title IX Sexual Harassment but prohibited by Georgetown College.

As used herein, "Section I Title IX Prohibited Conduct" collectively refers to the following conduct, as defined in this Policy: Section I Title IX Sex-based Discrimination, Quid Pro Quo, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Retaliation.

Section II applies to Sexual Misconduct, including Sexual Exploitation, Improper Conduct Related to Sex, (as defined herein), which are forms of sexual misconduct that do not fall under the scope of Title IX or Section I of this Policy. In addition, Section II Sexual Misconduct also includes complaints that must be dismissed under Section I because the complaint does not meet the jurisdictional requirements of Title IX, although it may allege certain conduct that would otherwise be conduct prohibited by Section I. This entire Policy, including Sections I and II, can be accessed through the College's website at <https://www.georgetowncollege.edu/title-ix> and is contained by reference with hyperlinks in the Student Handbook, the College's Policies and Procedures Manual, the Faculty Handbook, College Catalog, and College Honor Code.

Appendix "A" contains a list of names, physical addresses, email addresses, telephone numbers, and certain other information which may change from time to time. Appendix "A" may occasionally be updated by the Title IX Coordinator without College approval, so as to maintain current information for use by the campus community.

Appendix “B” contains a list of possible sanctions and remedies in case of determination of responsibility.

Appendix “C” contains a flow chart as a visual representation of the Title IX grievance process.

Nothing contained in this Policy shall be deemed to have created a contract between the College and any student, faculty member, or staff member. The College reserves the right to unilaterally change any provision of this Policy without the consent of any other party.

[1] 34 CFR §106.31.

[2] 2001 Guidance, p. 2.

[3] 2001 Guidance, p. iii.

[4] 34 CFR §106.8(c).and (d); 34 CFR §106.31(b); 2001 Guidance, p. 13.

Notification

The College hereby notifies applicants for admission and employment, students, and employees, that the name of the employee designated as the Title IX Coordinator is set forth in Appendix “A.”^[1]

The College hereby notifies such persons that (a) the College does not discriminate on the basis of sex in the education programs or activities that the College operates, (b) the College is required by Title IX not to discriminate in such a manner, and (c) the requirement of the College not to discriminate in the education programs or activities extends to employment and admission.^[2]

Inquiries about the application of Title IX to the College may be referred to the employee (listed in Appendix A) designated by the College as its Title IX Coordinator or to the Assistant Secretary of the Office of Civil Rights at the United States Department of Education, or both.^[3]

A notice of the College's policy of nondiscrimination shall be widely disseminated and the College will display the nondiscrimination policy on its website and in each handbook or catalog that it makes available to applicants for admission and employment, students, employees and all unions of professional organizations holding collective bargaining or professional agreements.^[4] The notice of nondiscrimination shall also state the contact information for the Title IX Coordinator.^[5] The College also shall use or distribute a publication stating that the College does not treat applicants, students, or employees differently on the basis of sex.^[6]

The College has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX, set forth in Section I (I.2). Additionally, the College's grievance process complies with Title IX §106.45 for formal complaints.^[7] The College hereby provides notice of the College's grievance procedures and processes to applicants for admission and employment, students and employees, how to report or file a formal complaint of Section I Title IX Prohibited Conduct, and how the College will respond in such cases, all of which is set forth in Section I of this Policy.^[8]

Moreover, the College has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints for any alleged action that is prohibited by the College under Section II of this Policy, as set forth in Section II (II.2 and II.3) of this Policy.

[1] 34 CFR §106.8(a).

[2] 34 CFR §106.8(b)(1).

[3] 34 CFR §106.8(b)(1).

[4] 34 CFR §106.8(b)(2)(i); *See also* General Information – Non-Discrimination Statement, Georgetown College Handbook

[5] 34 CFR §106.8(b)(2)(i).

[6] 34 CFR §106.8(b)(2)(ii).

[7] 34 CFR §106.8(c).

[8] 34 CFR §106.8(c); *See also* Georgetown College Complaint Procedures and Student Handbook

Title IX Coordinator

The College's current Title IX Coordinator is the individual specified in Title IX Resources Information.^[1] The current contact information, including the name and title of the Title IX Coordinator, office address, electronic mail address, and telephone number of the Title IX Coordinator can be found in the Appendices under [Title IX Resources Information](#).^[2] The Title IX Coordinator shall coordinate the College's efforts to comply with its responsibilities under this Policy, guidance from the United States Department of Education, and federal statutes and regulations governing misconduct addressed by this Policy.^[3] Further, when

designating a Title IX coordinator, the College will make efforts to designate a coordinator whose other job responsibilities will not create a direct conflict of interest.

The Title IX Coordinator will coordinate the College's efforts in complying with Title IX and promoting gender equity in education.

The College must inform the Title IX Coordinator of all reports and complaints raising Title IX or sexual misconduct issues under this Policy, and the Title IX Coordinator shall oversee the College's centralized response to ensure compliance with Title IX, the 2022 Amendments to the Violence Against Women Act (VAWA),

and this Policy.^[4] The Title IX Coordinator shall be informed even if the complaint was initially filed with another individual or office, or if the investigation will ultimately be conducted by another individual or office. Following each report or complaint, the Title IX Coordinator shall conduct an initial assessment to determine whether Section I - Title IX Prohibited Conduct or Section II - Sexual Misconduct applies, and initiate steps accordingly. The Title IX Coordinator shall exercise their oversight of complaints or reports which are conducted outside of the office of the Title IX Coordinator. Offices which conduct investigations or respond to complaints and/or reports for conduct prohibited under Section II of this Policy shall report to the Title IX Coordinator regularly as to the status of such complaints and/or reports referred to those offices and shall be responsive to inquiries from the Title IX Coordinator.

The Title IX Coordinator will assemble a Team of individuals who can perform the duties of Title IX deputy, institution-appointed advisor, investigator, decision-maker, or informal resolution facilitator. Each member of the Title IX Team will be appropriately trained in the area in which they are designated.

The College will ensure that the Title IX Coordinator is appropriately trained and possess comprehensive knowledge in all areas over which the Title IX Coordinator has responsibility in order to effectively carry out those responsibilities, including College policies and procedures on sex-based discrimination and all complaints raising Title IX and sexual misconduct issues throughout the College.

^[1] 34 CFR §106.8(a).

^[2] 34 CFR §106.8(a).

^[3] 34 CFR §106.8(a).

^[4] Violence Against Women Act (VAWA)

College's Response to Prohibited Conduct

The College does not tolerate sex-based discrimination, quid pro quo, sexual harassment, sexual misconduct, or retaliation. All forms of prohibited conduct under this Policy are regarded as serious offenses, and violations may result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of prohibited conduct under this policy, and criminal prosecution may take place independently of any disciplinary action instituted by the College.

Any person may report sex-based discrimination, quid pro quo, sexual harassment, sexual misconduct, or retaliation, (whether or not the person reporting is the person alleged to be the complainant of this prohibited conduct), in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written

report.^[1] Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.^[2]

Response to Prohibited Conduct

When the College has actual knowledge of Prohibited Conduct occurring in any of the College's education programs or activities against a person in the United States, the College shall respond promptly in a manner

that is not deliberately indifferent.^[3] The College will not deprive an individual of rights guaranteed under federal and state law (or federal and state anti-discrimination provisions; or federal and state law prohibiting discrimination on the basis of sex) when responding to any claim brought under this policy.

The College shall treat complainants and respondents equitably by offering supportive measures to a complainant or respondent, and by following the College's grievance policy and procedures as set out below, before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a

respondent.^[4] Additionally, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for

filing a formal complaint.^[5] A complainant may obtain supportive measures while keeping their identity

confidential from the respondent to the extent possible while implementing the supportive measure. Measures are designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. The College will provide written notification of the complainant's options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant, and if such supportive measures are reasonably available regardless of whether the complainant chooses to report the crime to campus safety authority or local law enforcement.^[6] The College will respond in the manner described in this section with or without a formal complaint.^[7]

In order to address incidents of sexual misconduct that do not fall within the definition of Title IX Sexual Harassment set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972 and which limits the scope of Title IX Prohibited Conduct to conduct that occurs within the United States and conduct that occurs within the College's education program or activity, the College has one central Policy (the "Georgetown College Title IX Prohibited Conduct and Sexual Misconduct Policy") concerning all sexual misconduct, containing two (2) sections:

- Section I – Title IX Prohibited Conduct; and
- Section II – Sexual Misconduct

Sections I and II of the Policy are interrelated and must be read together. There may be a circumstance when the allegations forming the basis of a formal complaint, if substantiated, would constitute prohibited conduct under both this Section II - Sexual Misconduct and Section I - Title IX Prohibited Conduct. In that circumstance, the grievance process set forth in Section I will be applied in the investigation and adjudication of all Title IX allegations.

This "Section II - Sexual Misconduct" applies only to certain conduct prohibited under this Section II. Specifically, Section II applies to forms of sexual misconduct that do not fall under the scope of Section I Title IX Prohibited Conduct but do meet the definition of "Section II Sexual Misconduct" as defined in the Policy.

"Section II Sexual Misconduct" refers collectively to all conduct prohibited by this Section, which includes the following terms as defined in this Policy: Sexual Misconduct, Sexual Exploitation, Improper Conduct Related to Sex, and any alleged conduct that would otherwise be prohibited under Section I (e.g., Quid Pro Quo, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking) but which must be dismissed under Section I because it does not meet the jurisdictional

requirements of Section I and Title IX. Sexual Misconduct not falling under the scope of Section II shall be addressed under other College policies.

Anonymity

Once a report has been shared with the Title IX Coordinator, a complainant may request that their identity not be shared with the respondent (request for anonymity), that no investigation occur, or that no disciplinary action be pursued. The University will carefully balance this request in the context of the University's commitment to providing a safe and non-discriminatory environment for all community members.

When a complainant desires to initiate a grievance process, the complainant cannot remain anonymous or prevent the complainant's identity from being disclosed to the respondent (via written notice of allegations). Fundamental fairness and due process principles require that a respondent knows the details of the allegations made against the respondent, to the extent the details are known, to provide adequate opportunity for the respondent to respond.

College's Response to a Formal Complaint

A formal complaint is a document filed by a complainant or the Title IX Coordinator alleging Title IX prohibited conduct against a respondent and requesting that the College investigate the allegations. At the time of the submittal of a formal request, the complainant must be participating in, or attempting to participate in, one or more of the College's education programs or activities.

Upon receipt of a formal complaint, the Title IX Coordinator will respond to any immediate health or safety concerns raised. The Title IX Coordinator will then conduct an initial assessment for the sole purpose of determining whether the alleged conduct, if substantiated, would constitute Section I Title IX Prohibited Conduct. The College will seek to complete this initial assessment within ten (10) business days of receipt of the formal complaint. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

1. If the allegations forming the basis of the formal complaint would, if substantiated, constitute prohibited conduct as defined in this Section I, the Title IX Coordinator shall initiate an investigation of the allegations in a formal complaint under Section I. In addition, the Title IX Coordinator shall implement appropriate supportive measures.
2. If the allegations forming the basis of the formal complaint would not, if substantiated, constitute prohibited conduct as defined in this Section I, but would constitute Sexual Misconduct as defined in this policy, the Title IX Coordinator may refer the matter

to the College's Section II Sexual Misconduct process, as described in Section II of this Policy. In addition, the Title IX Coordinator shall implement appropriate supportive measures.

3. If the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process and the involved parties concur, the Title IX Coordinator may instead refer the matter to the informal resolution process, as described in Section I (I.3) below. In addition, the Title IX Coordinator shall implement appropriate supportive measures.

Dismissal of Formal Complaints

The College must dismiss a Formal complaint if:

- If the allegations forming the basis of the formal complaint would not, if substantiated, constitute Section I Title IX Prohibited Conduct or Section II Sexual Misconduct, the Title IX Coordinator shall dismiss the formal complaint from the Title IX grievance process, at which time either party may appeal this dismissal set out in Section I (I.5) below; The conduct alleged in the formal complaint did not occur within the College's education programs or activities over which the College exercises substantial control over both the respondent and the context in which the conduct occurs, or did not occur against a person within the United States.

In addition, at any time prior to the hearing, the College may dismiss a formal complaint if:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by the College;
- Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon dismissal, the College shall promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties and their advisors, if any, via electronic format. Both parties will have equal right to appeal the dismissal through the appeal process described in Section I (I.4).

If a complaint is dismissed because the respondent is no longer enrolled or employed by the College, the College reserves the right to resume the complaint upon return of respondent to the College.

The determination regarding dismissal becomes final either on the date that the parties are provided with the written determination of the result of an appeal (if an

appeal is filed) or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct. When a formal complaint has been filed, the College shall follow all procedures consistent with the College's grievance policies and procedures, as set forth in this Policy.^[8]

The College may remove a respondent from the College's education program or activity on an emergency basis, after the College undertakes an individualized safety and risk analysis, and determines that the respondent poses an immediate threat to the physical health or safety of any student or individual arising from the allegations of sexual harassment and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.^[9] The College may also place a non-student employee respondent on administrative leave during the pendency of a grievance process.^[10]

Supportive Measures

The College shall provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for complainants both on-campus and in the community.^[11] The College provides such written notification in Appendix "A". There are a range of supportive measures available to complainants and respondents. Such supportive measures may include but are not limited to:^[12]

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass notices
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus

- Any other actions deemed appropriate by the Title IX Coordinator

Confidentiality and Privilege

The College will make every effort to protect the privacy of complainant(s), including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law.^[1] The College shall keep confidential the identity of any individual who has made a report or complaint of prohibited conduct under this Policy, including any individual who has made a report or filed a formal complaint of Section I Title IX Sexual Harassment, any complainant, any individual who has been reported to be the respondent of prohibited conduct under this Policy, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.^[2] The College shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.^[3]

The College does not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.^[4]

Amnesty

Georgetown College encourages the reporting of misconduct and crimes by complainants and witnesses. The physical and mental health, safety, and well-being of students and the campus community is of upmost importance to the College. While alcohol and drug violations are not condoned by the College, the College offers students amnesty from minor policy violations, such as underage consumption of alcohol or illicit drug use in order to remove potential barriers to reporting prohibited sexual conduct.

Student complainants who have been drinking or using drugs at the time of the incident will not be disciplined for minor policy violations and should not hesitate to report a Title IX prohibited conduct or sexual misconduct due to fear for their own conduct.

Students witnesses and reporters may report, participate in the process, or offer their assistance to others in need, without fear that they may implicate themselves. Student witnesses or reporters acting in good faith will not be

subject to official disciplinary findings or punitive sanctions, but rather to educational options for minor code of conduct violations that arise from the information they share.

Amnesty will not apply to more serious allegations such as physical abuse of another or illicit drug distribution.

Amnesty does not apply to a student who reports their own commission or complicity in a Title IX prohibited or sexual misconduct incident.

An employee who has violated a minor employee policy violation and then experiences a Title IX prohibited conduct or sexual misconduct may hesitate to report the incident. To encourage employees to report, the College may, at its discretion, offer employee complainant amnesty from minor policy violations related to the incident. Amnesty may also be granted on a case-by-case basis to employee witnesses.

Disability Accommodations

Georgetown College will provide reasonable accommodations to students, employees, or others with disabilities to ensure equal access to the College's grievance process. Anyone needing accommodations should contact Disability Services or Human Resources, to begin the interactive process of determining which accommodations are appropriate and necessary for full participation in the grievance process.

^[1] 34 CFR §668.46(b)(11)(A).

^[2] 34 CFR §106.71(a).

^[3] 34 CFR §106.30(a).

^[4] 34 CFR 106.45(b)(1)(x).

^[1] 34 CFR §106.8(a).

^[2] 34 CFR §106.8(a)

^[3] 34 CFR §106.44(a)

^[4] 34 CFR §106.44(a)

^[5] 34 CFR §106.44(a)

^[6] 34 CFR §668.46(b)(11)(v)

^[7] 34 CFR §106.44(b)(1)

^[8] 34 CFR §106.44(b)(1)

^[9] 34 CFR § 106.44(c)

[10] 34 CFR §106.44(d)

[11] 34 CFR §668.46 (b)(11)(iv).

[12] 34 CFR §106.45(b)(1)(ix).

Retaliation

The College or any other person of the College community are prohibited from taking adverse action and may not intimidate, threaten, coerce, harass, or discriminate against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Sections I or II.^[1]

Intimidation, threats, coercion, harassment, or discrimination, including charges against an individual for code of conduct violations that do not involve sex-based discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex-based discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Sections I or II, constitutes Retaliation under this Policy.^[2]

Complaints alleging retaliation may be reported to the Title IX Coordinator and will be promptly investigated, according to the grievance procedures for sex-based discrimination.^[3] The College is prepared to take immediate and appropriate action to any report of retaliation to protect individuals who fear having been subjected to retaliation. Acts of retaliation will be investigated and may lead the College to pursue disciplinary action as appropriate.

[1] 34 CFR §106.71(a).

[2] 34 CFR §106.71(a).

[3] 34 CFR §106.71(a)

Definitions

As used in this Policy, the phrases and words listed shall have the meanings set forth below. Unless otherwise stated in the definition, any of the defined terms which include "Section I" or "Section II" shall expressly limit the definition set forth thereafter to the respective Section to which it refers.

Actual Knowledge

Notice of Section I Title IX Sexual Harassment or allegations of Section I Title IX Sexual Harassment to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the respondent. The mere ability or obligation to report Section I Title IX Sexual Harassment or to inform a student about how to report Section I Title IX Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" as used in this paragraph includes, but is not limited to, a report of Section I Title IX Sexual Harassment to the Title IX Coordinator as described in this Policy.^[1]

Advisor

An individual who assists a Complainant or Respondent in the Title IX hearing process. An advisor may, but need not be, an attorney.

Campus

Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls. Any building or property that is within, or reasonably contiguous to, any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, College's educational purposes, that is owned by the College but controlled by another person, is frequently used by students, and supports College purposes such as a food or other retail vendor.^[2]

Campus Safety Authority

A campus safety authority of the College is any individual or individuals who have responsibility for campus safety but who do not constitute a campus police department or a campus safety department, such as an individual who is responsible for monitoring entrance into College property. Any individual or organization specified in the College's statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses. An official of the College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.^[3]

Complainant

An individual who is alleged to be the target of conduct that could constitute Section I - Title IX Sexual Harassment or Section II - Sexual Misconduct (hereafter defined).^[4]___

Consent

Consent is an active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence is not and should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to the influence of alcohol and/or drugs. In order to give consent, one must be of legal age and not incapacitated mentally or physically. Lack of consent occurs when:

1. A person is forced to submit.
2. The person does not expressly or implicitly agree with the respondent's conduct under circumstances other than forcible compulsion or incapacity to consent.
3. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.
4. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent or knowledge.
5. A person is unable to consent when he/she is unconscious, or for any other reason is physically^[5] unable to communicate unwillingness to act. ___

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. "Dating violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse. "Dating violence" does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered^[6] a crime for the purposes of Clery Act reporting. ___

Decision Maker

The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. The Decision Maker(s) determine(s) whether College policy has been violated.

Domestic Violence

A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim, (b) a person with whom the complainant shares a child in common, (c) a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, (d) a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the^[7] jurisdiction in which the crime of violence occurred. ___

Education Program or Activity of the College

Locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a^[8] postsecondary institution. ___

Formal Complaint

A document filed by a complainant or signed by the Title IX Coordinator alleging conduct, which is prohibited under Section I this Policy, against a respondent and requesting that the College investigate the allegation(s). At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator in Appendix "A", and by any additional method designated by the College. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under 34 CFR 106 or under 34 CFR 106.45, and must comply with the requirements of 34 CFR 106, including 34 CFR^[9] 106.45(b)(1)(iii). ___

Hostile environment

An environment where the conduct of one or more individuals is sufficiently serious that it denies or limits a student's, employee's, or applicant's ability to participate in or benefit from the College's program based on sex. In determining whether a hostile environment exists, the College shall consider all relevant circumstances, including the following factors: (a) the degree to which the conduct affected the College's educational programs, (b) the type, frequency, and duration of the conduct, (c) the age and sex of the alleged harasser and the subject or subjects of the harassment, (d) the location of the incidents and the context in which they occurred, (e) other incidents at the College, and (f) incidents of gender-based, but nonsexual harassment.

Improper Conduct Related to Sex

Conduct that is unprofessional or inappropriate that does not fall under Section I Title IX Prohibited Conduct, Section II Sexual Misconduct, or Section II Sexual Exploitation, but that nevertheless is sexual and/or sex-based in nature and has the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions.

Incapacitation

Any situation in which a person is incapable of giving consent due to the student's age, state of consciousness, use of drugs or alcohol, or an intellectual or other disability.

Intimidation

The intentional act of coercing or frightening someone to engage or not engage in conduct of a sexual nature against the person's will.

Investigator

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Mandatory Reporter

All Georgetown College employees, other than those listed as confidential employees, are required to report to the Title IX Coordinator any knowledge or disclosure of sexual harassment, sex-based discrimination, retaliation, or sexual misconduct that involves a Georgetown College student, employee, applicant, or visitor. Exempt are confidential employees from Health Services, Counseling Center and Campus Ministry.

Non-consensual Sexual Contact

Any physical touching of a sexual nature which is not preceded by consent or which continues after a previous consent is withdrawn.

Non-consensual Sexual Intercourse

Any sexual intercourse which is not preceded by consent or which continues after previous consent is withdrawn.

Party or parties

Refers to the complainant(s) and the respondent(s).

Quid Pro Quo

Refers to conduct or acts of an employee of the College conditioning the provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Preponderance of Evidence

Preponderance of evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

Report

Refers to information brought to the attention of a campus safety authority alleging conduct prohibited under Section I or Section II, a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint, as defined in this Policy.

Respondent

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute conduct which is prohibited under this Policy. ^[10]_____

Retaliation

Retaliation is generally the act of seeking revenge upon another person. ^[11]_____ The College expressly prohibits any form of retaliatory action against any member of the College community who in good faith: (1) files a report, complaint, or grievance under Sections I or II (or with an external entity); (2) opposes in a reasonable manner an action or policy believed to constitute a violation of Sections I or II; or (3) participates in College investigations, compliance reviews, or discipline proceedings under Sections I or II. Depending on the circumstances referenced above, retaliatory acts may include (but are not limited to): (a) Adverse employment action; (b) Adverse action relating to participation in an educational or working

program; (c) Unreasonably interfering with the academic or professional career of another individual; (d) Engaging in conduct which constitutes stalking, harassment, or assault; (e) Engaging in efforts to have others engage in retaliatory behavior on one's behalf.

Section I Title IX Prohibited Conduct

Refers to and is expressly limited to, conduct which is prohibited by Title IX, meets the Title IX jurisdictional requirements set out in Section I, and is one of the following acts/behaviors (1)-(8) as defined herein: (1) sex-based discrimination; (2) quid pro quo sexual harassment; (3) sexual harassment, defined as unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the College's education program or activity; (4) sexual assault, which includes: (a) rape, (b) sodomy, (c) sexual assault with an object, (d) fondling, (e) incest, and (f) statutory rape; (5) domestic violence; (6) dating violence; (7) stalking, and (8) Section I retaliation.

Section II Sexual Misconduct

Conduct that otherwise meets the definition of Section I Title IX Prohibited Conduct but fails to meet the jurisdictional requirements of Title IX as set out in Section I, shall be "prohibited conduct" under Section II, and any conduct which is one of the following acts/behaviors as defined herein: (1) sexual misconduct, (2) sexual exploitation, and (3) improper conduct related to sex, and (4) Section II retaliation.

Sex-based Discrimination

Treating a student, employee, applicant, or visitor unfavorably because of that person's sex.

Sexual Assault

Any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:

1. Rape: The carnal knowledge of a person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
2. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
3. Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
4. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.^[12]

Sexual Exploitation

Any act whereby one individual violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include (but are not limited to): (1) recording, photographing, transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; or (2) voyeurism (i.e., spying on others who are in intimate or sexual situations).

Sexual Harassment

Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity

Sexual Intercourse

Vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation.

Sexual Misconduct

Unwelcome verbal or physical behavior that is directed at an individual based on sex, when these behaviors are sufficiently severe or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment. Examples of conduct that can constitute sexual misconduct if based on an individual's sex include (but are not limited to): (1) Unwelcome jokes or comments (e.g., sexist jokes); (2) Disparaging remarks about sex, gender identity, or

gender expression (e.g., negative or offensive remarks or jokes about an individual's self-presentation); (3) Displaying negative or offensive posters or pictures about sex; (4) Electronic communications, such as e-mail, text messaging, and internet use, that violate Section II.

Sexual Violence

Physical sexual acts perpetrated against a person's will or with a person who suffers from incapacitation. It also means same-sex conduct that violates the College's prohibition on sexual violence.

^[13] Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer substantial emotional distress.^[14] Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.^[15]

Standard of evidence - preponderance of the evidence

A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

Supportive measures

Non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain, as confidential, any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the

College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.^[16]

Title IX Coordinator

The person designated as such by the College's President or the person temporarily designated by the Title IX Coordinator to serve in that capacity during the Title IX Coordinator's incapacity or absence from the College's campus.

Title IX Sexual Harassment

An umbrella category, that includes the actual or attempted offenses of the following: (a) Quid Pro Quo; (b) Sexual Harassment; (c) Sexual Assault, (d) Dating Violence; (e) Domestic Violence; and (f) Stalking.^[17]

Unwelcome conduct

Conduct is unwelcome if an individual did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.^[18]

^[1] 34 CFR §106.30(a).

^[2] 34 CFR § 668.46(a).

^[3] 34 CFR § 668.46(a).

^[4] 34 CFR §106.30(a).

^[5] 34 CFR §106.30(a) The Assistant Secretary will not require Colleges to adopt a particular definition of consent with respect to sexual assault, as referenced in this section.

^[6] 34 CFR §668.46.

^[7] 34 CFR § 668.46.

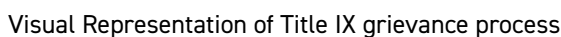
^[8] 34 CFR §106.44(a).

^[9] 34 CFR §106.30(a).

^[10] 34 CFR §106.30(a). <https://definitions.uslegal.com/r/retaliation/> (July 19, 2019).

^[12] 34 CFR § 668.46(a); These offenses are defined as used in the FBI's UCR program.

- # Visual Representation of Title IX grievance process



Section I - Title IX Prohibited Conduct

College's Response to Prohibited Conduct

The College must investigate allegations in a formal complaint. A complainant must be participating in, or attempting to participate in, one or more of the College's education programs or activities in order to file a formal complaint.

I.1 Grievance Procedures for Formal Complaints of Section I Title IX Prohibited Conduct

measures against a respondent. ^[1] Remedies are designed to restore or preserve equal access to the College's education program or activity. ^[2]

Basic Requirements for Grievance Procedures

The College's grievance procedures shall use an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence.^[5] During the grievance process, credibility determinations may not be based on a person's status as a complainant, respondent, or witness.^[6]

Any individual designated by the College who is to be involved in the College's grievance procedures, such as a coordinator, investigator, or decision-maker, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.^[7] It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.^[8]

The College's grievance procedure includes reasonably prompt time frames for the conclusion of the grievance process. This includes filing and resolving appeals and informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent for such delay or extension and the reasons for the action.^[9] "Good cause" may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.^[10]

The College's grievance procedures describe the range of possible sanctions and remedies that the College may implement following any determination of responsibility, as outlined in Appendix B.^[11]

The standard of proof under this Policy is preponderance of the evidence. This standard of evidence is applied for formal complaints against students as well as formal complaints against employees.^[12] It shall be applied to all formal complaints of prohibited conduct under this Policy.^[13]

Notice of Allegations

Upon receipt of a formal complaint from a student or employee or upon the initiation of a formal complaint by the Title IX Coordinator on behalf of the College, the College must provide the following written notice to the parties who are known: notice of the College's grievance procedures, including any informal resolution process, and notice of the allegations potentially constituting Section I Title IX Prohibited Conduct, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting prohibited conduct under this Section I, and the date and location of the alleged incident, if known.^[14]

The College's written notice must also include a statement that the respondent is presumed not responsible for the

alleged conduct and that the determination regarding responsibility is made at the conclusion of the grievance process.^[15]

The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence. In accordance with the College's Code of Conduct, the College prohibits the parties from making false statements or knowingly submitting false information during the grievance process.^[16]

If, in the course of the investigation, the College decides to investigate allegations about the complainant or respondent that are not included in the notice requirements above, then the College will provide notice of the additional allegations to the parties whose identities are known.^[17]

Investigations of a Formal Complaint

The College must investigate the allegations in a formal complaint.^[18] If the conduct alleged in the formal complaint would not constitute Section I Title IX Prohibited Conduct even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the College must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX.^[19] However, such a dismissal does not preclude action under the College's Section II - Sexual Misconduct policy.^[20] Policy and procedures as to an action under the College's Section II - Sexual Misconduct policy are described hereafter in Section II.

When an initial assessment or investigation under this policy identifies additional related possible violations of the College's Sexual Misconduct policy by the same party(ies), the grievance process set forth in this Title IX Prohibited Conduct policy and procedures will apply to all allegations. Under such circumstances, the parties will be provided with written notice containing the following information: (a) the alleged prohibited conduct, and (b) the Section(s) of this Policy under which alleged prohibited conduct falls.

When an initial assessment or investigation under this policy identifies additional related possible violations of College policies (other than Section II of this Policy) by the same party(ies) that would normally be handled by another responsible office (including but not limited to, the Office of Student Life, Office of the Provost, and Office of Human Resources), the Title IX Coordinator, with the approval of that responsible office, may:

- direct the grievance process set forth in this Section I (I.2) will apply to all allegations (using the standard of evidence that is applicable to each particular alleged policy violation). Under such circumstances, the parties will be provided written notice containing the following information: (a) the alleged prohibited conduct, and (b) the policy(ies) under which the alleged prohibited conduct falls; or alternatively,
- the Title IX Coordinator, with the approval of the responsible office, may direct investigators under Section I to investigate such other possible violations at the same time that they investigate allegations covered by this Section, after which the responsible office will adjudicate the matter. Under such circumstances, the records from the investigation of the non-Title IX matter shall be provided to the office responsible for adjudicating that non-Title IX matter in accordance with applicable College policies and procedures.

As soon after the initiation of the investigation as possible, the Title IX Coordinator or the designated investigator shall notify all College employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the

investigation.^[21] The College must also notify the complainant of (a) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order, (b) the agencies to whom the alleged offense should be reported, (c) options regarding law enforcement and campus authorities, including notification of the complainant's option to (i) notify proper law enforcement authorities, including on-campus safety authorities and local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.^[22]

When investigating a formal complaint, the College must ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties, provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do.^[23]

The College must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.^[24]

The College must also provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.^[25] In addition, the College may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.^[26]

The College must provide the parties with the same opportunities to have present or be accompanied by the advisor of their choice to any grievance proceeding or related meeting.^[27] The College may not limit the choice of advisor or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding.^[28] Advisors are not required to be attorneys.^[29] Additionally, the College may not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding.^[30] The College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.^[31]

The College must provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.^[32]

Investigative Report

The College is required to create a preliminary investigative report that fairly summarizes relevant

evidence.^[33] Prior to completion of the final investigative report, the College must send each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format, or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to

completion of the final investigative report.^[34] The College must then provide a copy of the final investigative report at least 10 days prior to a hearing or other time of

determination regarding responsibility and send to each party and the party's advisor, if any, the final investigative report in an electronic format or a hard copy, for their review and written response. ^[35]_____

Live Hearing

The College shall, as required under Title IX, conduct a live hearing, either in-person or virtually. ^[36]_____

During a live hearing, the College and the College's decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. ^[37]_____ Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the parties' advisor of choice, notwithstanding the discretion of the College to otherwise restrict the extent to which advisors may participate in the proceedings, however, a party may never personally conduct a cross-

examination. ^[38]_____ If a party does not have an advisor present at the live hearing, the College will provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. ^[39]_____

The College must also make all evidence subject to the parties' inspection and review, available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examinations. ^[40]_____

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. ^[41]_____ Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. ^[42]_____

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about

the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions. ^[43]_____

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see

and hear each other. ^[44]_____ Colleges must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and

review. ^[45]_____ At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. ^[46]_____

[1] 34 CFR §106.45(b)(1)(i).

[2] 34 CFR §106.45(b)(1)(i).

[3] 34 CFR §668.46(k)(2)(ii).

[4] 34 CFR §668.46(k)(2)(i).

[5] 34 CFR §106.45(b)(1)(ii).

[6] 34 CFR §106.45(b)(1)(ii).

[7] 34 CFR §106.45(b)(1)(iii).

[8] 34 CFR §106.45(b)(1)(iv).

[9] 34 CFR §106.45(b)(1)(v).

[10] 34 CFR §106.45(b)(1)(v).

[11] 34 CFR §106.45(b)(1)(vi).

[12] 34 CFR §106.45(b)(1)(vii).

[13] 34 CFR §106.45(b)(1)(vii).

[14] 34 CFR §106.45(b)(2)(i)(A)-(B)

[15] 34 CFR §106.45(b)(2)(i)(B).

[16] 34 CFR §106.45(b)(2)(i)(B); see also Section 11 - Fraud, Georgetown College Code of Student Conduct,

[17] 34 CFR §106.45(b)(2)(ii).

[18] 34 CFR §106.45(b)(3)(i).

[19] 34 CFR §106.45(b)(3)(i).

[20] 34 CFR §106.45(b)(3)(i)

[21] 34 CFR §668.46((b)11)(ii)(A)

[22] 34 CFR §668.46((b)11)(ii)(A)

[23] 34 CFR §106.45(b)(5)(i).

[24] 34 CFR §106.45(b)(5)(vi)

[25] 34 CFR §106.45(b)(5)(ii)

[26] 34 CFR §106.45(b)(5)(iii)

[27] 34 CFR §106.45(b)(5)(iv)

[28] 34 CFR §106.45(b)(5)(iv)

[29] 34 CFR §105.45(b)(5)(iv)

[30] 34 CFR §106.45(b)(5)(iv)

[31] 34 CFR §106.45(b)(5)(iv)

[32] 34 CFR §106.45(b)(5)(v).

[33] 34 CFR §106.45(b)(5)(vii).

[34] 34 CFR §106.45(b)(5)(vi).

[35] 34 CFR §106.45(b)(5)(vii).

[36] 34 CFR §106.45(b)(6)(i).

[37] 34 CFR §106.45(b)(6)(i).

[38] 34 CFR §106.45(b)(6)(i).

[39] 34 CFR §106.45(b)(6)(i).

[40] 34 CFR §106.45(b)(5)(vi).

[41] 34 CFR §106.45(b)(6)(i).

[42] 34 CFR §106.45(b)(6)(i).

[43] 34 CFR §106.45(b)(6)(i).

[44] 34 CFR §106.45(b)(6)(i)

[45] 34 CFR §106.45(b)(6)(i).

[46] 34 CFR §106.45(b)(6)(i).

I.2. Determination Regarding Responsibility

For the purpose of making a determination regarding responsibility, the College shall appoint decision-maker(s) who cannot be the same person as the Title IX Coordinator or the designated investigator(s), if any, as described in the College's grievance procedures set forth above.^[1] When making a determination regarding responsibility, the College must apply the standard of evidence as defined above (preponderance of evidence).^[2]

The College's decision-makers shall issue a written determination regarding responsibility.^[3] The College shall issue the written determination to the parties simultaneously.^[4] The College's written determination shall include:

1. identification of the allegations potentially constituting Section I – Title IX Prohibited Conduct as defined in this Policy;
2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. findings of fact supporting the determination;
4. conclusions regarding the application of the College's code of conduct to the facts;
5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. the College's procedures and permissible bases for the complainant and respondent to appeal.^[5]

If the College finds a respondent responsible for sexual harassment, the College will provide remedies to the complainant that are designed by restore or preserve equal access to the College's education program or activity. Remedies may include supportive measures already provided to the complainant, or additional services. Remedies can be disciplinary or punitive and can burden the respondent.^[6]

Sanctions, as outlined in Appendix B of this Policy, will take into account the seriousness of the prohibited conduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles. Specifically, sanctions will be set by the hearing panel, as follows:

If an undergraduate or graduate student is found responsible for violating Section I of this Policy, the panel of decision-makers shall determine the appropriate sanction(s) and remedies, as listed in Appendix "B" of this Policy. Any sanctions and remedies will be included in the written determination, and sanctions will be subject to appeal under this Section I (I.4). The written determination shall be sent to the Dean of Students.

If a staff or faculty member is found responsible, the case record (consisting of the case file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be forwarded to the Director of Human Resources, who will determine sanctions and remedies, as listed in Appendix "B" of this Policy, in consultation with appropriate College administrators. In the event that the Director of Human Resources is unavailable, an appropriately trained College official will serve as the substitute. Any sanctions and remedies will be included in the written determination, and sanctions will be subject to appeal under this Section I (I.5).

The College shall list all of the possible sanctions or supportive measures that the College may impose following the results of any College disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking in its annual security report, all of which are listed in Appendix B.^[7] The complainant and the respondent shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding, the institution's procedures for the accused and the complainant to appeal the results of the institutional disciplinary proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final.^[8]

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.^[9]

The Title IX Coordinator is responsible for the effective implementation of any sanctions or remedies.^[10]

[1] 34 CFR §106.45(b)(7)(i).

[2] 34 CFR §106.45(b)(7)(i).

[3] 34 CFR §106.45(b)(7)(i).

[4] 34 CFR §106.45(b)(7)(iii).

[5] 34 CFR §106.45(b)(7)(ii)(A)-(F).

[6] 34 CFR §106.45(b)(1)(i).

[7] 34 CFR §668.46(k)(1)(k)(iii)

[8] 20 U.S.C. § 1092(f)(8)(B)(iv)(III).

[9] 34 CFR §106.45(b)(7)(iii).

[10] 34 CFR §106.45(b)(7)(iv).

I.3. Informal Resolution Process

The College shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this

section.^[1] Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution

process unless a formal complaint is filed.^[2] However, at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College (a) provides to the parties a written notice disclosing: (i) the allegations, (ii) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and (iii) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; (b) obtains the parties' voluntary, written consent to the informal resolution process; and (c) does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.^[3]

[1] 34 CFR §106.45(b)(9).

[2] 34 CFR §106.45(b)(9).

[3] 34 CFR §106.45(b)(9)(i)-(iii).

I.4. Record Keeping

The College shall maintain for a period of seven (7) years records of each investigation under this Section I,

including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity; any appeal and the result therefrom; any informal resolution and the result therefrom; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.^[1] Materials used to train Title IX Coordinators, investigators, decision-makers, and any persons who facilitate an informal resolution process will be publicly available on the College's website.^[2]

The College shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of Section I Prohibited Conduct and/or Section I Title IX Sexual Harassment, as defined in this Policy.^[3] In each instance, the College shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education program or activity.^[4] If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.^[5] The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.^[6]

^[1] 34 CFR §106.45(b)(10)(i)(A)-(D).

^[2] 34 CFR §106.45(b)(10)(i)(A)-(D)

^[3] 34 CFR §106.45(b)(10)(ii).

^[4] 34 CFR §106.45(b)(10)(ii).

^[5] 34 CFR §106.45(b)(10)(ii).

^[6] 34 §CFR 106.45(b)(10)(ii).

I.5. Appeals

The College shall offer both parties five (5) business days to file an appeal from a determination regarding responsibility, and from a College's dismissal of a formal complaint or any allegations therein, on the following bases: (a) procedural irregularity that affected the outcome of the matter; (b) new evidence that was not reasonably available at the time the determination regarding

responsibility or dismissal was made, that could affect the outcome of the matter; and/or (c) the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.^[1]

As to all appeals, the College must (a) notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties; (b) ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator; (c) ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy and Title IX; (d) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; (e) issue a written decision describing the result of the appeal and the rationale for the result; and (f) provide the written decision simultaneously to both parties.^[2]

^[1] 34 CFR §106.45(b)(8)(i),

^[2] 34 CFR §106.45(b)(8)(iii).

I.6. Prevention and Education

The College shall provide education programs to promote the awareness of quid pro quo, rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking, which shall be published in the College's annual security report, and which shall include:

1. Primary prevention and awareness programs for all incoming students and new employees, which shall include:
 1. A statement that the College prohibits the offenses of quid pro quo, sexual harassment, sexual assault, domestic violence, dating violence, and stalking;
 2. The definition of quid pro quo, sexual harassment, sexual assault, domestic violence, dating violence, and stalking in the Commonwealth of Kentucky;
 3. The definition of consent, in reference to sexual activity, in the Commonwealth of Kentucky;
 4. Safe and positive options for bystander intervention that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of domestic or dating violence, sexual assault, sexual harassment, or stalking against a person other than such individual(s);
 5. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.

6. Information described in 20 U.S.C. 1092(f)(8)(B)(ii) though (vii); and
2. Ongoing prevention and awareness campaigns for students and employees including the information described in clauses (a) through (f) of subparagraph 1 above. ^[1]

^[1] 34 CFR §668.46(j)

I.7. Training

The College ensures that Title IX coordinator(s), investigators, decision-makers, institution-appointed advisors, and any person who facilitates an informal resolution process, receive training on the definition of Section I Title IX Prohibited Conduct and Section II Sexual Misconduct, the scope of the College's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts

at issue, conflicts of interest, and bias. ^[1] Coordinator(s) should be knowledgeable about other applicable Federal and State laws, regulations, and policies that overlap with Title IX. ^[2] Additionally, the College ensures that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. ^[3] Furthermore, the College ensures that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. ^[4]

The College uses training materials that do not rely on sex stereotypes to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. ^[5] The College also uses materials that promote impartial investigations and adjudications of formal complaints of sexual harassment to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. ^[6]

^[1] 34 CFR §106.45(b)(1)(iii)

^[2] OCR Guidance on Title IX Coordinators (April 24, 2015), p. 6.

^[3] 34 CFR §106.45(b)(1)(iii)

^[4] 34 CFR §106.45(b)(1)(iii).

^[5] 34 CFR §106.45(b)(1)(iii)

^[6] 34 CFR §106.45(b)(1)(iii)

Section II - Sexual Misconduct

This Section II - Sexual Misconduct, incorporates by reference, all of the foregoing (1-4, College's Response to Prohibited Conduct, and Section I – Title IX Prohibited Conduct (I.1-I.7)) as if fully stated herein.

College's Response to Prohibited Conduct

The College must investigate allegations in a formal complaint. A complainant must be participating in, or attempting to participate in, one or more of the College's education programs or activities in order to file a formal complaint.

The Title IX Coordinator shall conduct an initial assessment of any formal complaint to determine whether Section I or Section II of this Policy apply. If the conduct alleged in the formal complaint would not constitute Section I Title IX Prohibited Conduct, even if proven, because it (a) did not meet the definition of sexual harassment, (b) did not occur within the College's education programs or activities, or (c) did not occur against a person in the United States, then the College must, per federal regulations (34 CFR §106.45(b)(3)(i)), dismiss the formal complaint with regard to that conduct for purposes of Section I of this Policy. However, such a dismissal does not preclude action under this Section II.

II.1 General Grievance Procedures for All Formal Complaints of Section II Prohibited Sexual Conduct

Section II Sexual Misconduct is conduct that otherwise meets the definition of Section I Title IX Prohibited Conduct but fails to meet the jurisdictional requirements of Title IX as set out in Section I, and any conduct which is one of the following acts/behaviors as defined herein: (1) Section II Sexual Misconduct, (2) Section II Sexual Exploitation, and (3) Section II Improper Conduct Related to Sex as defined on page 7ff.

For purposes of addressing formal complaints of Section II Prohibited Sexual Conduct, the College will follow the grievance procedures as described in Section II of this policy.

The College shall treat complainants and respondents equitably by offering appropriate supportive measures to a complainant or respondent, and by following the College's grievance policy and procedures as set out below, before the imposition of any remedies or disciplinary sanctions that are not supportive measures against a respondent. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Supportive measures are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter sexual harassment^[1].

Sanctions are disciplinary measures or consequences imposed against a respondent who was found responsible for the prohibited behavior as alleged. Sanctions are based on the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both. They may include remedies designed to restore or preserve the complainant's equal access to the College's education program or activity. Sanctions and remedies may pose a burden to the respondent. The College's grievance procedures describe the range of possible remedies and sanctions that the College may implement following any determination of responsibility, as listed in Appendix B.

When an initial assessment or investigation under this Policy identifies additional related possible violations of Section I of this Policy by the same party or parties, the grievance process set forth in Section I (I.2) will apply to all allegations. Under such circumstances, the parties will be provided written notice containing the following information: (a) the alleged prohibited conduct, and (b) the Section(s) under which the alleged prohibited conduct falls.

Section II Sexual Misconduct that otherwise meets the definition of Section I Title IX Prohibited Conduct but fails to meet the jurisdictional requirements of Title IX as set out in Section I shall be adjudicated following the grievance process as described in Section I.^[2]

Section II Sexual Misconduct shall be referred to the appropriate office(s) that will adjudicate the matter under the applicable procedures.

- Student complainant – student respondent conduct shall be referred to Student Life, and II.2 grievance process will be followed;
- Employee complainant - employee respondent conduct shall be referred to Human Resources, and II.3 grievance process will be followed;
- Student complainant – employee respondent conduct shall be referred to Human Resources and Student Life, and II.3 grievance process will be followed;
- Employee complainant – student respondent conduct shall be referred to Student Life and Human Resources, and II.2 grievance process will be followed.

Basic Requirements for Grievance Procedures

Grievance proceedings shall be conducted by officials who receive regular training on the issues related to inappropriate behavior as defined in the Georgetown

College Policy and Procedures Manual^[3], the Faculty Handbook^[4] or the [Student Code of Conduct in the Student Handbook](#)^[5].

The appointed Designee (Human Resources or Student Life) shall conduct a prompt investigation of the allegation(s) to obtain the facts from any and all parties involved, including obtaining signed statements of the parties and of any witnesses. The appointed designee, investigator(s), or hearing officer(s) shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Proceedings shall provide a prompt, fair, and impartial investigation, and resolution. The College's grievance procedures shall use an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence. During the grievance process, credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.

To maintain the neutral nature of the investigation and to avoid any appearance of favoritism toward one party or the other, the designee will be the only person who may question the complainant and respondent. Any other persons involved in the investigation process will be able to provide any questions they feel are relevant to the investigation to the designee. The designee will determine the appropriateness of any questions submitted, as well as the appropriate way to pose the question to the individual. The privacy and confidentiality of any complainant and respondent will be protected and only those who have a "need to know" will be involved.

Whether a hearing for conduct prohibited by this Section II is conducted by the Office of Student Life or through the Office of Human Resources, those offices shall,

- Provide both parties an equal opportunity to review the summary of the investigation that is directly related to the allegations raised in a formal complaint.
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding;
- Provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

The College's grievance procedure includes reasonably prompt time frames for the conclusion of the grievance process, including a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent for the delay or extension and the reasons for the action. "Good cause" may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, the College's holiday schedule, or the need for language assistance or accommodations for disabilities.

The standard of proof under this Policy is the preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy. This standard of evidence is applied to complaints against students as well as complaints against employees, including administration. It shall be applied to all formal complaints of conduct prohibited under this Policy.

[1] 34 CFR 106.30(a) "Supportive measures"

[2] 34 C.F.R. § 106.45(b)(3)(i)

[3] This manual will be made available upon request. Please contact the Office of Human Resources (502-863-8035 or Debbie_clark@georgetowncollege.edu) for further information.

[4] This manual will be made available upon request. Please contact the Provost's Office (502-863-8146 or Provost@georgetowncollege.edu) for further information.

[5] <https://handbook.georgetowncollege.edu/student-code-of-conduct>

II.2 Specific Grievance Procedures for Student-Student or Employee-Student Misconduct

Section II.2 will follow the Student Code of Conduct process as outlined below.

If the complainant and the respondent are both students, the Title IX Coordinator may refer the conduct allegation to the Office of Student Life.

If the complainant is an employee and the respondent is a student, the conduct allegation may be referred to both, the offices of Student Life and Human Resources. The Office of Student Life will then coordinate with the Office of Human Resources to address the complaint.

Investigations of a Complaint

As soon after the initiation of the investigation as possible, the Title IX Coordinator or the designated investigator(s) shall notify the College employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the investigation. The College must also notify the complainant of (a) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order, (b) the agencies to whom the alleged offense should be reported, (c) options regarding law enforcement and campus authorities, including notification of the complainant's option to (i) notify proper law enforcement authorities, including on-campus safety authorities and local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.

When investigating a formal complaint, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties. Unless the College has a party's voluntary, written consent, it cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, therapist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity,

and which are made and maintained in connection with the provision of treatment to the party. In addition, the College may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Adjudication and Hearings

When a student is the respondent in a formal complaint under Section II, hearings shall be held by the Office of Student Life, following the Student Code of Conduct process pursuant to the policies and procedures set forth in the [Student Handbook](#).

Determination of Responsibility

The hearing board will apply the standard of preponderance of evidence when making a determination regarding responsibility. The hearing board will issue the written determination to the complainant and to the respondent. Sanctions, as outlined in Appendix B of this Policy, will consider the nature of the evidence supporting the complaint, the seriousness of the prohibited conduct as compared to like cases in the past, the respondent's previous disciplinary history (if any), and institutional principles.

The provision of the [Family Educational Rights and Privacy Act](#) (FERPA) allows information to be shared with College officials who have a legitimate educational interest to know. Student Code of Conduct information may be shared with other College personnel, including appropriate coaches.

The Office of Student Life is responsible for the effective implementation of any sanctions or remedies.

Appeals

Any dismissal, sanction, or remedy implemented by the Office of Student Life following referral by the Title IX Coordinator is appealable only through this respective office, and in accordance with that office's policies and procedures.

If a student wishes to appeal a decision, they may submit an appeal to the Dean of Students for review. The request for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. Appeals may be submitted on the following bases: (a) procedural irregularity that affected the outcome of the matter; (b) new evidence that was not available at the time of the hearing; (c) the decision reached was not supported by the information provided in the hearing; and/or (d) the imposed sanction(s) is unduly severe compared to the nature of the violation. The Dean of Students or a substitute designated by the Dean of Students will review the appeal. The resulting finding will stand as final in the matter.

II.3 Specific Grievance Procedures for Employee-Employee or Student-Employee Misconduct

If the complainant and respondent are employees, the Title IX Coordinator may refer the conduct allegation to the Office of Human Resources. If the respondent is an employee, and the complainant a student, the conduct allegation may be referred to both, the offices of Human Resources and Student Life. The Office of Human Resources will then coordinate with the designee in Student Life to address the complaint.

Investigations of a Complaint

As soon after the initiation of the investigation as possible, the Title IX Coordinator or the designated investigator(s) shall notify the College employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the investigation. The College must also notify the complainant of (a) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order, (b) the agencies to whom the alleged offense should be reported, (c) options regarding law enforcement and campus authorities, including notification of the complainant's option to (i) notify proper law enforcement authorities, including on-campus safety authorities and local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.

When investigating a formal complaint, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties. Unless the College has a party's voluntary, written consent, it cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, therapist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party. In addition, the College may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Adjudication and Hearings

If a staff member is a respondent in a formal complaint under Section II, hearings shall be held by the Office of Human Resources pursuant to the policies and procedures set forth in the [Georgetown College Policy and Procedures](#)

^[1]
Manual. If a faculty member is a respondent in a formal complaint under Section II, hearings shall be held by the Office of Human Resources and pursuant to the policies and procedures set forth in the Georgetown College Faculty Handbook.^[2]

Determination of Responsibility

Human Resources will consult with the appropriate Executive Cabinet member relative to any disciplinary action and/or steps to be taken or not taken. A formal written decision will be provided to the complainant and to the respondent.

Appropriate action will depend on the nature of the evidence supporting the complaint and other surrounding circumstances. Any disciplinary action taken as the result of the failure of any employee to comply with this policy shall require the approval of the President.

The Office of Human Resources is responsible for the effective implementation of any sanctions or remedies.

^[1] This entirety of this manual will be made available upon request. Please contact the Office of Human Resources (502-863-8035 or Debbie_clark@georgetowncollege.edu) for further information.

^[2] This entirety of this manual will be made available upon request. Please contact the Provost's Office (502-863-8146 or Provost@georgetowncollege.edu) for further information.

II.4. Remedies and Sanctions

Should a party be found responsible for violating this Section II, a determination regarding sanctions and remedies shall be made, as follows, prior to finalization of the written determination:

- If an undergraduate or graduate student is found responsible for violating this Section II, the case record from the Title IX Office and the Office of Student Code of Conduct will be provided to the Dean of Students, who will determine sanctions and remedies pursuant to the Georgetown College Code of Conduct. If the Dean of Students is unavailable, an appropriately trained College official will serve as the substitute designated by the Dean of Students. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the Georgetown College Student Handbook.
- If a faculty member or other individual appointed through the Office of the Provost is found responsible, the case record from the Title IX Office,

Office of the Department of Human Resources, and/or Office of the Provost, will be forwarded to the Provost, who will determine sanctions and remedies in consultation with appropriate College administrators according to the Georgetown College Faculty Handbook. If the Provost is unavailable, an appropriately trained College official will serve as the substitute designated by the Provost. Should the Provost propose a sanction of suspension or dismissal, the Provost will refer the matter to an elected faculty committee and Trustees, in accordance with the Georgetown College Faculty Handbook. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the Georgetown College Faculty Handbook.

- If a staff member is found responsible, the case record from the Title IX Office and the Office of the Department of Human Resources will be forwarded to the Director of Human Resources, who will determine sanctions and remedies in consultation with appropriate College administrators in accordance with the Georgetown College Policies and Procedures Manual. If the Director of Human Resources is unavailable, an appropriately trained College official will serve as the substitute as designated by the Director of Human Resources. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the Georgetown College Policies and Procedures Manual.

II.5 Appeals

Any dismissal, sanction, or remedy implemented by a responsible office following referral by the Title IX Coordinator is appealable only through the respective offices, and in accordance with that office's policies and procedures.

Appeals under Section II.2

If a student wishes to appeal a decision, they may submit an appeal to the Dean of Students for review. The request for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. Appeals may be submitted on the following bases: (a) procedural irregularity that affected the outcome of the matter; (b) new evidence that was not available at the time of the hearing; (c) the decision reached was not supported by the information provided in the hearing; and/or (d) the imposed sanction(s) is unduly severe compared to the nature of the violation. The Dean of Students or a substitute designated by the Dean of Students will review the appeal. The resulting finding will stand as final in the matter.

Appeals under Section II.3

If a staff employee wishes to appeal a decision, they may submit a request for appeal in writing to the President for review. The decision of the President will stand as final.

If a faculty employee wishes to appeal a decision, they may submit a request for appeal in writing to the President, who will transmit the record of the case to the Board of Trustees. The process will be followed as outlined in the [Georgetown College Faculty Handbook](#). The decision of the Board of Trustees will stand as final.

II.6. Record Keeping

The College shall maintain for a period of seven years all records of each Section II Prohibited Conduct investigation, including the outcome(s). Records regarding employee respondents will be kept in the Office of Human Resources and records regarding student respondents will be kept in the Office of Student Life. Records of investigations adjudicated under Section I proceedings will be kept in the Office of Title IX.

Appendices

Definitions

As used in this Policy, the phrases and words listed shall have the meanings set forth below. Unless otherwise stated in the definition, any of the defined terms which include "Section I" or "Section II" shall expressly limit the definition set forth thereafter to the respective Section to which it refers.

Actual Knowledge

Notice of Section I Title IX Sexual Harassment or allegations of Section I Title IX Sexual Harassment to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the College with actual knowledge is the respondent. The mere ability or obligation to report Section I Title IX Sexual Harassment or to inform a student about how to report Section I Title IX Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College. "Notice" as used in this paragraph includes, but is not limited to, a report of Section I Title IX Sexual Harassment to the Title IX Coordinator as described in this Policy.^[1]

Advisor

An individual who assists a Complainant or Respondent in the Title IX hearing process. An advisor may, but need not be, an attorney.

Campus

Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls. Any building or property that is within, or reasonably contiguous to, any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, College's educational purposes, that is owned by the College but controlled by another person, is frequently used by students, and supports College purposes such as a food or other retail vendor.^[2]

Campus Safety Authority

A campus safety authority of the College is any individual or individuals who have responsibility for campus safety but who do not constitute a campus police department or a campus safety department, such as an individual who is responsible for monitoring entrance into College property. Any individual or organization specified in the College's statement of campus safety policy as an individual or organization to which students and employees should report criminal offenses. An official of the College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.^[3]

Complainant

An individual who is alleged to be the target of conduct that could constitute Section I - Title IX Sexual Harassment or Section II - Sexual Misconduct (hereafter defined).^[4]

Consent

Consent is an active giving of permission to engage in activity. Consent is clear, knowing and voluntary. Consent may be given through words or actions. Silence is not and should not be interpreted as consent. Absence of protest is not consent. Previous history does not imply consent for future activity. Likewise, consent to one activity does not imply consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Consent cannot be given under pressure, force, threats, intimidation, coercion or while incapacitated due to the influence of alcohol and/or drugs. In order to

give consent, one must be of legal age and not incapacitated mentally or physically. Lack of consent occurs when:

1. A person is forced to submit.
2. The person does not expressly or implicitly agree with the respondent's conduct under circumstances other than forcible compulsion or incapacity to consent.
3. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.
4. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent or knowledge.
5. A person is unable to consent when he/she is unconscious, or for any other reason is physically ^[5]unable to communicate unwillingness to act._____

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. "Dating violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse. "Dating violence" does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting. ^[6]_____

Decision Maker

The administrator(s) who oversee(s) any hearing or appeal which takes place as part of the formal resolution process. The Decision Maker(s) determine(s) whether College policy has been violated.

Domestic Violence

A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim, (b) a person with whom the complainant shares a child in common, (c) a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, (d) a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult

or youth complainant who is protected from that person's acts under the domestic or family violence laws of the ^[7]jurisdiction in which the crime of violence occurred._____

Education Program or Activity of the College

Locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a ^[8]postsecondary institution._____

Formal Complaint

A document filed by a complainant or signed by the Title IX Coordinator alleging conduct, which is prohibited under Section I this Policy, against a respondent and requesting that the College investigate the allegation(s). At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator in Appendix "A", and by any additional method designated by the College. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under 34 CFR 106 or under 34 CFR 106.45, and must comply with the requirements of 34 CFR 106, including 34 CFR ^[9]106.45(b)(1)(iii)._____

Hostile environment

An environment where the conduct of one or more individuals is sufficiently serious that it denies or limits a student's, employee's, or applicant's ability to participate in or benefit from the College's program based on sex. In determining whether a hostile environment exists, the College shall consider all relevant circumstances, including the following factors: (a) the degree to which the conduct affected the College's educational programs, (b) the type, frequency, and duration of the conduct, (c) the age and sex of the alleged harasser and the subject or subjects of the harassment, (d) the location of the incidents and the context in which they occurred, (e) other incidents at the College, and (f) incidents of gender-based, but nonsexual harassment.

Improper Conduct Related to Sex

Conduct that is unprofessional or inappropriate that does not fall under Section I Title IX Prohibited Conduct, Section II Sexual Misconduct, or Section II Sexual Exploitation, but that nevertheless is sexual and/or sex-based in nature and has the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions.

Incapacitation

Any situation in which a person is incapable of giving consent due to the student's age, state of consciousness, use of drugs or alcohol, or an intellectual or other disability.

Intimidation

The intentional act of coercing or frightening someone to engage or not engage in conduct of a sexual nature against the person's will.

Investigator

An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.

Mandatory Reporter

All Georgetown College employees, other than those listed as confidential employees, are required to report to the Title IX Coordinator any knowledge or disclosure of sexual harassment, sex-based discrimination, retaliation, or sexual misconduct that involves a Georgetown College student, employee, applicant, or visitor. Exempt are confidential employees from Health Services, Counseling Center and Campus Ministry.

Non-consensual Sexual Contact

Any physical touching of a sexual nature which is not preceded by consent or which continues after a previous consent is withdrawn.

Non-consensual Sexual Intercourse

Any sexual intercourse which is not preceded by consent or which continues after previous consent is withdrawn.

Party or parties

Refers to the complainant(s) and the respondent(s).

Quid Pro Quo

Refers to conduct or acts of an employee of the College conditioning the provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Preponderance of Evidence

Preponderance of evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

Report

Refers to information brought to the attention of a campus safety authority alleging conduct prohibited under Section I or Section II, a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint, as defined in this Policy.

Respondent

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute conduct which is prohibited under this Policy.^[10]_____

Retaliation

Retaliation is generally the act of seeking revenge upon another person.^[11]_____ The College expressly prohibits any form of retaliatory action against any member of the College community who in good faith: (1) files a report, complaint, or grievance under Sections I or II (or with an external entity); (2) opposes in a reasonable manner an action or policy believed to constitute a violation of Sections I or II; or (3) participates in College investigations, compliance reviews, or discipline proceedings under Sections I or II. Depending on the circumstances referenced above, retaliatory acts may include (but are not limited to): (a) Adverse employment action; (b) Adverse action relating to participation in an educational or working program; (c) Unreasonably interfering with the academic or professional career of another individual; (d) Engaging in conduct which constitutes stalking, harassment, or assault; (e) Engaging in efforts to have others engage in retaliatory behavior on one's behalf.

Section I Title IX Prohibited Conduct

Refers to and is expressly limited to, conduct which is prohibited by Title IX, meets the Title IX jurisdictional requirements set out in Section I, and is one of the following acts/behaviors (1)-(8) as defined herein: (1) sex-based discrimination; (2) quid pro quo sexual harassment; (3) sexual harassment, defined as unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the College's education program or activity; (4) sexual assault, which includes: (a) rape, (b) sodomy, (c) sexual assault

with an object, (d) fondling, (e) incest, and (f) statutory rape; (5) domestic violence; (6) dating violence; (7) stalking, and (8) Section I retaliation.

Section II Sexual Misconduct

Conduct that otherwise meets the definition of Section I Title IX Prohibited Conduct but fails to meet the jurisdictional requirements of Title IX as set out in Section I, shall be "prohibited conduct" under Section II, and any conduct which is one of the following acts/behaviors as defined herein: (1) sexual misconduct, (2) sexual exploitation, and (3) improper conduct related to sex, and (4) Section II retaliation.

Sex-based Discrimination

Treating a student, employee, applicant, or visitor unfavorably because of that person's sex.

Sexual Assault

Any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following:

1. Rape: The carnal knowledge of a person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
2. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
3. Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
4. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.^[12]

Sexual Exploitation

Any act whereby one individual violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples may include (but are not limited to): (1) recording, photographing, transmitting, viewing, or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; or (2) voyeurism (i.e., spying on others who are in intimate or sexual situations).

Sexual Harassment

Unwelcome conduct, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity

Sexual Intercourse

Vaginal or anal penetration by a penis, object, tongue, or finger, and oral copulation.

Sexual Misconduct

Unwelcome verbal or physical behavior that is directed at an individual based on sex, when these behaviors are sufficiently severe or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment. Examples of conduct that can constitute sexual misconduct if based on an individual's sex include (but are not limited to): (1) Unwelcome jokes or comments (e.g., sexist jokes); (2) Disparaging remarks about sex, gender identity, or gender expression (e.g., negative or offensive remarks or jokes about an individual's self-presentation); (3) Displaying negative or offensive posters or pictures about sex; (4) Electronic communications, such as e-mail, text messaging, and internet use, that violate Section II.

Sexual Violence

Physical sexual acts perpetrated against a person's will or with a person who suffers from incapacitation. It also means same-sex conduct that violates the College's prohibition on sexual violence.

^[13] Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others or (b) suffer

substantial emotional distress.^[14] Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.^[15]

Standard of evidence - preponderance of the evidence

A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy.

Supportive measures

Non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain, as confidential, any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.^[16]

Title IX Coordinator

The person designated as such by the College's President or the person temporarily designated by the Title IX Coordinator to serve in that capacity during the Title IX Coordinator's incapacity or absence from the College's campus.

Title IX Sexual Harassment

An umbrella category, that includes the actual or attempted offenses of the following: (a) Quid Pro Quo; (b) Sexual Harassment; (c) Sexual Assault, (d) Dating Violence; (e) Domestic Violence; and (f) Stalking.^[17]

Unwelcome conduct

Conduct is unwelcome if an individual did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.^[18]

[1] 34 CFR §106.30(a).

[2] 34 CFR § 668.46(a).

[3] 34 CFR § 668.46(a).

[4] 34 CFR §106.30(a).

[5] 34 CFR §106.30(a) The Assistant Secretary will not require Colleges to adopt a particular definition of consent with respect to sexual assault, as referenced in this section.

[6] 34 CFR §668.46.

[7] 34 CFR § 668.46.

[8] 34 CFR §106.44(a).

[9] 34 CFR §106.30(a).

[10] 34 CFR §106.30(a). <https://definitions.uslegal.com/r/retaliation/> (July 19, 2019).

[12] 34 CFR § 668.46(a); These offenses are defined as used in the FBI's UCR program.

[13] 34 CFR § 668.46(a).

[14] 34 CFR § 668.46(a).

[15] 34 CFR § 668.46(a).

[16] 34 CFR §106.30(a)

[17] 34 CFR § 106.30(a)

[18] 2001 Revised Sexual Harassment Guidance, pp. 7-8.

Title IX Resources Information

Georgetown College Title IX Staff - Contact Information

Rachel Leake, Title IX Coordinator

Address: Highbaugh Hall, first floor, 400 East College Street, Georgetown, KY 40324

Direct Email: rachel_leake@georgetowncollege.edu

Department Email: titleix@georgetowncollege.edu

Telephone: 502.863.7073

On-Campus Confidential Counseling / Mental Health Confidential Services

Georgetown College Counseling Center

Address: 407 Hollyhock Lane, Georgetown, KY 40324

Email: counseling@georgetowncollege.edu

Telephone: 502.863.8062

Campus Ministry

Address: John L. Hill Chapel, 400 East College Street, Georgetown, KY 40324

Email: bryan_langlands@georgetowncollege.edu or hollis_dudgeon@georgetowncollege.edu

Telephone: 502.863.8153

Peer Counseling

Email: Peer_Counseling@georgetowncollge.edu

Off-Campus Confidential Counseling / Mental Health Confidential Services

Georgetown Counseling Services

Address: 401 E Washington Street, Georgetown, KY 40324

Email: counseling@georgetowncollege.edu

Telephone: 502.642.8046

New Vista – Community Mental Health Center

Address: 110 Roach Street, Georgetown, KY 40324

Telephone: 502.863.4734

24/7 Crisis Helpline: 1.800.928.8000

Life Stance Health

Address: 105 Windsor Path, #5, Georgetown, KY 40324

Telephone: 606.898.6030

GC Employee Assistance Program

Email: info@humandev.com

Telephone: 502.589.HELP (4357) – Monday -Friday 9 am to 5 pm

On-Campus Healthcare Services

Georgetown College Health Clinic

Address: 407 Hollyhock Lane, Georgetown, KY 40324

Telephone: 502.863.8201

Off-Campus Healthcare Services

Georgetown Family Physicians Express Care

Address: 1502 Oxford Dr, Ste. 100, Georgetown, KY 40324

Telephone: 502.570.3785

The Little Clinic

Address: 106 Marketplace Circle, Georgetown, KY 40324

Telephone: 859.317.6075

CVS Minute Clinic

Address: 101 West Showalter Dr, Georgetown, KY 40324

Telephone.: 502.868.6101

Scott County Health Department

Address: 300 East Washington St., Georgetown, KY 40324

Telephone: 859.234.5090

Georgetown Urgent Care

Address: 111 Osbourne Way, Ste. 101, Georgetown, KY 40324

Telephone: 502.570.0007

Georgetown Community Hospital (Emergency Department Available)

Address: 1140 Lexington Rd, Georgetown, KY 40324

Telephone: 502.868.1100

Emergency Medical Services

Emergency

Dial **911**

Georgetown Fire & Rescue

Physical Address: 141 S. Broadway, Georgetown, KY 40324

Telephone: 502.863.783

On-Campus Safety Resources

Campus Safety

Physical Address: Cralle Student Center, Second Floor

Email: campussafety@georgetowncollege.edu

Telephone: 502.863.8111

Off-Campus Safety Resources

Emergency

Dial 911

Georgetown Police Department

Address: 550 Bourbon Street, Georgetown, KY 40324

Telephone.: 502.863.7826 & 911

Georgetown Fire & Rescue

Address: 141 S. Broadway, Georgetown, KY 40324

Telephone: 502.863.7831 & 911

Scott County Sheriff's Office

Address: 120 N. Hamilton, Georgetown, KY 40324

Email Address: info@scott.kysheriff.org

Telephone: 502.863.7855 & 911

Kentucky State Police HQ

Address: 919 Versailles Road, Frankfort, KY 40601

Email: ksp.webmaster@ky.gov

Telephone: 502.782.1800

Off-Campus Victim Advocacy Services

Ampersand Sexual Violence Resources Center of the Bluegrass

Address: 2025 Regency Road, Suite 100, Lexington, KY 40503

<https://ampersandky.org>

Telephone: 859.253.2615

Support Line: 859.253.2511

24/7 Crisis Line: 800.656.4673

Elizabeth's Village

Address: 107 Court Street, Georgetown, KY 40324

Email Address: info@elizabethsvillage.org

Telephone: 502.863.0800

Victim's Advocate, Georgetown Police Department

Address: 550 Bourbon Street, Georgetown, KY 40324

Email Address: lyndsay.deaver@georgetownpolice.org

Telephone: 502.863.7826

Pride Center

Address: 389 Waller Ave. Suite 100, Lexington, KY

www.lexpridecenter.org

Email: casey@lexpridecenter.org

Telephone: 859-379-2115

Local Crisis Hotline for Domestic/Sexual Violence

Green House 17 – Domestic Violence/Intimate Partner Abuse

<https://greenhouse17.org>

Telephone: 1.800.544.2022

National Crisis Hotlines

RAINN (Rape, Abuse & Incest National Network)

<https://www.rainn.org>

Telephone: 1.800.656.HOPE (4673)

National Suicide & Crisis Lifeline

Dial: 988 or Text: GO to 741-741

National Domestic Violence Hotline

Telephone: 1.800.799.SAFE (7233)

Text: START to 88788

Trevor Project LGBTQ+ Affirming

Telephone: 1.866.488.7386

Text: START to 678-678

Trans Lifeline

Telephone: 1.877.565.8860

Sanctions and Remedies

Factors considered when determining a sanction or /responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive and may be in addition to other actions taken or sanctions imposed by external authorities.

Sanctions Applicable to Students

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

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.

**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 for 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 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^[1]: 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^{[2]*}: Termination of student status for an indefinite period of time.

Sanctions Applicable to Employees

For violations of this policy by College employees, disciplinary sanctions may include, in accordance with the [Georgetown College Faculty Handbook](#) and/or the [Georgetown College Policies and Procedures Manual](#), any of the following: (a) counseling; (b) training; (c) verbal or written warning; (d) paid or unpaid leave of absence; (e) suspension (or recommendation for suspension); (f) demotion; or (g) termination (or recommendation for termination).

The College may place a faculty or staff member on administrative leave during the pendency of a grievance process, in accordance with applicable policies as outlined in the College Faculty Handbook or the Policies and Procedures Manual, provided that such action shall not modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

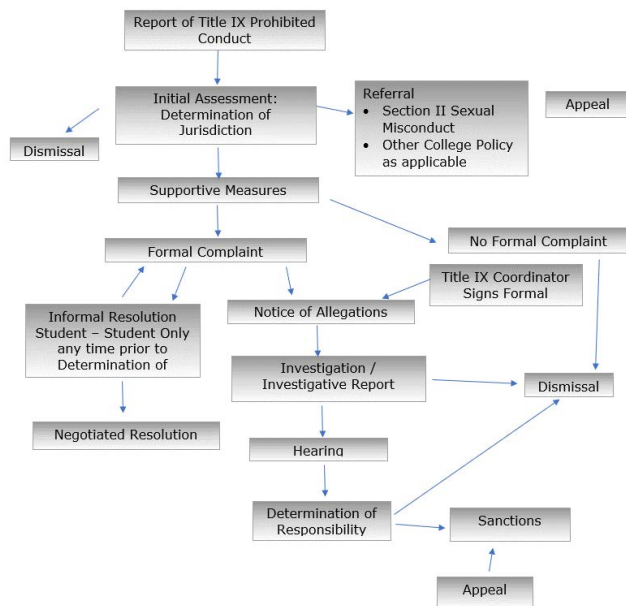
Sanctions Applicable to Non-Members of the College Community

For violations of this policy by non-members of the College community, including alumni, disciplinary sanctions may include being temporarily or permanently barred from the University or subject to other restrictions.

^[1] Students who are suspended 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.

^[2] Students who are 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.

Visual Representation of Title IX grievance process



Visual Representation of Title IX grievance process

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

502 863-7978

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

Cafeteria and Mulberry Café Hours and Meal Plans

Campus dining, cafeteria

Want to know what hours the Caf and Mulberry Café are open? Hours of operation are listed on the site below, as well as information about meal plans.

[Dining Hours and Meal Plans](#)

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

Students may call Campus Safety for parking or safety concerns, and may request escort anytime they do not feel safe walking on campus. Should students be locked out, they should call RAs and RHCs first, but may also call Campus Safety if they can't get help from them.

502-863-8111 or 502-863-7014

Campus Safety Operations Supervisor Randy Jones can also be reached by email at randy_jones@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: Bishop Center for a Welcoming Community

Diverse Groups, Campus Inclusion

Reach out to the Bishop Center for a Welcoming Community 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). Or, simply click [here](#). Then, enter the details of your issue (one per order). 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

Student Complaints

The “[Ask for Help](#)” page in the portal will allow you to find the appropriate path for your complaint.

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