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STUDENT
HANDBOOK

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Student Handbook (2021-2022)

This handbook will be a valuable resource during your time as a student at Georgetown College. The information contained in this handbook will provide a summary of the traditions, services, opportunities, resources, and expectations that form the basis by which all of us live, learn, and grow together. The information is especially pertinent to your success.

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.

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

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

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

Emergency Phone Numbers

- Campus Safety: 502-863-8111
- Police: 502-863-7820
- Fire: 502-863-7830
- Ambulance: 502-863-7840
- Student Life Office: 502-863-8004

General Information

The Mission of the College

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

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

Student Life Mission

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

Student Life Vision

Developing global citizens who impact the world around them.

Student Life 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.

The Student Life Commitment

As a student at Georgetown College, I can expect:

- To be heard
- Guidance and assistance in finding my life's calling and developing a career action plan
- Exposure to diverse people, situations and environments
- Opportunities to grow in my faith and to learn about the faith journey of others
- To be treated as an adult: with the appropriate balance of responsibility and
- accountability
- Caring staff members to be responsive and available
- Opportunities to improve my physical and mental wellness
- To be prepared for life-after-Georgetown
- Numerous opportunities to develop and hone leadership skills
- A residential environment conducive to academic success and personal growth

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 9/3/19 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.

Bias and Discrimination Reporting

Any member of the Georgetown College community can anonymously report an incident of bias or discrimination to the Office of Student Life. Reports can be submitted anonymously. If you would like to speak to someone personally, you can call 502-863-8004, come to the Office of Student Life on the 3rd floor of Cralle Student Center, or include your name, phone number, or email when filing your report.

In this form you may file a report of a bias or discrimination related incident at or involving Georgetown College students, staff, organizations, or activities. The Office for Student Life will review these reports. You may submit your report anonymously but we encourage you to include your name and email so that we can help resolve any issues that arise and provide support and resources to victims of bias or discrimination.

Student Policies

Honor System

Meaning

The mission of Georgetown College is to prepare students to engage in their life's pursuits with thoughtfulness and skill by providing an exceptional educational experience in a vibrant Christian community. Distinguished by its emphasis on outstanding teaching and mentoring, the College offers excellent academic programs in the liberal arts, sciences, and professions. In a truly academic community, honor must be expected. Honor is an ideal that is evident in the lives of ethical scholars. Primarily, the function of the Honor System is to educate and instill a common purpose within the campus' student community. The Honor System is an educational tool to assist the process of teaching morality and ethics. The Honor system helps create an environment that will assist in the development of the whole person by insisting upon honorable traits and behavior. Further, the process assists in the establishment of precedent, consistency, and

fairness with regard to questions of academic integrity. An effective honor system requires students and faculty to understand and abide by the system's expectations.

Guidelines

The strength of the Honor System is in the creation of an atmosphere in which students can act with individual responsibility. This includes the personal decision to act honorably and to not tolerate others who choose to violate the conditions of the Honor System. Therefore, an important aspect of the College's Honor System is that all students are expected to report violations of the Honor System by their peers. Faculty and Staff must also understand the spirit of the system and do everything possible to abide by the guidelines.

Infractions

Infractions of the Honor System include cheating, stealing, and lying related to academic matters. These infractions are defined as follows:

- **Cheating.** Fabricating written assignments; giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations; consulting unauthorized work with the intent of subverting the purpose of the exercise. (An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or grade.)
- **Plagiarism.** The act of presenting the 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.
- **Stealing.** The act of appropriating that which belongs to another with intent to the College or another individual 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, etc.)
- **Lying (in academic matters).** The intentional statement of an untruth made with deliberate intent to mislead another. Forgery is considered an act of lying and thus an honor offense. Therefore, the unauthorized signing or false representation on a college document is considered an honor offense. Note: It will be considered in an individual's favor in determining penalty, if an individual tells an untruth concerning a matter but later, on his/her own

initiative tells the truth concerning the same matter before he/she is confronted with the untruth. Lying during the process of resolving an alleged honor offense is considered a breach of the Honor System.

- **Double Assignments.** The use of one assignment (e.g. paper) to fulfill the requirements of more than one course will be considered a violation of the Honor System, unless the student has received proper permission from the appropriate instructor(s).

Honor Code Infraction Procedure

If a faculty member believes that a student may have violated the Georgetown College honor code:

1) The faculty member will raise a Potential Honor Code Infraction flag on Connect.

- The flag will e-mail the student directly and let him or her know that they must meet with the faculty member within three days of receiving the notification to discuss the potential infraction.
- If the student fails to meet with the faculty member during this time frame, the infraction will automatically become an Honor Code Violation.

2) Once the faculty member raises the Potential Honor Code Infraction flag, he or she will also reach out to the student directly. An automatic notification will be sent to the Registrar that a possible honor code violation has occurred.

- The Registrar will then place a hold on the student's schedule so that he or she 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 that a violation may have occurred will be the student, the faculty member, and the Registrar.

After the student and faculty member meet to discuss the potential violation

1) If the faculty member determines that no violation has taken place:

- The faculty member will clear the Potential Honor Code Infraction flag that he or she raised on Connect.
- An automatic notification will notify the Registrar that the flag has been cleared. The registrar will remove the hold on the student's account.

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

- The faculty member will leave the Potential Honor Code Infraction flag open on Connect.
- The faculty member will also raise the Honor Code Violation flag on Connect. This will notify the student, the Administrative Assistant/Academic Operations Coordinator, and the Director of Academic Success that a violation has been filed against the student.
- The wording of the Honor Code Violation flag will link to the online student handbook. This will allow the student to review his or her rights under the Honor Council process.

If the potential violation is the student's first Honor Code offense:

1) If the student accepts responsibility:

- The professor may impose a penalty appropriate to the violation (see SANCTIONS below)
- The Administrative Assistant/Academic Operations Coordinator clears the flag.

2) If the student admits responsibility for the action but disputes the penalty, the student may appeal the penalty to the Honor Council.

- The Director of Academic Success contacts the student to see if he or she has any questions regarding their rights under the Honor Council
- The Administrative Assistant/Academic Operations Coordinator notifies the chair of the Honor Council of the need for a hearing.
- The hearing is held and the penalty is assessed.

3) If the student does not accept responsibility:

- The Director of Academic Success contacts the student to see if he or she has any questions regarding their rights under the Honor Council
- The Administrative Assistant/Academic Operations Coordinator notifies the Chair of the Honor Council that an incident will be adjudicated at the next regularly scheduled session of the Honor Council (held at 11 a.m. on the first Tuesday of every month during the academic year--see Hearing Process below).
- The Provost's Office will forward a complete listing of the charges and the appropriate rights and procedure information to the accused by 5 p.m. on the Friday before the next scheduled Honor Council meeting
- The hearing is held and the student is found responsible or not responsible for the violation.

4) If the violation is the student's second Honor Code offense, the violation will proceed to the Honor Council regardless of whether or not the student accepts responsibility for the violation. The student will be notified that the Honor Council will hold a hearing at its next regularly scheduled meeting.

- If the student has accepted responsibility for this second violation, the Honor Council will review the sanction and the details of the violations for which the student has been found responsible in order to determine if the automatic penalty of F for the course should be enhanced.
- If the student has not accepted responsibility, the Honor Council will first hold a hearing to determine if the student should be held responsible; during that deliberation, only the Chair will know that the hearing is for a second offense.
- If a student is then found responsible for a second offense, the Chair will inform the Honor Council of the details of previous offenses during the penalty phase of its deliberation.

If the student is found responsible for the violation:

1) The student can appeal the finding to the Provost. The notice and specific reasons for the appeal must be made in writing to the Provost/Dean of the College within five days of the student receiving 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 that was not made available during the Honor Council hearing. The decision of the Provost/Dean of the College will be the final decision regarding honor violations.

- The Provost makes a decision to uphold the Honor Council or to reject their findings.
- The Administrative Assistant/Academic Operations Coordinator clears the flag, which notifies the student and the faculty member of the Provost's decision.

2) The student can choose to accept the Honor Council's decision.

- The Administrative Assistant/Academic Operations Coordinator clears the flag, which notifies the student and the faculty member of the Honor Council's decision.

If the student is not found responsible for the violation:

1) The Administrative Assistant/Academic Operations Coordinator clears the flag, which notifies the student and the faculty member of the Honor Council's decision.

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

The Honor Council Hearing Process

The hearing panel should consist of seven Honor Council members (two Faculty and five students) and be chaired by the elected faculty Chair of the Honor Council (or his/her designee in the case of a conflict of interest). A minimum of five Honor Council members must be present to hold a hearing. The Chair of the Honor Council is a non-voting member of the Council and is responsible for ensuring that 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 until the determination of responsibility has been reached.

- Appropriate witnesses (e.g. person making the accusation) must be present at the Hearing. The accused must be present during the entire proceeding. • Witnesses will be called at the appropriate time during the hearing by the Chair of the Honor Council.
- The accused or the accuser does NOT have a right to Counsel.
- The accused has a right to call no more than two character witnesses during the penalty phase of the hearing.
- In the case of a second or subsequent offense for which the student accepts responsibility, the hearing will focus entirely upon whether the penalty should exceed the automatic F that is mandated for second violations of the honor code. If the student accused of a second offense is disputing the accusation, the Honor Council will not be informed of the previous offense until after responsibility has been determined.
- The procedure will conclude with the accused being given the opportunity to make a "private" statement to the Honor Council (without the presence of the accuser or any witnesses).
- All hearing proceedings will be recorded.
- The Honor Council will generally render a decision at the end of the meeting, following deliberation. If additional time is required, the Council will have no more than 48 hours to make a decision with regard to responsibility or non-responsibility and the appropriate sanction to be imposed.

- The Honor Council should consult with the faculty member bringing the initial charge before imposing a sanction that is less than what the faculty member recommended.

The Chair of the Honor Council will communicate information to the Administrative Assistant/Academic Operations Coordinator about the finding of responsibility (with sanction) or the finding of non-responsibility. This communication will be sent by letter and by email to the accused, and a personal meeting with the Director for Academic Success will be arranged to help the student deal with the consequences of the Council's finding. The hearing documentation and resolution will be placed in the student's file in the Provost's Office. The individual responsible for the accusation will be informed of the Honor Council's decision.

Sanctions

A sanction used in the resolution of an honor offense should be based on precedent, prior record, attitude, and severity of the offense. The following are the most commonly recognized sanctions. Particular incidents may require the use of one or more of these sanctions.

- Written reprimand/Warning
- Financial Restitution
- F on specific assignment
- F in pertinent course
- Suspension for a period of time with a right to reapply for admission following the 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 that it is desirable to have consistent and fair sanctions across campus.

Penalty for a second offence: A second honor offense will result in at least an automatic "F" in the course. The Honor Council may not assign a lesser sanction, but the Provost (on appeal) has the discretion to deviate from this firm expectation. The Honor Council may, if appropriate, apply a greater penalty such as suspension or expulsion.

Rights of the Accused

Students accused of a violation of the Georgetown College Honor System are assured of the following rights:

- The College may act as the accuser.
- The accused has the right to confront the accuser.
- If the accused decides to have the suspected honor violation resolved by a hearing, the following rights are implied:
 - The right to have specific charges outlined in a letter that will be delivered at least 48 hours in advance of scheduled hearing procedures
 - The right to call any material witnesses deemed necessary by the accused during the hearing procedures
 - The right to call no more than 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 Director for Academic Success
 - The right to an appeal with the Provost/Dean of the College

Student Code of Conduct

Introduction

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

Since Georgetown College cannot foresee every circumstance that may arise, all may not be included in the Student Code of Conduct. Therefore, a student may be subjected to disciplinary action when such behavior is deemed disruptive to the mission and/or goals of the College and may not be contained herein.

For the purposes of this policy, a "student" is defined as any person who is admitted, enrolled, or registered for study at Georgetown College. A person shall be considered a student during any period while the student is under suspension from the College. Also, a person shall be

considered a student when attending or participating in any activity preceding the beginning of school, including but not limited to, orientation and residence hall check-in.

Code of Conduct

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

1. Alcohol

- No student shall consume alcohol on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall possess or be discovered in the possession of alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall store alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall be in the presence of or be discovered to be in the presence of alcohol or any commercial alcohol container on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- No student shall be discovered in a state of intoxication while in the violation of any other Georgetown College policy on College property, including but not limited to residence halls, administrative buildings, campus grounds, or any College owned property.
- This section of the Alcohol policy will only apply to those students who are of legal drinking age. No student under the legal drinking age shall be intoxicated while on College property.

2. Animals

- No student shall host or house any animal, nor act as an accomplice to the housing or hosting of any animal that is not approved through the Office of Disability Services.
- No student shall violate the Emotional Support Animal policy, or the Service Animal policy as outlined and agreed to on the part of the student with the Office of Disability Services.
- Per the Georgetown College policy for animals on campus, a student who has an unapproved animal on campus will be fined \$200.00 to their student account and will be given 48 hours to remove the animal. If the animal is found on campus after this time period, the result may be an additional fine and ultimately a loss of housing privileges.
- Fish that are kept as pets in the residence halls are excluded from this 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 all local, state, and Federal laws.

4. Conduct Unbecoming of a Student

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

5. Damage of Property

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

6. Disorderly Conduct

- No student shall engage in any unreasonable conduct, act in an unreasonable manner, or create unreasonable disturbance; with the intent to cause inconvenience, annoyance, or

alarm, or that wantonly creates or has the potential to create a disruptive, hazardous, or threatening environment.

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

7. Drugs

- No student shall be in the possession of any illegal drugs and/or drug paraphernalia on campus.
- No student shall distribute any illegal drugs and/or drug paraphernalia on campus.
- No student shall use, be in the presence of, or be discovered to be in the presence of any illegal drugs and/or drug paraphernalia on campus.

8. Failure to Comply

- No student shall fail to comply with any reasonable and/or lawful request of any College official including but not limited to Campus Safety Officers, Residence Life staff, Resident Directors, Resident Assistants, maintenance personnel, or any other administrator acting in performance of their official duties.
- No student shall fail to appear before a Student Conduct official or Student Conduct Board as requested without proper communication, excuse, or justification as deemed appropriate by the College's Student Conduct officials.
- No student shall purposely, knowingly, recklessly, or negligently violate the terms of any disciplinary sanction imposed with accordance of this code.

9. Fire and Safety

- No student shall smoke, vape, and/or use any type of e-cigarette or liquid/vapor/solid substance-based device that simulates smoking or create smoke or vapor in any indoor area, including but not limited to residence halls, administrative buildings, or other buildings on

College property, or within 30 feet of any public building entrance, window, or ventilation system.

- No student shall knowingly, purposefully, or recklessly engage in falsely pulling any fire alarm pull station, tamper with any fire alarm or fire safety equipment, including but not limited to smoke detection sensors.
 - Tampering with any smoke detection sensors can include, but is not limited to the covering, placing items or material inside that affect the ability to detect smoke, pulling from its proper mount, or removing the device or its batteries/power supply from the unit.
- Fail to exit any building or return to any building before being told to do so by a College official during any fire alarm.

10. Firearms, Weapons, and/or Explosive Materials

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

11. Fraud

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

12. Gender Discrimination and Sexual Misconduct

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

13. Harassment

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

14. Harm to Person

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

15. Hazing

- No student shall engage in, or be found to have engaged in, any hazing behavior. Hazing for this policy is defined as any action or situation created by a member of the campus community against another member of the campus community for the purpose of inclusion, affiliation, or participation with a group, individual, or organization that:
 - Is negligent or reckless in nature;
 - Is humiliating or endangers an individual; or
 - Unreasonably interferes with scholastic or employment activities.

16. Institutional Policies

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

17. Non-Discrimination

- No student shall purposely, knowingly, recklessly, or negligently engage in any action or behavior that discriminates against another student, guest, or College official under any protected classes as defined in the Georgetown College institutional Non-Discrimination Statement.
 - These protected classes include: race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, and veteran status.
 - This policy 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.

18. Theft

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

19. Unauthorized Entry/Trespassing

- No student shall through any means gain, attempt to gain, or make unauthorized entry to any space in College buildings or on College grounds.
- No student shall occupy any College facilities which are locked, closed to student activities, or otherwise restricted in their use for any reason.
- No student shall make entry, attempt to make entry, occupy, or be found to have entered residential rooms or spaces that they have not been given permission to occupy or enter by the individual(s) responsible for that space.

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

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

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

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

C. Sanctions

Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a Code of Conduct violation. Disciplinary action other than those outlined below may be taken as the situation warrants. Failure to abide by the imposed sanction may result in additional violations and/or sanctions.

1. **Online Sanctions Course:** A 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. This course is an interactive online program designed to reduce the negative consequences of alcohol amongst students.
2. **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 Student Conduct body.
3. **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.
4. **Counseling:** A reasonable number of required counseling sessions with staff of the Wellness Center. Note: Student Conduct staff are only notified of the completion of the counseling session.
5. **Mentor Meetings:** A student is required to complete a reasonable number of "check-ins" with a designated or requested staff and/or faculty mentor. Note: Student Conduct staff will be notified of the completion of these meetings, and may not be given specific details regarding the discussions.
6. **Forced Change of Residency:** Requires the movement of the student 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.
7. **Removal from Campus Housing:** Requires the student to vacate campus housing by a designated time as determined by the Student Conduct staff or Student Conduct hearing board.
8. **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, he/she may be subject to arrest for trespassing and/or additional disciplinary action through the College.
9. **Fines:** An appropriate fine may be charged to the student's account for policy violations or damages incurred, in an amount as deemed appropriate by the Student Conduct staff or Student Conduct hearing board.
10. **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.
11. **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.
12. **Service to the Community:** Volunteer service to a community organization, as designated by the 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. Note: Please keep in mind distance from campus, for students without motor transportation.
13. **Behavioral 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.

14. **Disciplinary Probation:** May include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.
15. **Interim Suspension:** Temporary suspension by an official of the College for a designated period of time. Students who are sanctioned an interim suspension 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.
16. **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.
17. **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. A third violation of the Alcohol and/or Drugs policies could result in suspension of at least one academic year.
18. **Expulsion:** Termination of student status for an indefinite period of time.

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

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

D. Hearings

Hearings will be arranged to adjudicate all offenses reported to the Office of Student Conduct. A Student Life administrator will assign each case to a hearing (either an administrative hearing or with the Student Conduct hearing board) to discuss the alleged violation with the involved student(s). An individual within the College (faculty member, staff member, or student peer) may attend with the documented student in a supportive role if asked to do so by the student; however, while they may be present, the support individual may not participate in

hearings. Support individuals who attempt to participate, speak during the hearing, or are disruptive to the hearing will be dismissed from the hearing. Every effort will be made to consider the individual circumstances of each case as to determine which type of hearing is appropriate for the level of offense and/or would best serve the student and the College in the Student Conduct process.

Georgetown College's Executive Cabinet reserves the right to intervene and/or act as the deciding body in the Student Conduct process, as it deems necessary. This would only be done in extreme or extraordinary circumstances. In certain cases, the Executive Cabinet may impose an interim suspension, suspension, or expulsion of a student without a formal hearing process. Decisions made by the College's Executive Cabinet are final and not subject to appeal.

An interim suspension or expulsion may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the students' own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

During an interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities and privileges for which the student might otherwise be eligible, as may be determined to be appropriate.

Student Conduct information pertaining to student-athletes may be shared with the appropriate coach(es). The Family Educational Rights and Privacy Act (FERPA) allows information to be shared with other College officials whom are determined to have a legitimate educational interest.

1. Administrative Hearings

- Student Conduct administrative hearings will be provided when, in the judgment of a Student Life administrator, there is an alleged violation of policy that clearly demonstrates the need to conduct an administrative hearing.
- A Hearing Officer or other Student Life administrator may conduct administrative hearings as deemed necessary by the Assistant Dean of Students.
- If a hearing cannot be held in a timely manner, such as at the end of a term or if the student withdrawals, cannot be present on campus, etc., or in certain circumstances; the alleged violation may be reviewed by the Student Life

Administrator responsible for the Office of Student Conduct, who will make a determination of responsibility. In these instances, the student may request a hearing to discuss the finding of the Student Conduct Administrator after notification of the administrator's determination.

2. Student Conduct hearing board

- A Student Conduct Board Hearing will be comprised of one (1) faculty member, one (1) Student Life staff member, and one (1) student representative that have applied and been selected to serve on the hearing board. The Assistant Dean of Students will oversee the hearing board and can participate in discussions but will not be a voting member.
- The hearing board can be assigned cases as deemed necessary by the Assistant Dean of Students, as well as meet to hear administrative hearing appeals.

3. Appeals Process

- All decisions of a Student Conduct administrative hearing may be appealed to the Student Conduct hearing board. The appeals will be granted following the administrative hearing if a student does not accept the finding of the administrator conducting the hearing.
 - If a Student Conduct administrative hearing is appealed to the hearing board, the decision rendered by the hearing board will stand as final.
- If a Student Conduct hearing board meeting cannot be held in a timely manner, such as at the end of a term or in certain circumstances; the decision rendered by the Student Conduct Administrator may be appealed to the Dean of Students. In these instances, the decision of the Dean of Students in the appeal will stand as final.
- Hearings decided by the Student Conduct hearing board, that are not hearings held as an appeal of a decision by an administrative hearing, may be appealed to the Dean of Students in writing.

- Requests for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. The student may or may not be granted a hearing during the appeal process. Reasons for granting an appeal include, but are not limited to:

- Procedural error;
 - New evidence has come forward that was not available during the hearing;
 - The decision reached was not supported by the information provided in the hearing; or
 - The sanction(s) imposed is unduly severe compared to the nature of the violation.
- All appeals of decisions made by the Student Conduct hearing board will be heard by the Vice President for Student Life or his/her designee.

Student Life and Housing Policies

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

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

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

1. Break Housing

- Students are required to move out of their housing assignment 24-hours after their last final, unless they are graduating. Students can stay in their residence hall during Fall break and Spring break; however, students may not stay in their assigned housing during Winter break and Summer break. Students may be required to remove all personal belongings from their room during Winter break, if their assigned residence hall has been designated for use as the Winter housing residence hall.

- Georgetown College offers break housing in an alternative residence hall for students who want to live on campus during the Winter breaks. This housing is provided at a weekly fee in addition to the amount charged for students to live on campus during the Fall and Spring semesters. East Campus, Hambrick Village and Rucker Village residents may remain in their assigned rooms during Winter Breaks.

2. Cleanliness

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

3. Damages, Theft and Liability

- Georgetown College does not assume liability for any lost, stolen, or damaged personal property. Any thefts or vandalism should be reported to Campus Safety to be documented. To help prevent theft, students should be sure to secure their personal belongings in their rooms, lock their room doors, and not prop open the exterior entrance doors to the residence halls.
- Students who accept College housing agree to a Housing Contract and are responsible for maintaining their rooms in an acceptable condition. Charges for damages within students' rooms are the responsibility of the students assigned to the room space. Damages that occur to public areas (e.g. restrooms, lounges, study rooms, etc.) that are not attributable to a specific individual or group will be equally shared by the residents of the living area(s) or residence hall where those damages occurred.
- All students will be charged a \$100 Damage Deposit by the Business Office. Appropriate refunds of lock and damage deposits will be

sent by check to those students who officially withdraw from school, graduate, or do not return for the next semester and have properly checked out of their rooms. Any additional charges will be included on the billing notice sent to students by the Business Office.

- Residents are encouraged to purchase renter's insurance to cover issues such as those described above. Renter's insurance may be purchased through a family homeowner's insurance policy or from an insurance company, such as GradGuard.

4. Fire Extinguisher and Fire Alarms

- After discussions with the local Fire Chief and Fire Department, additional regulations were added to the Georgetown College Student Handbook. The violations can be divided up into the following three categories: criminal, code, and College violations. The policies listed in this section unless otherwise stated are to ensure compliance with Kentucky Revised Statutes (KRS), and Life Codes adopted by the state of Kentucky.
- Anyone that is caught in violation of these will be prosecuted to the full extent of the law by the Fire Department. Any indicated fines for violations that are not Kentucky Revised Statutes (KRS) or Kentucky Life Code violations are established by the College; the Fire Department does not enforce these regulations.
- 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.
- It is important that everyone understand each time an alarm is activated, a report is given to the State Fire Marshal, and they may wish to pursue criminal charges themselves. Our intent is not to charge anyone; however, we must work to keep every person on campus as safe as possible, which may include necessary Conduct or legal charges, or appropriate fines.
- Criminal Violations (Misdemeanor or Felony charges)
 - Violations of the fire code in the residence halls include
 - Covering or removing smoke detectors that prevents activation or proper operation.

- 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 causing a delay in the activation of the smoke detector.
- Playing with or discharging a fire extinguisher in a non-emergency situation.
- Code Violations:
 - Appliances with exposed heating elements: (i.e. hot plates/George Foreman grilles/toasters/toaster ovens/coffee makers, etc.)
 - Extension cords – (power strips with surge protectors that are UL certified are approved)
 - Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
 - Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
 - Propped stairwell doors
 - Items left in the hallways and stairwells
 - 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
- College Policy Violations:
 - Halogen lights and portable heaters inside of the residence halls
 - Use of non-college approved beds. Lofts and loft-like structures are not permitted to be used in the halls
 - Candles, incense, lanterns or similar “open flame” receptacles
 - Blocking the air intake of the room HVAC with any object (the area in

front the room HVAC unit must have a minimum of 18” of clearance to function properly)

- Fire Safety Inspections are completed monthly in the residence halls by Residence Life staff. Georgetown College or the appropriate authorities reserve the right to remove all potential fire hazards discovered in any residence halls. The expectation is that the College and community will work together to ensure that all regulations are enforced.
- College insurance requirements and other safety regulations, as well as College policy, prohibit student access to roofs and the tops of entrance awnings.
 - 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.
- Students are not permitted to use college facilities (including hooking hoses to housing units) for washing automobiles or personal equipment.

5. Furnishings

- Residents are permitted to place neat and clean couches, chairs, or the like in their rooms so long as space permits. Furnishings in an obviously deteriorated or damaged condition are not permitted. Any furnishings in the room must not block the air intake at the bottom of the HVAC unit in the room, and be a minimum of 18” away from the air intake. For fire and safety reasons, excessive personal furniture (items cannot impede egress to windows or doors), ceiling fans, and bed lofts are not permitted.
- The use of waterbeds, major household appliances (such as George Foreman Grills, toaster ovens, full-size refrigerators in traditional halls, etc.), and other non-standard furnishings are not permitted in campus housing. Students must keep all College provided furniture in their rooms at all times. If at any point during the academic calendar College owned furnishings are missing,

students are subject to the replacement cost of the items, with this cost being billed to their student account.

- Students may not decorate their room with empty alcohol containers.
- Due to electrical constraints within the buildings, microwaves greater than 800 watts and portable air conditioners are not permitted in residence hall rooms. For safety reasons, ceiling fans may not be installed in residence hall rooms.
- Students are permitted to have gaming systems, stereos, televisions, sewing machines, fans, and comparable appliances in their rooms. However, refrigerators larger than 4 cubic feet, room air conditioners, portable heaters, hot plates, Keurigs, candles, and similar items are not permitted. Food should be kept in closed containers.
- Students are permitted to have computers and computer equipment in their rooms. However, the College specifically assumes no liability for damage to equipment, software, disks, text, other files, and the like due to power surges, theft, or other hazards. Students are encouraged to contact the Office of Facilities Management to request a check for properly grounded electrical outlets.
- Students are not allowed to set-up personal Wi-Fi wireless networks within the hall. Violation of this policy will result in the personal wireless network equipment being confiscated by Residence Life and the responsible student being subject to the Student Conduct process.

6. Hambrick Village / Rucker Village Patio Furniture

- Residents are permitted to place neat and clean patio furniture, such as chairs and small side tables on the patio outside of their own assigned townhouse space so long as space permits. Students wishing to use patio furniture at their assigned townhouse must have prior written permission from the Assistant Dean of Students or Director of Residential Education. Furniture that is used or placed on the townhouse patio area without prior permission will be required to be removed and students subject to the Student Conduct process.
- Students who are approved for the use of patio furniture may not have more than 2 total pieces of furniture on the patio. Furniture used must

not impede the entry or exit to the townhouse, nor may they block the use of the patio for foot traffic.

- Furnishings in an obviously deteriorated or damaged condition as determined by Residence Life staff are not permitted. Any furnishings that are discovered to be in an obviously deteriorated or damaged condition will be required to be removed from the space. Students who do not remove the furniture in question may be subject to the Student Conduct process.

7. Housing Waivers

- As a residential campus, Georgetown College expects all undergraduate students to reside in College housing, except as provided below. Students who meet one or more of the following conditions may be exempted from the College residential requirements:
- 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 residing in the residences of their spouses.
 - 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 households.
 - "Immediate family member" for the purpose of a Georgetown College housing waiver application is defined as a brother or sister, either parent (if separated or divorced), an aunt or uncle, or a grandparent(s).
 - Other appropriate reasons as determined by the Vice President of Student Life
- 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.

- 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.
- Applications for waivers of housing or of board requirements should be submitted at least two weeks prior to the semester for which the waiver is being requested. Any request submitted after the commencement of classes for the requested semester may not be considered and will be subject to a \$100 fine.
- Students should not assume their waivers have been approved unless they have been so informed of approval by an official of the Office of Student Life. All approved requests will remain effective throughout the student's time at Georgetown College, provided the proposed living arrangement remains the same. If living arrangements change from what is indicated on the submitted form, it is the student's responsibility to notify the Student Life Office immediately. Changes may alter eligibility to waive room and board. Failure to provide notice of a change in living arrangements may result in the waiver approval being revoked; in this instance the student will be required to submit a new waiver application, and will be subject to the same approval process.
- Students who are approved to live off campus will see a 25% reduction in their institutional aid, and this change will be reflected on their bill.

8. Hover Boards

- Due to concerns with the electrical systems causing fires, and in consultation with the local Fire Marshal, hover boards are not permitted in any building on Georgetown College's campus, including their usage or storage within the residence halls.

9. Lock-Outs

- Students are responsible for the keys they are assigned and for access to their rooms. When a lockout occurs, the involved student should contact their roommate or a member of the Residence Life staff in their hall to assist in gaining access to their room. Students may also contact Campus Safety to complete a lockout for them. After a student's first lockout, a \$10.00

service fee will be assessed for the 2nd and 3rd subsequent lockout required that semester for their room and/or hall.

- If lockouts become excessive, with excessive defined as more than 3 in a semester, the student requesting the lock out will be charged a fee of \$25 for each subsequent lockout after the 3rd time for that semester.

10. Lost Keys

- When a room key is lost, the lock is changed for the protection of the student and their roommate(s). Lost key and/or lock changes are \$125.00 and will be billed to the student's account. A request for a new room key should be made through the online lost key form which can be found on the Georgetown College portal at: https://my.georgetowncollege.edu/ICS/Forms/Staff_Forms/Lost_Key_Form.jnz

11. Modifications to Residence Hall Rooms

- Any physical changes made to a residence hall room require prior approval from the Assistant Dean of Students or the Director of Residential Education, and any modifications to school furniture are not permitted.
 - These modifications can include but are not limited to, alterations to door knobs and locks, permanently installed hooks, painting, making holes or other penetrations, television mounts, flooring modification, etc.
 - Students who do not receive official, written prior approval from the Assistant Dean of Students or the Director of Residential Education may be fined with the modification being considered damage or unofficial alterations, and be subject to the Student Conduct process.
- In the traditional residence halls (those that are located on South Campus, Anderson Hall, Knight Hall), students are not permitted to drill holes into the concrete for any purpose, and must limit the number of tape, adhesive, or Command™ strips to 6 strips used per wall. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account.

- In the upscale, non-traditional residence halls (East Campus, Hambrick Village, Rucker Village, and for the purposes of room modification Dudley Apartments), students are not permitted to drill holes into the wall for any purpose, and should avoid the use of any of the tape, adhesive, or Command™ style strips on the walls. Students are permitted to use small to moderate sized nails for mounting or hanging, and must limit the uses of these nails to no more than 10 per wall in the unit. Any damages caused by the making of holes in the walls or the removal of mounting strips will be charged to the student's account.
- Paneling, wallpaper, border, and similar wall coverings violate local and state fire codes and are not permitted.
- Students may be allowed to use professionally manufactured bed risers/lifts to raise beds a maximum of 8 inches *if* they have permission from the Assistant Dean of Students or the Director of Residential Education. Residents may not hang beds from the residence hall ceilings or walls.
- Due to personal injury and liability as well as campus insurance limitations, bed lofts or loft-like structures (this includes the use of cinder blocks to loft beds) are not permitted. No modification to College issued furniture is permitted. Microwaves, computers, refrigerators, and any other electrical appliances that produce heat cannot be stored under beds or inside of closets. Penetration of the ceiling is not permitted per the state fire code.
- Students are not permitted to paint rooms; any request to paint a room must be submitted to the Assistant Dean of Students or the Director of Residential Education in writing.

12. Opening and Closing of Residence Halls

- Students are not permitted to return to campus prior to the dates announced by the College for the academic year and are to vacate their rooms according to the announced closing dates. In those rare instances when a student must return early or stay past closing time, arrangements must be made in advance with the Assistant Dean of Students or the Director of Residential Education.
- Students who are employed by the College and/or are participating in College-sponsored

activities (e.g., inter-collegiate sports, working orientation, Residence Life staff, etc.) are to make necessary housing arrangements through the appropriate coach, sponsor, advisor, or supervisor, and these arrangements must be communicated to the Assistant Dean of Students to be approved.

- It is the responsibility of each student to remove all personal belongings from the residence halls. The College will not assume any responsibility for personal items that are left in the residence halls or rooms after the designated date and time in which the halls close. These items will be disposed of or donated as appropriate, and the student may be subject to fines to their student account for improper checkout.

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

- Students living in East Campus, Rucker Village, and Hambrick Village may not utilize their apartment to host "parties" of any kind.
- A "party" is defined as the presence of more than 2 guests per present resident in an apartment where another policy violation is occurring.
 - Policy violations that contribute to a Party Policy violation include, but are not limited to: alcohol, drugs, visitation, quiet hours/ noise, etc.
 - Residents who are caught hosting parties will be subject to the College's Student Conduct disciplinary procedures, and sanctions may include the loss of their apartment and subsequent requirement to return to main campus housing.

14. Pregnant Students

- Pregnant students can reside on campus. Student Life encourages students who are pregnant to contact the Wellness Center to discuss plans for pre-natal care, arrangements for labor and delivery, and transportation to the hospital, if appropriate.
- Once the child is born, it is expected that mother and child would live off-campus. If the mother would like to return to being a residential student without the child such an arrangement would be permissible, as reviewed by the Vice President of Student Life.

15. Private Rooms

- At an additional charge private rooms may be available to students, so long as the housing needs of the College and space permits.
 - When the demand for on-campus housing warrants, students initially assigned a private room may be required to accept a roommate. In such cases, forfeiture of private rooms is determined according to class standing and cumulative grade point average (GPA). Time of application may also be considered.
 - If a student is approved for a private room after the beginning of the term, the cost of the private room will be prorated for the time remaining in the current term. Students not wishing to incur any private charges will agree to take a roommate into their room should the College's housing needs necessitate such an assignment.
- Students who are assigned to a double room space without an assigned roommate are required to keep 1/2 of the room empty so that a roommate could move in at any point.
 - This means one closet, desk, chair, bed, and dresser should always be unused.
- During the summer prior to the beginning of the Fall term, there will be a private room request period, where students will have the ability to request being placed in a private room. This process will be communicated to students via email. Private room requests will be considered during this process according to class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and the housing needs of the College. Students who submit a request during this period will be notified if their request is approved or denied. Private room requests outside of this request period will not be considered.
- Students who fail to find a roommate or accept a roommate as assigned by the Assistant Dean of Students may be subject to the assignment of a roommate to that space or appropriate private room charge.
- First-year students are not permitted to live in private rooms unless deemed medically necessary and are officially approved by the Office of Disability Services. After students have

completed 2 semesters of full-time college coursework they are eligible to apply for private rooms.

- Official approval must be sent to the Assistant Dean of Students by the Office of Disability Services prior to any reasonable room accommodation being made.

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

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

17. **Public Displays**

- Students are not permitted to display items that are obscene, inflammatory, or offensive in nature, as determined by the Vice President of Student Life, Assistant Dean of Students, and/or the Director of Residential Education.
- Decorations that do not align with the mission of the College are not permitted.

18. **Quiet Hours**

- **City:** The College has adopted the Noise Ordinance from the City of Georgetown, which prohibits Georgetown residents from making noise outdoors between the hours of 11 p.m. and 7 a.m. (this includes "circling up" by any student organization).
 - Individuals in violation of this policy will be subject to the Student Conduct

process. Organizations in violation of this policy may be fined along with receiving other sanctions.

- **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, although individual residence halls may observe slightly different hours. If the quiet hours established for a residence hall differ from this policy, prior written approval is required from the Assistant Dean of Students or Director of Residential Education, and the modified hours are required to be posted in the hall. The purpose of quiet hours is to give consideration to those who desire to sleep or study.
 - Students who violate their halls quiet hours may be documented. Beginning on Reading Day and through Finals Week, quiet hours are enforced 24 hours a day and students who violate the 24-hour quiet hours will be subject to the Student Conduct process and/or may be asked to vacate their residence hall.

19. **Residence Hall Maintenance**

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

20. **Residence Hall Meetings**

- When a meeting is called in a residence hall, each resident of that hall is required to attend. Students prevented from attending are to inform the Resident Director of the hall in advance. Disciplinary sanctions may be imposed if a student fails to attend a meeting and has not been excused by the Resident Director. Hall meetings cannot be called without the permission of the Resident Director or Area Coordinator.

- Residents who have a floor or hall concern that they feel should be addressed in a floor meeting should schedule a time to meet and discuss the issue with their Resident Director, who will then determine the appropriateness of a hall meeting and if necessary notify the hall of the date/time the meeting is being held.

21. **Residence Hall Policy and Code Expectations**

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

22. **Residence Hall Visitation**

- Visitation in the private living areas of the residence halls is not permitted outside of the visitation periods for the residence halls.
 - In traditional halls (South Campus, Anderson Hall, Knight Hall, Dudley Apartments), the visitation period is 12:00pm noon to 12:00am midnight Sunday – Thursday, and 12:00pm to 2:00am Friday and Saturday.
 - In upscale housing (East Campus, Hambrick Village, Rucker Village), there is a 23-hour visitation policy in place, with no visitors permitted during the 4:00am to 5:00am hour.
 - Guests are required to be escorted by their hosts at all times while in any College residence hall.
 - Unescorted guests and strangers in the residence halls can pose a security risk to residents, and should be reported to Campus Safety.
 - To help combat the presence of unescorted guests or strangers in the halls, students should never prop open external doors.
 - Opposite gender guests should use the appropriate bathrooms in the lobby in the traditional halls and be escorted by their host to and from the restroom. Opposite gender guests are not permitted to use the bathrooms on the residential floors.

- Visitors of the same sex are permitted to stay overnight for up to two consecutive nights and no more than 10 nights per semester with prior approval by the Assistant Dean of Students, the Director of Residential Education, or an Area Coordinator for Residence Life. Resident Directors cannot approve overnight guests.
- Visitors of the opposite gender are not allowed to stay over-night and must follow all rules regarding visitation hours.
- Students are not allowed to reside in another individual's assigned residence.
- Visitors are expected to abide by all regulations and policies of the College; violations may result in termination of the guests' visit and disciplinary action against the host(s). Students with guests who exceed the number of days permitted for visitation may be documented and reported.
- **Traditional Hall Visitation: Knight Hall, Anderson Hall, Fraternity/Sorority Buildings, Flowers Hall, Allen Hall, Collier Hall, Pierce Hall, Dudley Apartments**
 - The visitation hours are as follows for traditional halls:
 - Sunday – Thursday 12:00pm Noon – 12:00am Midnight
 - Friday – Saturday 12:00pm Noon – 2:00 AM
- **Upscale Housing Visitation: East Campus, Rucker Village, Hambrick Village**
 - Apartment Style Housing residents may have 23-hour visitation. This visitation schedule allows residents to have visitors of any gender, 7 days a week except for the 4am-5am hour. The purpose of this policy is to allow students to have the freedom to visit as they wish; however, this policy will not facilitate or enable cohabitation under any circumstance. If concerns over cohabitation occur, the guest may be trespassed from the residential space, and the host subject to the loss of upscale housing privileges as well as the Student Conduct process. Students are not allowed to reside in another individual's assigned residence.
 - The visitation hours are as follows for upscale housing:

- *Mon-Sun: 4am-5am: No visitation in any area of the townhouse/ apartment*

- Violation of visitation policies may result in disciplinary action through Residence Life or the Student Conduct process.

23. Room and Residence Hall Changes

- Room assignment changes will not be made before the end of the fourth week from the start of classes of each semester, and will only be approved to be made during the official Residence Life Room Change Request period as sent to students via email. Exceptions may be made in cases of temporary assignments, changes necessary to avoid private room charges or other reasons deemed appropriate by the Assistant Dean of Students, Director of Residential Education, or an Area Coordinator for Residence Life.
- Students may not change rooms except during the designated room change period. The dates in which students can change rooms will be determined and made known each semester via email.
- If a change is granted, the room being vacated must first be inspected and the room key collected before any change may be finalized.

24. Room Assignments

- 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).
 - East Campus Apartments are open to students with 52 or more completed credit hours at the time of sign-up or request, and who have a minimum 2.50 cumulative or above grade point average. Continuing, returning students to the College will be given preference on placement, as space permits. Incoming first-year students may not live in East Campus apartments.

Students with more than two Student Code of Conduct violations occurring within a year prior to residing on East may not be eligible for East Campus living. Students must meet all of these requirements to be eligible. Students whose Student Code of Conduct history reaches this threshold while living on East Campus may no longer be eligible.

- Hambrick Village or Rucker Village is open to non-freshman/first year students (i.e. freshman/first-year students are not permitted to live in the townhouse residence halls). Continuing, returning students to the College will be given preference on placement, as space permits. Students with more than one Student Code of Conduct violation occurring within the past twelve months or a history of more than three violations may not be eligible to live in Hambrick Village or Rucker Village. Any subsequent Student Code of Conduct violations that occur while residing at Hambrick Village or Rucker Village may result in immediate removal from the Hambrick Village or Rucker Village townhouses.
- 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 during a consolidation process or as the need arises.
 - For example, if a group of only 4 students find themselves assigned to a 6-person townhouse, Residence Life may assign 2 more students to that townhouse 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/townhouses/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.

25. Room Consolidation

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

26. Room Inspection or Search

- The College reserves the right to enter any room, at any time, including for maintenance, health, well-being concern, safety inspection, or other official business as conducted by an official representative of the College.
 - Official representatives can include, but are not necessarily limited to: College staff and officials, Area Coordinators, Resident Directors, Resident Assistants, and Campus Safety Officers.

27. Service or Support Animal on Campus

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

- 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).
- Students agree in the signing of the Housing Contract and by residing in College Housing to be bound by the inspection and search procedures of the College as they now exist, or may be amended in the future.

28. Tobacco & Tobacco Products/Smoking

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

29. Withdrawal from Campus Housing

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

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 you parking permit in person at the Campus Safety office or at https://my.georgetowncollege.edu/ICS/Campus_Life/Vehicle_Registration.jnz.
- Permits are \$100 and are valid from July 1st through June 30th and must be renewed each year.
- Permits are to be displayed on the outside lower-left corner of the vehicle's rear window.
 - Convertibles and vehicles with a soft top may display their permit on 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.
- RD parking spots are assigned by residence hall and only the RD for that specific residence hall may park in that assigned spot.
- 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 thru 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 Director's 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 comprised 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.

Georgetown College Emotional Support Animal Policy

An Emotional Support Animal (ESA) is defined as any animal that provides well-being, comfort, aid, or emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability through companionship, nonjudgmental positive regard, affection, and close physical proximity. ESAs are restricted to the residence of the handler, and may not accompany him/her to other areas of the College.

A student wishing to request an ESA should follow Georgetown College's procedures for requesting a housing accommodation, which can be done through the Disability Services Coordinator housed in the Student Wellness Center. These requests are due each spring, when housing applications are due. Mid-Semester requests may sometimes be made but housing coordinator must be considered between the Disability Services Coordinator and Residence Life. These decisions will be made by an ESA Committee that meets once a month. Under no circumstances can same day requests be made.

The College will require a statement from a *reliable third party* indicating that the student has a mental or psychiatric disability causing substantial limitations to one or more life functions and that the animal would provide emotional support or other assistance that would ameliorate one or more of the symptoms of the disability.

A "reliable third party" is a professional who is familiar with the individual's disability and the necessity for the requested accommodation. Must be a professional whose licensing is from student's home residence state or Kentucky. These professionals include, but are not limited to, professionals who provide medical care, therapy, or counseling to persons with disabilities (e.g. physicians, physician assistants, psychiatrists, psychologists, social workers).

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

-size of animal (what type of residence best accommodates the handler and animal)

- -type of animal (most reptiles and exotic species will not be allowed)

- whether the animal's presence would force another individual from individual housing
- (e.g. serious allergies)
- -past behavioral history of the animal (e.g. does better with small, quiet environments versus large, noisy environments, etc.)

No ESA is allowed on campus until after the request has been officially approved by the ESA Committee and verbal confirmation made by the Disability Services Coordinator. The student must sign in writing when submitting a request that the animal is not on campus at that time. If the student is found to be in violation of this, the request consideration will be delayed until after the animal is removed from campus and the ESA Committee meets again.

ESA Handler Responsibilities:

Handlers granted the accommodation of an ESA in their residence hall shall be subject to the following rules, in addition to any other college rules and regulations not specifically related to ESAs.

The handler must:

1. Keep the Animal in their Residence Hall individually assigned room at all times. An ESA must be contained within the handler's privately assigned individual living space except to the extent the handler is taking the animal out for natural relief. When handler is away from housing, the animal must be crated/caged behind a locked door of the handler's individual room.
2. The handler must also ensure that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
3. When the ESA is outside of the handler's privately assigned living space, it must be in an animal carrier or controlled by leash or harness.
4. Keep the Animal under Control. The ESA must be properly restrained and otherwise under the control of the handler at all times. The ESA is not permitted to run loose across campus.
5. The animal will not be bathed or its cage/crate, or bedding cleaned using student housing or college facilities.
6. Abide by Local Animal Laws and Ordinances. The handler must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the handler's responsibility to know and

understand these ordinances, laws, and regulations. For information regarding Scott County's animal policies, please contact the Scott County Animal Humane Society. All vaccination records must be on record with Disability Services.

7. Ensure the Animal is Well-Cared For. The handler is required to ensure the well-being of the animal's health. This includes maintaining Flea/Tick/Heartworm medications, or other appropriate routine/maintenance medications for different species. College personnel shall not be required to provide care or food for any ESA, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. ESAs may not be left overnight in campus housing to be cared for by any other student or individual other than the handler. If the handler is to be absent from campus housing overnight or longer, the ESA must accompany the handler.
8. Be responsible for Property Damage. The handler is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner. The handler may be charged for any damage caused by his or her ESA beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear.
9. The handler's living accommodations may also be inspected for fleas, ticks, or other pests if necessary as a part of the College's standard inspections. If fleas, ticks, or other pests are detected through inspection, the handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. If multiple ESAs live in that residence hall and the
10. Notify Disability Services if the ESA is no longer needed. The ESA is allowed in campus housing only as long as it is necessary because of the handler's disability. The handler must notify Disability Services in writing if the ESA is no longer needed. To replace one animal with a different animal, the student must file a new request with Disability Services.
11. Approval for an ESA is valid only for the school-year in which it is granted. Repeated requests for an ESA must occur every school-year.

Removal of an ESA

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

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

These determinations will be made on a case-by-case basis by the ESA Committee, upon consideration of the animal's behavior and the resident. The first incident will result in a verbal warning that will be signed in writing by the student and the Disability Services Coordinator. The second incident may result in handler given 48hrs to remove the animal from campus permanently. If an animal is removed, a written appeal letter may be submitted. Appeals should be submitted in writing with 48hrs after removal of animal to the Vice President for Student Life. This written appeal must explain solid proof that the violations were unfounded or a reason that circumstances have changed.

Should the ESA be removed from the premises for any reason, the handler is expected to fulfill his or her housing obligations for the remainder of the housing contract.

Georgetown College Service Animals Policy

Service Animals

Under the ADA, Service Animals are defined as, dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting, and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals under the ADA (2010 Revised Regulations of the ADA; DOJ, 2011)."

Service Animal Handler Responsibilities

1. Service Animals can accompany their handlers ("*handler*" refers to any person with a disability whom a Service Animal) across various settings on the College campus including, but not limited to, residence halls, classrooms, the cafeteria, the Student Center, the REC, and the LRC. Under the ADA, the College must allow "Service Animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go." Exceptions might include areas in which the Service Animal may be in danger, or where their use may compromise the integrity of research or cause health concerns.
2. The handler of a Service Animal shall comply with all laws, local licensure and vaccination requirements, and College regulations. All vaccination records must be on record with Disability Services.
3. The care and supervision of the Service Animal is the responsibility of the handler. Under the ADA, Service Animals must be harnessed, leashed, or tethered, unless these devices interfere with the work of the Service Animal or the individual's disability prevents using these devices. In that case, the handler must maintain control of the animal through voice, signal, or other effective controls. Care also includes maintaining the well-being of the animal (feeding, administering flea/tick/heartworm medications, etc.).
4. The handler shall dispose of the animal's waste in a safe and sanitary manner.
5. The handler may be charged for any damage caused by his or her Service Animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear. This includes any pest infestation (such as Fleas or Ticks) beyond what is considered typical for that dorm or residence.
6. The handler cannot be asked to remove his/her Service Animal from the campus unless:
 - the dog is out of control (e.g. barking incessantly, wandering, displaying aggressive behavior) and the handler does not take effective action to control it,
 - the dog is not housebroken, or
 - the dog poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable modification to other policies, practices, and procedures.

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

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

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) and the Eight Guiding Principles. 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.

Student Organizations

Club, service, and social organizations exist throughout the College community and are generally open to all students. A complete list of opportunities for involvement in these organizations can be found below. 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).

Guidelines for Campus Organizations

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

Registration and Authorization

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

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

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

Organizational Financial Accounting

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

Title IX: Gender-Based Discrimination and Sexual Misconduct Policy

The Title IX policy is in the process of being updated based on the federal regulations that were released during the summer of 2020. This section will be updated once it is completed and students will be notified at that time.

Section 1. Introduction

1. Georgetown College is committed to providing all individuals with an environment free of gender-based discrimination. Georgetown College prohibits all forms of gender discrimination including, but not limited to dating violence, domestic violence, stalking, sex/gender-based intimidation and/or harassment, sexual misconduct, sexual violence. Instances of gender discrimination, in any form, will not be tolerated. Should such issues arise, the college has policies and procedures in place to handle these situations thoroughly, effectively and in a timely manner. These policies are not and should not be construed to be a replacement or alternative for the criminal justice system, rather, they provide avenues through which the campus community may work to create a better environment.

2. The College will:
 1. Respond to and investigate every reported complaint in a timely manner
 2. Provide involved parties with appropriate resources such as connection to legal, mental and physical health care providers, as well as campus policies on gender discrimination
 3. Provide remedies when misconduct is discovered
 4. Impose appropriate sanctions on a case-by-case basis
 5. Protect the privacy of all those involved to the extent it is possible, and where protecting that privacy does not put the individual or others at risk
3. Georgetown College is committed to addressing all forms of gender discrimination through enacting preventative measures, educating the campus community and the establishment of thorough grievance procedures. Georgetown College employees at all levels are responsible for taking reasonable and necessary action to prevent, address, and respond to gender discrimination as permissible by their professional guidelines, which are based on the capacity in which they were hired by the College. For example, those hired as mental health counselors may be exempt from reporting instances of sexual assault if the individual does not pose a threat to themselves or the campus community. However, a faculty member who may also hold a degree in counseling would still be required to report as he/she was hired by the College in the capacity of faculty rather than mental health counselor.

Section 2. Scope of the Policy

1. This policy applies to any form of gender discrimination that is sufficiently severe, pervasive or persistent to deny or limit an individual's ability to participate in or benefit from any program or educational opportunity provided by Georgetown College. Upon notice of gender discrimination, Georgetown College is responsible to take immediate steps to eliminate the harassment, remedy its' effects and prevent its' recurrence. This policy applies to all College-related activities both on and off campus and applies to all individuals involved in these activities. This policy applies to all students, faculty, and staff (hourly or salary) regardless of sexual orientation or gender identity. Any member of the Georgetown College community found in violation of these

policies may be subject to disciplinary action, up to and including expulsion or termination of employment.

2. Likewise, the policy also applies to conduct by third parties, who are not themselves employees or students of Georgetown (such as a visiting speaker, contracted professional or visiting athletic team). The disciplinary actions the College may take will differ depending on the level of control the school has over the harasser. Regardless of the level of disciplinary action that may be taken, Georgetown is committed to remedying the effects of any gender discrimination and preventing its' recurrence.
3. It should be noted that harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum. The policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in a class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics.
4. All members of the Georgetown College community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the College's policy shall be processed even if the reporting party also files a complaint or suit with an outside agency, U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

Section 3. Confidentiality Policy

1. If you are a victim or are aware of an instance of gender discrimination and/or sexual misconduct, we highly encourage you to report. We have resources to offer and may be able to help. There are several options for reporting with differing levels of confidentiality. We will make every effort to keep the report as private as you wish.
2. Certain employees can maintain complete confidentiality and are not required to share the details of the incident with anyone else, unless there

is a concern for your safety or the safety of others. Other employees are required to share certain details of your report with specific professional staff on campus. Likewise, in certain situations the College has Federal reporting requirements. In these cases your information will be shared with as few people as possible and every effort will be made to maintain your privacy.

3. If you are unsure of a staff or faculty member's reporting requirement, please ask. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available so that individuals can make informed choices about where to turn should they become a victim of, or are aware of sex discrimination. The reporting avenues, levels of confidentiality and other College reporting requirements are outlined in Section 8: Reporting Policies and Protocols.
4. All individuals involved in an investigation or adjudication procedure will be informed of the importance of confidentiality.

Section 4. Options for Assistance

1. Assistance immediately after an incident of sexual misconduct

1. If you or someone you know is a victim of sexual assault, the following procedures are encouraged.
 1. Go to a safe place.
 2. Call someone whom you trust and/or
 3. Please consider seeing a medical professional. There are many benefits from doing so. Seek medical care at an emergency room or hospital of your choice. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. If you are planning on filing a criminal complaint, the medical exam must be done within 72 hours of the assault. You may have the exam and then decide not to prosecute. It may be helpful to ask for someone you trust, a Georgetown staff member or a volunteer from the Rape Crisis Center to go with you.
 4. If you want to prosecute, there are steps you can take to help preserve evidence.

You should avoid changing clothes, bathing, douching, urinating or defecating before arriving at the Emergency Room. Urine samples will be necessary to test for any date rape drugs. Do bring extra clothes with you, as clothing may be held as evidence.

2. We encourage you to report any instance of sex discrimination or sexual misconduct to campus personnel so we may provide you with support, assistance and resources. Campus personnel can also assist you in contacting other resources both on and off campus.
 1. Campus Safety: 502-863-8111
 1. Available 24 hours a day
 2. Campus Safety can also connect you with a campus counselor or the Title IX Coordinator in after-hours emergencies
 2. Title IX Coordinator: Tiera Mason, 502-863-8373
 1. To reach after hours please contact Campus Safety at 502-863-8111
 2. Title IX Coordinator Deputy:
 1. Kimberly Chandler, 502-863-7057
 3. Student Wellness Center Counselors: 502-863-7074
 1. To reach after hours please contact Campus Safety at 502-863-8111
 4. Local Law Enforcement: 911 or 502-863-7820
 5. Ampersand (Sexual Violence Resource Center): 859-253-2511
 6. Georgetown Community Hospital: 502-868-1201
 1. Please note this hospital does not offer Sexual Assault Nurse Examiners or "rape kits". UK Chandler Hospital in Lexington, KY offers these services. Their contact number is below.
 7. UK Chandler Hospital: 859-323-5000
 8. Scott County Attorney's Office: (502) 863-7870
3. The College will also offer remedies and/or accommodations for individuals reporting issues of sexual misconduct. Some examples of these are below. No formal complaint or investigation, campus or criminal, need occur before these options are available.
4. The College will:
 1. Inform the reporting party of, and offer to assist in accessing available resources both on and off campus such as mental health counseling, physical health care providers, legal assistance and victim advocacy services.

2. Inform the reporting party of the right to report to local law enforcement and provide assistance if the reporting party so wishes.
3. Offer other security and support services such as:
 1. Issuing a campus no-contact order against an individual who has engaged in or threatens to engage in sexual misconduct, stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
 2. Arranging a change of living, working arrangements or academic accommodations so the reporting party need not face the respondent. Academic accommodations will vary based on the situation and class, but may include things such as assignment rescheduling, taking an incomplete in a class, transferring class sections, temporary withdrawal, alternative course completion options, etc.

5. **Ongoing Assistance**

You may have needs for ongoing support and many questions in the days and weeks following instances of gender discrimination and/or sexual violence. Georgetown College encourages you to utilize the following resources. These resources are available to you whether or not you choose to make an official report or participate in an institutional disciplinary and/or criminal process

1. Counseling and Advocacy Services
 1. On campus: Student Wellness Center: 502-863-7074
 1. Services are free to students
 2. Off campus: Ampersand (Sexual Violence Resource Center) : 853-253-2511
2. Health Care Providers
 1. On campus: Student Wellness Center: 502-863-8201
 1. Services are free to students
 2. Off campus: Georgetown Community Hospital: 502-868-1201
 3. Off campus: UK Chandler Hospital: 859-323-5000
3. Legal Services
 1. Off campus: Scott County Attorney's Office: (502) 863-7870
4. Georgetown College Title IX Coordinator: Tiera Mason 502-863-8373

1. The Title IX Coordinator is trained in issues of sex discrimination and can connect you to resources, answer questions and offer other forms of assistance as appropriate. The Title IX Coordinator can help provide ongoing support with a disciplinary process.

Section 5. Title IX Coordinator

1. The Title IX Coordinator for Georgetown College Tiera Mason. She can be reached at tiera_mason@georgetowncollege.edu or 502-863-8373. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8111. There is also a Deputy Title IX Coordinator tasked with assisting in conducting investigations and implementing policy. The Deputy Title IX Coordinator is Kimberly Chandler and can be reached at Kimberly_horne@georgetowncollege.edu or 502-863-7057.
2. The Title IX Coordinator is responsible for the following:
 1. Oversight and implementation of the Title IX: Gender-Based Discrimination and Sexual Misconduct Policy including investigation and adjudication procedures.
 2. Ensuring all members of the investigation and adjudication teams for gender discrimination are trained in issues specific to gender discrimination and sexual misconduct.
 3. Educating the campus community on reporting requirements for gender-based offenses including when and how to report instances of gender discrimination.
 4. Coordinate trainings for the campus community (students, faculty and staff) on issues of gender discrimination and sexual misconduct.

Section 6. Definitions and Examples

1. **Definitions:** There are many terms used in issues of sex discrimination. The following will provide some common definitions and examples.
 1. **Awareness programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge

and share information and resources to prevent violence, promote safety, and reduce perpetration.

2. **Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
3. **Coercion:** Coercion is unreasonable pressure for sexual activity.
4. **Reporting party:** The alleged victim or individual reporting the issue of sex discrimination.
5. **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 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 unable to communicate unwillingness to act.
6. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 1. The existence of such a relationship shall be 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.
 2. For the purposes of this definition-
 1. Dating violence includes, but is not limited to, sexual or physical
 2. Abuse or the threat of such abuse.
 3. Dating violence does not include acts covered under the definition of domestic violence.
 3. For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
 4. *The Commonwealth of Kentucky currently does not have any laws regarding Dating Violence.*
7. **Domestic Violence:**
 1. Felony or misdemeanor crimes of violence committed –
 1. By a current or former spouse or intimate partner of the victim;
 2. By a person whom the victim shares a child in common;
 3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 5. By any other person against an adult or youth victim who is protected from the person's acts under the

domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2. For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
3. The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:
As used in KRS 403.715 to 403.785:
 1. "Domestic violence and abuse" means physical injury, serious physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple;
 2. "Family member" means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;
 3. "Global positioning monitoring system" means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violated the individual's body; and
 4. "Member of an unmarried couple" means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.

8. **Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
9. **Incapacitation:** Incapacitation is a state where an individual cannot make a rational or reasonable decision because he/she lacks the ability or information to understand the sexual interaction to the fullest extent. Incapacitation can result from mental or physical disabilities, drug or alcohol use, physical restraints, "date-rape" drugs, or anything that affects the individual's ability to make a clear and informed decision. Incapacitation occurs anytime sexual activity takes place where the alleged victim does not understand the "who, what, when, where, why and how."
10. **Intimidation:** Intimidation is the act of using coercion, instilling fear or making threats to induce submission, compliance or acquiescence from another.
11. **Non-Consensual Sexual Contact:**
Non-consensual sexual contact is any intentional sexual touching, however slight with any object, by a man or a woman upon a man or a woman that is without consent and/or by force
12. **Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
13. **Primary Prevention Programs:** Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
14. **Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
15. **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
16. **Respondent:** The alleged perpetrator of any form of gender discrimination
17. **Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.
18. **Retaliation:** Retaliation occurs when an individual seeks a form of revenge against another for a perceived wrong
19. **Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
20. **Sex Discrimination/Sexual Misconduct:** Sex Discrimination and Sexual Misconduct occurs anytime a person's sex becomes a factor or basis in treating them unfairly. Sex Discrimination may also occur when an individual is treated unfairly due to his/her connection with a group or organization that is typically associated with a certain sex. Sex discrimination includes behaviors such as sexual assault, sexual harassment, any non-consensual behavior of a sexual nature, domestic or dating violence, and stalking. Such behaviors could be committed by force, intimidation or use of a victim's incapacity (physical, mental or through the use of drugs or alcohol).
21. **Sexual Assault:** Sexual assault is defined as sexual intercourse or sexual contact with

another person by forcible compulsion and/or without consent. Forcible compulsion may be committed by means such as physical power, coercion or incapacitation. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting. Absence of protest is not consent.

22. **Sexual Contact:** Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
23. **Sexual Exploitation:** Sexual exploitation occurs when a student takes non- consensual or abusive sexual advantage of another for his/ her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:
 1. Invasion of sexual privacy
 2. Non-consensual video or audio-taping of sexual activity
 3. Going beyond the boundaries of consent (such as letting friends view you having consensual sex without the other party knowing)
 4. Sexually-based stalking and/or bullying
 5. Engaging in voyeurism
 6. Knowingly transmitting an STI or HIV to another student
24. **Sexual Harassment:** Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the respondent or by friends of the respondent or others who are sympathetic

to the respondent. In addition, retaliation directed toward a third party due to their participation in a grievance process, or for supporting a grievance may be retaliatory harassment.

3. Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.
4. Types of sexual harassment include:
 1. **Quid Pro Quo:** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
 2. **Retaliatory:** Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the respondent or by friends of the respondent or others who are sympathetic to the respondent. In addition, retaliation directed toward a third party due to their participation in a grievance process or for supporting a reporting party may be retaliatory harassment.
 3. **Hostile Environment:** Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.
25. **Stalking:**
 1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 1. Fear for the person's safety or the safety of others; or
 2. Suffer substantial emotional distress.
 2. For the purposes of this definition –
 1. Course of conduct means two or more acts, including, but not limited

to, acts 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.

2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
3. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3. For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

2. Examples of Sexual Misconduct

Examples of conduct prohibited by this policy include, but are not limited to, the following, when such conduct meets the aforementioned criteria above:

1. Direct or implied threats that submission to sexual advances or rejection of sexual advances will be a condition of employment, work status or assignments, promotion, grades, letters of recommendation, salary, academic standing, or receipt of financial aid;
2. Persistent unwelcome flirtation, advances and/or propositions of a sexual nature, intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that they are not interested) without threat of punishment for noncompliance and without promise of reward for compliance;
3. Repeated insults, humor, jokes, and/or stories that belittle or demean an individual's or group's gender, race, color, religion, or national origin, and physical conduct or verbal innuendo which, because of one's gender, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment.
4. Repeated unwelcome comments of a sexual nature about an individual's body or clothing.

5. A pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere; that is, an atmosphere that demeans or oppresses people simply by virtue of their gender. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs which depict women/men in a derogatory manner, yelling sexist remarks from windows as women/men walk by);
6. Behavior that would cause discomfort or humiliate a reasonable person through one or more of the following:
 1. Inappropriate touching, patting, pinching, unwanted hugging, or brushing against a person's body,
 2. Remarks of a sexual nature about a person's clothing or body,
 3. Remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or other sexually suggestive remarks or insults.

Section 7. Reporting Policies and Protocols

1. Georgetown College encourages all members of the campus community to report instances of gender discrimination and sexual misconduct. You may report if you are a victim, or you are a third party who is aware of an issue of gender discrimination or sexual misconduct. There are various avenues for reporting with varying levels of confidentiality and services available. Certain employees can maintain complete confidentiality and are not required to share the details of the incident with anyone else, unless there is a concern for your safety or the safety of others. Other employees are defined as "responsible employees" as they are required to share your report with the Title IX Coordinator so that Georgetown may take steps to offer you support services, prevent the recurrence of the discrimination, misconduct, etc. In these cases your information will be shared with as few people as

possible and every effort will be made to maintain your privacy. Regardless of the reporting avenue you choose, we will make every effort to keep the report as private as you wish.

If you are unsure of a staff or faculty member's reporting requirement, please ask. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available so that individuals can make informed choices about where to turn should they become a victim of, or are aware of gender discrimination or sexual misconduct. The reporting avenues, levels of confidentiality and other College reporting requirements are outlined below.

2. Retaliation: Retaliation against any individual who makes a report or participates in the reporting or investigation process will not be tolerated.
3. Reporting Avenues
 1. Confidential Reporting
 1. The Student Wellness Center Counselors and health care professionals can provide you with confidential reporting. These employees cannot and will not share the details of your report without your consent. However, should your report indicate there is a concern for your safety or the safety of others, they may have to share some details. They can be reached at 502-863-7074. To reach them after-hours, please contact Campus Safety at 502-863-8111. These individuals can connect you with resources and explain the other reporting options that are available to you as well.
 2. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. If you would like to report to someone off campus, you may also contact the Rape Crisis Center at 859-863-7350.
 2. Private Reporting
 1. You may also report issues of gender discrimination and/or misconduct to any Faculty member or Student Life Staff (Residence Life Staff, Campus Safety, etc.). These individuals are defined as "responsible employees" and are required to share your information with the Title IX Coordinator. Your information will be

shared with as few people as possible. Every effort will be made to keep the details private. The details of your report, to whom you report and the course of action you wish to pursue will determine how your information is shared. A responsible employee should not share information with law enforcement without the reporting party's consent or unless the reporting party has also reported the incident to law enforcement.

2. When a responsible employee is made aware of an incident of gender discrimination or sexual misconduct, the reporting party has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
3. The College will remain ever mindful of the reporting party's well-being, will take ongoing steps to protect the reporting party from retaliation or harm and will work with the reporting party to create a safety plan. Retaliation against any reporting party, whether by students or College employees, will not be tolerated.
3. Title IX Coordinator
 1. The Sexual Misconduct Policy oversight and implementation is the responsibility of the Title IX Coordinator. The Title IX Coordinator for Georgetown College is Tiera Mason. She can be reached at tiera_mason@georgetowncollege.edu or 502-863-8373. To reach her after hours or in an emergency, please contact Campus Safety at 502-863-8111. The Title IX Coordinator is supported by a Deputy Title IX Coordinator, Kimberly Chandler.
4. Local Law Enforcement
 1. You may also report to the Georgetown Police Department. They can be reached via 911 or by calling 502-863-7820. They can assist in filing civil charges. Sexual assault is a criminal offense. Georgetown College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system.
 2. Georgetown Police Department Victims' Advocates. These two employees of the GPD can help guide a victim through what steps to take after experiencing domestic

and/or sexual violence. They can be reached by calling the direct GPD line and asking for a victims advocate.
502-863-7820

4. **Take Back the Night and Other Public Awareness Events**

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "Survivor Speak Outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

5. **College Reporting Requirements**

1. Federal Reporting Obligations

1. Campus officials have a duty to report certain forms of gender based discrimination and/or sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Safety Report.

2. Federal Timely Warning Reporting Obligations

1. Victims of gender discrimination or sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a reporting party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

3. Parental Notification

1. Georgetown College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. The College may contact

parents/guardians to inform them of situations in which there is a health and/or safety risk. Georgetown College also reserves the right to designate which College officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

6. **What to Expect When you Report**

1. If you contact a member of Residence Life (your RA or RD), Campus Safety, faculty or professional staff (not including those hired by Georgetown College as mental or physical health providers):

1. The employee will notify the Title IX Coordinator of the incident.
2. You may be contacted by the Title IX Coordinator regarding the incident.
3. An investigation conducted by a campus employee trained as a Title IX investigator may begin if the individual so chooses or if the incident suggests there is an ongoing threat to the campus community. An investigation does not mean that your personal identity will be revealed to the campus community, nor does it mean that you would ever have to come face to face with the respondent.
4. The Title IX Coordinator will offer to connect you to local police, mental and physical health care providers and legal resources if you so desire.
5. If the respondent is a member of the campus community, the Title IX Coordinator can order the respondent to cease and desist from any intentional contact, direct or indirect, with you. We may also be able to offer housing and/or classroom accommodations so that the reporting party need not face the respondent.
6. You will also be given the opportunity to contact the Georgetown College Counseling Center or another agency in the community such as a rape crisis center.
7. The nature of your report (i.e. sexual assault) may be included in the College's crime statistic log. The crime log does not include personally identifiable information, just that a report of an issue such as sexual assault was taken. Likewise,

should the nature of your report pose a threat to the campus community, general information may need to be shared. This is further explained in the Federal Reporting Obligations section below.

8. If you chose to move forward with a campus judicial process, the individuals who facilitate that process will be notified as well as the respondent.
2. If you contact the Student Wellness Center:
 1. A counselor and/or PA will meet with you on-campus and provide support.
 2. The counselor and/or PA will not share any information of the incident with law enforcement or a member of the Georgetown College community without your consent, unless there is a clear threat to other members of the Georgetown College community, or the individual makes statements of a suicidal/homicidal nature.
 3. The counselor and/or PA will explain reporting options and support you in whatever decision you make regarding reporting or not reporting.
 4. If you choose to file a report with the Title IX Coordinator or law enforcement, a counselor may accompany you and support you through the process if you so desire.
3. If you contact Georgetown Police:
 1. Georgetown Police will meet you on campus to discuss the incident and create a report.
 2. The police will ask you for details of the sex discrimination and explain your legal rights.
 3. They may contact a victim advocacy service or the alleged perpetrator. Their actions will depend on what you report and how you want to proceed.
 4. The police may contact Campus Safety to let them know that they are on campus.
4. If you go to the hospital for an exam:
 1. You may request a sexual assault exam to be completed.
 2. A police officer may be contacted and you may be asked to make a report. The officer is there to collect any evidence obtained during the exam.

3. If you consent to make a police report, the Commonwealth of Kentucky will pay for the exam and the exam will not be billed to your insurance.
4. If you are 18, your parents will not be notified without your consent.
5. Making a report and completing an exam preserves the option to prosecute, but does NOT commit an individual to pressing charges.
6. You may request a member of Georgetown College community, the Counseling Center, a Georgetown Police Department Victims Advocate or an advocate from Ampersand (Sexual Violence Center) to accompany you to the exam.

Section 8. Investigation Procedures and Protocols

1. The College will investigate all reports of gender discrimination and sexual misconduct. However, the level and scope of the investigation may in some cases be decided by the reporting party. Responsibility for the investigation model is assigned to the Title IX Coordinator. The Title IX Coordinator oversees the training and implementation of the investigator team. In instances of employee on student investigations college legal counsel may also be part of the investigation to ensure legal guidelines and processes are met for all parties.
2. **Investigations**

Investigations with willing participants provide the most thorough and effective processes. Investigations of alleged sex discrimination and sexual misconduct will be handled using an Investigator Model. In this model, an investigator(s) serves as a neutral fact-finder who will interview the reporting party, the respondent, any witnesses, and also gather any other evidence as necessary. The lead investigator will be assigned by the Title IX Coordinator and will be trained in issues of gender discrimination and sexual misconduct. Issues such as impartiality, appropriateness (based on involved parties), fit, etc. will be considered in appointing the lead investigator on any case. The lead investigator may interview the reporting party, the respondent, witnesses, any parties with potentially relevant information, review video footage, and investigate any other appropriate

avenues that may provide pertinent information. The investigator will keep both the reporting party and the respondent apprised of their rights and the status of the process. The investigator will compile all the investigation material into a report.

The report will be submitted to the Chair of the Hearing Committee who will make a determination of charges. Should a hearing be deemed necessary, the report will be given to the Hearing Committee for adjudication. The steps of the process are outlined in Section 9. *Grievance and Adjudication Procedures*.

3. **Investigations and Requests for Confidentiality**

If a reporting party discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all individuals, including the reporting party.

If the College honors the request for confidentiality, the reporting party must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the College may not be able to honor a reporting party's request not to investigate in order to provide a safe, non-discriminatory environment for all students.

When weighing a reporting party's request for confidentiality or that no investigation or discipline be pursued, the College will consider a range of factors, including, but not limited to, the following:

1. The severity of the alleged act of gender or sexual based violence based on issues such as level of violence, aggression, brutality, intensity, persistence and duration of the act/s
2. The increased risk that the respondent will commit additional acts of gender or sexual based violence, such as:
 1. Whether there have been other gender or sexual based violence complaints about the same respondent ;
 2. Whether the respondent has a history of arrests or records from a prior school indicating a history of violence;
 3. Whether the respondent threatened further gender or sexual based violence or other violence against the victim or others;
 4. Whether the violence was committed by multiple perpetrators;

5. Whether the violence was perpetrated with a weapon;
6. Whether the reporting party is a minor;
7. Whether the College possesses other means to obtain relevant evidence of the gender or sexual based violence (e.g., security cameras or personnel, physical evidence); or
8. Whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Note: This list is illustrative and not meant to be exhaustive.

3. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. The college reserves the right to initiate a complaint, to serve as the reporting party, and to initiate conduct proceedings without a formal complaint by the alleged victim of misconduct. If the College determines that it cannot maintain a reporting party's confidentiality, the College will inform the reporting party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College may not require a victim to participate in any investigation or disciplinary proceeding. Because the College is under a continuing obligation to address the issue of gender and sexual based violence campus-wide, reports of gender or sexual based violence (including non-identifying reports) will also prompt the College to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported violence occurred, increasing education and prevention efforts, conducting climate assessments/victimization surveys, and/or revisiting its policies and practices.

If the College determines that it can respect a reporting party's request for confidentiality, the College will also take immediate action as necessary to protect and assist the reporting party. The College will offer remedies and/or accommodations to the reporting party. Some examples of these are below. No formal

complaint or investigation, campus or criminal, need occur before these options are available. The College will:

1. Inform the reporting party of, and offer to assist in accessing available resources both on and off campus such as mental health counseling, physical health care providers, legal assistance and victim advocacy services.
2. Inform the reporting party of the right to report to local law enforcement and provide assistance if the reporting party so wishes.
3. Offer other security and support services such as
 1. Issuing campus a no-contact order against a campus community member who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
 2. Arranging a change of living, working arrangements or academic accommodations so the reporting party need not face the respondent. Academic accommodations will vary based on the situation and class, but may include things such as assignment rescheduling, taking an incomplete in a class, transferring class sections, temporary withdrawal, alternative course completion options, etc.

4. **Confidentiality**

All individuals involved in an investigation and/or adjudication process will be informed of the importance of confidentiality and may be asked to sign a confidentiality statement. Conversations and information that result from an investigation or disciplinary proceeding are private and should not be shared.

5. **Time Frames**

Investigations will be conducted in reasonable and prompt timeframes with a goal for resolution of any gender or sex based discrimination complaint being 60 days. Certain issues, such as the point in the semester when the incident is reported may result in prolonged investigations. For example, conducting interviews during semester breaks may be more challenging as students, faculty or staff may be away.

Every effort will be made to find resolution within the 60 day time frame. If the incident is also being investigated by local law enforcement, the campus process need not wait for the outcome of the criminal justice system process before making a final determination.

Section 9. Grievance/Adjudication Procedures

1. **Hearing Committee**

Mediation is never an appropriate means for handling issues of gender discrimination or sexual misconduct. Gender or sex discrimination hearings will be heard by a Hearing Committee. All members have been trained in issues of gender discrimination and sexual misconduct. This committee may be composed of staff and faculty and will represent both genders. The committee chair will be the Director of Student Accountability or a designee approved by the title IX coordinator and serve as a voting member. At least 3 voting members must be present for a hearing to take place with no more than 5 sitting on any hearing. Both the respondent and reporting party may bring an advocate to each stage of the hearing. In instances of employee on student hearings an Executive Hearing Committee will be composed. The Executive Hearing Committee Chair will be the Director of Human Resources or his/her designee and will serve as a facilitator, but not a voting member. The Director of Human Resources will appoint a Hearing Committee as appropriate based on the status of the involved parties. All members will be trained in issues of gender discrimination and sexual misconduct. Both the student and employee may bring an advocate to each stage of the hearing. College legal counsel may also be present to ensure legal rights of both students and employees are met. To prevent bias and impartiality, Hearing Committee members will be informed of the names of the reporting party and respondent prior to the hearing. Should circumstances arise in which a Hearing Committee member cannot be impartial and/or there is a conflict of interest, that member will be replaced with another. For example, if a hearing committee member is a relative or supervisor of one of the individuals involved in the report, their impartiality may be compromised making it inappropriate for them to hear that particular case. Hearing Committee members are expected to recuse themselves from hearings in which they identify a potential bias.

Likewise, both the reporting party and the respondent may petition that a member of the Hearing Committee member be replaced due to bias. Any concerns with a hearing committee member's impartiality or fit should be brought to the attention of the Title IX Coordinator. The Title IX Coordinator will have final say on who sits on the committee and hears any particular case.

Georgetown College's Executive Cabinet reserves the right to serve as the Hearing Committee in instances of extreme and/or unique nature.

2. **Standard of Proof**

The standard of proof used for hearing cases of gender discrimination and sexual misconduct will be preponderance of the evidence or "more likely than not". Findings of responsible or not responsible for gender discrimination or sexual misconduct cases will be made based on this standard of proof in determining if a violation occurred.

3. **Reporting Party and Respondent Rights:**

1. The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities.
2. The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire.
3. The right to have complaints of gender discrimination and sexual misconduct responded to quickly and with sensitivity.
4. The right to be notified of available counseling, mental health or student services, both on campus and in the community.
5. The right to investigation and appropriate resolution of all credible complaints of gender discrimination and sexual misconduct made in good faith to College administrators.
6. The right to be notified of the identity of the lead investigator and requests for interview with appropriate time to prepare a statement.
7. The right to be treated with respect by College officials.
8. The right to preservation of confidentiality, to the extent possible and allowed by law.
9. The right to a hearing closed to the public.
10. The right to a hearing in which the respondent and reporting party need not be in the same room at the same time.

11. The right to be present for all testimony given and evidence presented before the Hearing Committee. Note: If the respondent and reporting party choose not to be in the room at the same time technology such as Skype or speaker phone can be used to accommodate this thereby still allowing both parties to hear all testimony given and evidence presented.
12. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
13. The right to a campus accountability outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
14. The right to appeal the finding and sanction of the Hearing Committee in accordance with the standards for appeal.
15. The right to a fundamentally fair hearing, as defined in these procedures.
16. The right to have College policies and procedures followed without material deviation.

4. **Individuals Present at the Hearing**

Those present at the hearing will include:

1. 3 or 5 members of the Hearing Committee
2. The reporting party
3. The respondent
4. The Title IX Investigator/s
5. Advocates: Both the reporting party and the respondent may have one advocate present during the hearing. This may be a College official, legal counsel, friend, parent, etc. The reporting party/respondent may confer with their advocate, but the advocate may not participate in the hearing.
6. Witness(es) may be called to provide statements.
7. In instances of employee on student cases legal counsel may also be present

If any party is uncomfortable being in the same room for the hearing, accommodations may be made such as using Skype, thereby allowing the hearing to take place without direct confrontation.

5. **Notification of Hearing**

All parties whose presence is requested at the hearing will be notified in writing seven calendar days prior to the hearing. Notifications will be made via campus email by the Title IX Coordinator. The reporting party and respondent will be notified of the following:

1. The time and location of the hearing.
2. Notice of the alleged violations within the complaint including the nature of the violation
3. The name of the lead investigator
4. Possible sanctions should the respondent be found responsible for a violation
5. The names of the members of the Hearing Board assigned to the case. Neither the respondent nor the reporting party may directly or indirectly contact any member of the Hearing Committee prior to the hearing.
6. The names of all witnesses who will be called at the hearing, except in cases where a witness' identity may not be revealed for compelling safety reasons. Upon review of witnesses to be called, either the respondent or reporting party may request that additional witnesses be called. This request should be made to the Title IX Investigator in writing via campus email. The Title IX Investigator will determine if the new witnesses will be added to the hearing. If added, the reporting party and respondent will be notified no less than 48 hours prior to the hearing. Witnesses may be added no later than 48 hours prior to the hearing.
7. All documentary evidence to be presented at the hearing (subject to confidentiality limitations imposed by state and federal law). Both the reporting party and the respondent have the opportunity to review this at least 48 hours prior to the hearing. Requests to review this evidence should be made in writing via campus email to the Title IX Investigator.
8. The rights nature, rules and procedures of the campus conduct process as outlined in this policy.

6. **Hearing Steps**

The Investigator Report will be given to the Hearing Committee Chair who will make a determination of charges and if necessary, request a committee be convened and a hearing scheduled. The hearing steps are as follows:

1. **Introductions:** The hearing will be facilitated by the Hearing Committee chair and begin with introductions.
2. **Presentation of Investigator Report:** The lead investigator will present the report to the Hearing Committee.
3. **Questioning:**

1. Members of the Hearing Committee will be given the opportunity to ask questions of the respondent, the reporting party and/or the investigator.
2. The respondent and reporting party may not directly ask questions of each other or any witnesses. Should such a question arise, the reporting party or respondent will in writing submit the question to the Committee Chair. The Committee Chair will determine the appropriateness and/or usefulness of the question and then present the question or deny it.
3. Questions about prior sexual conduct with any individual other than the respondent are prohibited
4. Evidence of a prior consensual dating or sexual relationship between the respondent and reporting party does not imply consent or preclude a finding of gender discrimination or sexual misconduct.
4. **Witnesses and other evidence:** Any witnesses or individuals with relevant information will then be called. Video footage and other types of evidence will be reviewed. The Hearing Committee will first be allowed to ask questions of witnesses. The reporting party and respondent will then be permitted to ask questions of witnesses. Witnesses will be called as needed, questioned and dismissed. Witnesses will be present only for the portion of the questioning that applies to them directly.
5. **Statements:** The reporting party and the respondent will then both be given a chance to make a statement after all questioning is finished.
6. **Dismissal:** At this point the reporting party, respondent, investigator, advocates, witnesses and any other individuals will then all be dismissed leaving only the Hearing Committee.
7. **Deliberation:** The Hearing Committee will deliberate and make a determination of responsible or not responsible for the respondent.
8. **Sanctioning:** If a determination of responsible is reached, the board will then be made aware of any past Student Code of Conduct issues and then assign sanctions.

7. **Charges**

1. **Coercion:** Coercion is unreasonable pressure for sexual activity.

2. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 1. The existence of such a relationship shall be 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.
 2. For the purposes of this definition-
 1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 2. Dating violence does not include acts covered under the definition of domestic violence.
 3. For purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
3. **Domestic Violence:** (i) Felony or misdemeanor crimes of violence committed –
 1. By a current or former spouse or intimate partner of the victim;
 2. By a person whom the victim shares a child in common;
 3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 5. By any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(ii) For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Commonwealth of Kentucky has the below listed definitions for use in domestic violence situations:

As used in KRS 403.715 to 403.785:

 1. "Domestic violence and abuse" means physical injury, serious

- physical injury, sexual abuse, assault, or the infliction of fear of imminent physical injury, serious physical injury, sexual abuse, or assault between family members or members of an unmarried couple;
 2. "Family member" means a spouse, including a former spouse, a grandparent, a parent, a child, a stepchild, or any other person living in the same household as a child if the child is the alleged victim;
 3. "Global positioning monitoring system" means a system that electronically determines a person's location through global positioning satellite technology, radio frequency technology, or a combination thereof and reports the location of an individual through the use of a transmitter or similar device worn by that individual and that transmits latitude and longitude data to a monitoring entity. The term does not include any system that contains or operates global positioning system technology, or any other similar technology, that is implanted or otherwise invades or violated the individual's body; and
 4. "Member of an unmarried couple" means each member of an unmarried couple which allegedly has a child in common, any children of that couple, or a member of an unmarried couple who are living together or have formerly lived together.
- 4. Non-Consensual Sexual Contact:**
- Non-consensual sexual contact is any intentional sexual touching, however slight with any object, by a man or a woman upon a man or a woman that is without consent and/or by force
- 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 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 unable to communicate unwillingness to act.

Types of Non-Consensual Sexual Contact include:

1. **Force:** the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
2. **Incapacitation:** Incapacitation is a state where an individual cannot make a rational or reasonable decision because he/she lacks the ability or information to understand the sexual interaction to the fullest

extent. Incapacitation can result from mental or physical disabilities, drug or alcohol use, physical restraints, "date-rape" drugs, or anything that effects the individual's ability to make a clear and informed decision. Incapacitation occurs anytime sexual activity takes place where the alleged victim does not understand the "who, what, when, where, why and how"

3. **Intimidation:** Intimidation is the act of using coercion, instilling fear or making threats to induce submission, compliance or acquiescence from another.
5. **Retaliation:** Retaliation occurs when an individual seeks a form of revenge against another for a perceived wrong
6. **Sexual Assault:** Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion and/or without consent. Forcible compulsion may be committed by means such a physical power, coercion or incapacitation. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting. Absence of protest is not consent.
7. **Sex or Gender Discrimination:** Sex or Gender Discrimination occurs anytime a person's sex or gender becomes a factor or basis in treating them unfairly. Sex or Gender Discrimination may also occur when an individual is treated unfairly due to his/her connection with a group or organization that is typically associated with a certain sex or gender.
8. **Sexual Exploitation:** Sexual exploitation occurs when a student takes non- consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:
 1. Invasion of sexual privacy
 2. Non-consensual video or audio-taping of sexual activity

3. Going beyond the boundaries of consent (such as letting friends view you having consensual sex without the other party knowing)
 4. Sexually-based stalking and/or bullying
 5. Engaging in voyeurism
 6. Knowingly transmitting an STI or HIV to another student
9. **Sexual Harassment:** Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the respondent or by friends of the respondent or others who are sympathetic to the respondent. In addition, retaliation directed toward a third party due to their participation in a grievance process or for supporting a grievance may be retaliatory harassment.
 3. Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.

Types of sexual harassment include:

1. **Quid Pro Quo:** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience.
2. **Retaliatory:** Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual. This can also include retaliating against the victim by the respondent or by friends of the respondent or others who are sympathetic to the respondent. In addition, retaliation directed toward a third party due to

their participation in a grievance process or for supporting a reporting party may be retaliatory harassment.

3. **Hostile Environment:** Such conduct is sufficiently severe, pervasive and persistent so as to alter the conditions of, or have the effect of substantially interfering with, an individual's educational opportunity by creating an intimidating, hostile, or offensive environment.
10. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or For the purposes of this definition –
1. Fear for the person's safety or the safety of others; or
 2. Suffer substantial emotional distress.
 3. Course of conduct means two or more acts, including, but not limited to, acts 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.
 4. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.
 5. Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting
8. **Sanctions**
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. The chart below provides a guideline of suggestions sanctions based

on charges. This is meant to be only a guideline. The specific sanctions assigned will vary based on the details and severity of the incident.

1. 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.
2. 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.
3. Forced Change of Residency: Requires the movement of the student from one residence hall area to another.
4. Removal from Campus Housing: Requires the student to vacate campus housing by a designated time.
5. 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.
6. Fines: An appropriate fine may be levied for policy violations or damages incurred.
7. Restitution: Loss encumbered by the individual or College as a result of the student's code of conduct violation.
8. 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.
9. Loss of Privileges.
10. Educational Sanctions: Requires actions such as conducting research, writing essays, participation in counseling, etc.
11. Disciplinary Probation: May include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.
12. 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.

13. 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.
14. 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.
15. Expulsion: Termination of student status for an indefinite period of time. The chart below provides a guideline of suggestions sanctions based on charges. This is meant to be only a guideline. The specific sanctions assigned will vary based on the details and severity of the incident.

The chart below provides a guideline of suggestions sanctions based on charges. This is meant to be only a guideline. The specific sanctions assigned will vary based on the details and severity of the incident.

Suggested Sanctions

Charge	Oral or Written Reprimand	Campus Housing Removal	Loss of Privileges	Educational Authorizations	Disciplinary Probation	Deferred Suspension
Coercion	X	X	X	X	X	
Dating Violence	X		X	X	X	X
Domestic Violence	X			X	X	X
Non-Consensual Sexual Contact		X	X	X	X	X
Retaliation Sexual Assault	X	X	X		X	
Sex or Gender Discrimination	X			X	X	X
Sexual Exploitation	X	X	X	X	X	X
Sexual Harassment	X			X	X	X
Stalking	X	X	X	X	X	X

9. Notification of Outcome

In gender discrimination cases, both the respondent and reporting party will be notified simultaneously, in writing via campus email of the outcome within 48 hours of completion of the hearing. The reporting party will also be notified of any sanctions assigned to the respondent that may impact the reporting party. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

10. Appeals

1. Both the reporting party and the respondent are granted one opportunity for appeal.
2. All decisions made and sanctions imposed by the initial hearing body are to be implemented during the appellate process. At the discretion of the Vice President for Student Life, implementation of sanctions may be stayed pending appellate review. This may be done only in extremely exigent circumstances and may or may not include considerations such as proximity to graduation, end of term, exams or housing needs.
3. Appeals hearings are not intended to be full re-hearings.
4. Appeals decisions are to be deferential to the original hearing-committee, making changes only where there is clear error and/or compelling justification to do so. The original finding and sanction(s) are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party(ies) to show clear reasoning for a reversal or sanction adjustment.

11. Appellate Committee

1. Membership of the appellate committee will be comprised of at least 3 members of Executive Cabinet and/or Human Resources.
2. Appellate committee membership will be comprised taking into consideration the parties involved in the case.

12. Requesting an appeal

1. Appeal requests should be submitted in writing by campus email to the Title IX Coordinator within 48 hours of notification of outcome of the initial hearing.
2. If the appeal request is not timely or substantively eligible, the finding and sanction(s) assigned by the original hearing committee will stand. That decision is final.
3. Appeal requests may be made on the following grounds:
 1. An excessive or inappropriate sanction was given;
 2. Procedural errors or bias existed in the initial hearing that were sufficient enough to deny a fair hearing process;
 3. Lack of sufficient evidence to support the finding; or

4. Admission of new material or evidence that is not merely corroborative or repetitive and was not present at the time of the initial hearing.

4. A request for an appeal does not necessarily mean that one will be granted.
5. In deciding if an appeal hearing will be granted, the Appellate Committee will review any documentary evidence provided during the initial hearing. The Appellate Committee will also have opportunity to ask both the Investigator and Hearing Committee Chair questions about the initial hearing.
6. The Appellate Committee will decide within 7 calendar days of an appeal request if the appeal hearing will be granted. This will be communicated to the appellant in writing with the date, time and location of the appeal hearing.
7. The Appellate Committee may call witnesses as appropriate. The names of all witnesses who will be called at the appeal hearing, except in cases where a witness' identity may not be revealed for compelling safety reasons, will be communicated to the appellate no later than 48 hours prior to the appeal hearing.
8. The appellant will have at least 48 hour notice prior to the scheduled appeal hearing.

13. Appeal Process

1. The following individuals will be present at the appeal hearing:
 1. The Appellate Committee
 2. The appellant
 3. The appellant may bring 1 advocate. This may be a College official, legal counsel, friend, parent, etc. The appellant may confer with the advocate, but the advocate may not participate in the hearing. The name of any advocate must be provided to the Title IX Coordinator via campus email at least 48 hours prior to the hearing.
2. The Appellate Committee will hear the statement of the appellate, review any new evidence and ask any relevant questions.
3. The appellate will then be dismissed and the committee will deliberate and make a determination.
4. In Appellate Committee decisions, if it is determined

1. The sanction(s) given by the initial hearing committee was inappropriate, the appellate committee may assign a new sanction(s)
2. Procedural errors or bias existed in the initial hearing that were sufficient enough to deny a fair hearing process, the appellate committee will require a new hearing committee be constituted to reconsider the matter. The re-hearing will follow all guidelines outlined in the initial hearing process. The outcome can in turn be appealed, once.
3. There was a lack of sufficient evidence to support the finding, the Appellate Committee may assign a different finding and sanction(s)
4. There is new material or evidence (that is not merely corroborative or repetitive and was not present at the time of the initial hearing) to be considered, the initial hearing body will be asked to re-hear the matter taking into account the new evidence. The re-hearing will 1) focus only the new material or evidence and not be a complete repetition of the initial hearing and 2) follow all guidelines outlined in the initial hearing process. The outcome can in turn be appealed, once.

14. Notification of Appeal Hearing and Outcome

1. Should an appeal hearing be granted, both parties will be informed of the outcome in writing via campus email within 48 hours of the decision.
2. Should an appeal hearing result in a re-hearing, all appeal request-related documents will be shared with all parties.
3. Should an appeal hearing result in a re-hearing, the re-hearing will follow all guidelines outlined in the initial hearing process. The outcome of that hearing can in turn be appealed, once.

15. Example of the appeals process:

1. *If a hearing board finds the respondent responsible for gender discrimination sexual misconduct, the respondent may appeal that decision (in writing within 7 calendar days of the decision). The appeal hearing will be set. The outcome of the appeal hearing will be shared with both the respondent and the reporting party. If the respondent is found not responsible for a gender discrimination or*

sexual misconduct violation through the appeal hearing, the reporting party has seven calendar 48 hours after being notified of the outcome to appeal that decision. After this, both parties have exhausted their appeal rights.

2. *If a hearing board finds the respondent non-responsible for gender discrimination or sexual misconduct, the reporting party may appeal that decision (in writing within 7 calendar days of the decision). The appeal hearing will be set. The outcome of the appeal hearing will be shared with both the respondent and the reporting party. If the respondent is found responsible for a gender discrimination or sexual misconduct violation through the appeal hearing, the respondent has 48 hours after being notified of the outcome to appeal that decision. After this, both parties have exhausted their appeal rights.*

16. Timeline Estimates for Major Stages of the Process

1. Please refer to Sections 4: Options for Assistance, 8: Investigation Procedures and Protocols and 9: Grievance/Adjudication Procedures for full details on each step of the process. The summary below is meant to provide a rough timeline of what to expect when moving through the reporting, investigation and resolution process. Investigations will be conducted in reasonably prompt timeframes with a goal for resolution being 60 days from the initial report to the end of the hearing/appeals process. Certain issues such as the point in the semester when the incident is reported may result in prolonged investigations. For example, conducting interviews during semester breaks may be more challenging as students, faculty or staff may be away. Every effort will be made to find resolution within the 60 day time frame. If the incident is also being investigated by local law enforcement, the campus process need not wait for the outcome of the criminal justice system process before making a final determination.

1. **Safety Precautions:** Once the institution becomes aware of an instance of sex discrimination we will immediately take any interim measures to ensure the safety of the individual and campus community. Likewise we will take steps to offer the reporting party interim options for

support and remedy. These may include things such as issuing a timely warning statement or no-contact orders, offering a change of housing, offering counseling services, etc.

2. **Investigations:** The length of the investigation will vary widely based on the situation. Investigations will involve meeting with the individuals involved, taking statements, reviewing and gathering any other evidence (such as video footage), talking with witnesses, corroborating statements, meeting with College personnel, etc. This process will begin immediately upon receiving a complaint. Our goal is to be extremely thorough in gathering information so this process may take several weeks.
3. **Hearings:** Hearings will be scheduled providing at least a seven day notice. This will allow both parties time to review the allegations and evidence to be submitted.
4. **Resolution:** The Hearing Committee will deliberate after the hearing is completed and in most circumstances will make a determination of responsibility immediately. There may be instances in which they request additional information or interviews. In these cases the goal will be to gather the additional information/ interviews and complete the hearing within seven calendar days. Should such an instance occur, both the reporting party and respondent will be notified that an extension in the hearing process has been requested and other information is being gathered.
5. **Notification of Outcome:** Once a determination of responsibility is made, within 48 hours both the reporting party and the respondent will be notified of the outcome simultaneously, in writing via their campus email.
6. **Appeals:** Appeals must be submitted in writing within 48 hours of notification of outcome. The Appellate Committee will

decide within seven calendar days of an appeal request if the appeal will be heard. If an appeal is granted, the hearing will be scheduled giving the appellant at least 48 hour notice prior to the scheduled hearing. Both the reporting party and the respondent have one appeal opportunity.

7. **Notification of Appeal Outcome:** Once a determination is made, within 48 hours both the reporting party and the respondent will be notified of the outcome simultaneously, in writing via their campus email.

17. **Confidentiality**

All individuals involved in an investigation or adjudication procedures will be informed of the importance of confidentiality and in some instances may be asked to sign a confidentiality statement. Conversations and information that result from an investigation or disciplinary proceeding are private and should not be shared.

18. **Retaliation**

No student or employee shall be subject to any form of reprisal or retaliation for having made a good faith complaint under the College's Title IX Policy or for participating in an investigation of such complaint. Appropriate steps will be taken to protect employees and students from retaliation.

19. **Jurisdiction**

These policies apply to any student, staff and employee of Georgetown College and are not affected by the location in which the sex discrimination and/ or misconduct incident occurs.

20. **Statute of limitations**

There is no statute of limitations on reporting gender discrimination or sexual misconduct. However, please be aware that services may be the most effective when incidents are reported immediately.

Section 10. Prevention and Education

Georgetown College has several avenues for preventing issues of gender discrimination and sexual misconduct by educating the campus community. Some of the highlights are below

1. Bystander Intervention Training: The Student Wellness Center is trained in Green Dot Bystander Intervention Training and facilitates this program yearly.
2. Awareness and Educational Campaigns: Several Student Life offices such as Residence Life, Georgetown Activities Council, the Student Wellness Center, Greek Life and student organizations under faculty supervision conduct programs throughout the year on topics such as dating violence, sexual assault myths, making healthy choices, sexual violence awareness, etc.
3. Orientation educates new students every fall on issues of sex discrimination, Georgetown's sex discrimination policies, how to report and resources available to them.
4. My Student Body is an online program required of all new students. One of the tracts focuses on sex discrimination and sexual violence. Students are educated and tested on the issue.
5. The Title IX Coordinator educates the campus employees on issues of sex discrimination and how to report these issues. Likewise, the Title IX Coordinator trains campus employees on how to sensitively handle such reports.
6. Georgetown College provides ongoing prevention and awareness programs in the area of sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking. Georgetown College provides an annual, mandatory online training to all employees using Moodle in which they are taught about sexual misconduct, reporting requirements, reporting avenues and fraternization guidelines. Georgetown College provides a training program for all new students through EverFi called Haven (<http://www.everfi.com/haven>). Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:
 1. Key definitions and statistics
 2. Reflective and personalized content - Bystander skill and confidence-building strategies
 3. Campus-specific policies, procedures and resources - Rich data summaries to inform future programming

discrimination and sexual misconduct. Training for faculty and staff on issues of gender discrimination and sexual misconduct is the responsibility of the Title IX Coordinator. Staff are trained annually on what constitutes gender discrimination and sexual misconduct, their reporting responsibilities, how to handle reports of gender discrimination or sexual misconduct with a trauma-informed approach and campus resources. Likewise, any individual involved in investigating or adjudicating issues of gender discrimination or sexual misconduct undergoes training prior to engaging in such responsibilities. Trainings are conducted by the Title IX Coordinator in collaboration with other experts versed in gender discrimination and sexual misconduct issues.

Section 11. Training

Georgetown is committed to ensuring all employees are trained in a trauma-informed approach to issues of gender

Who to Call

Who to Call

Academic Fairness and Policy: The Academic Ombud

Academic Fairness, Course Concerns, Honor Code Violations

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

ombud@georgetowncollege.edu

502 863-8169

Accommodations, Academic Planning, and Tutors: Student Services

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

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

accommodations@georgetowncollege.edu

502 863-7073

academic_success@georgetowncollege.edu

502 863-7070

Billing and GCards: Student Accounts

Bills, Payment Plans, Student ID card

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

student_accounts@georgetowncollege.edu

502 863-8700

Campus Organizations

Clubs, Fraternities and Sororities, Student Groups

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

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

Campus Safety

Parking, Safety Escort, Unlocks

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

502-863-8111 or 502-542-9238

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

Counseling and Therapy: The Counseling Center

Counseling Appointments, Mental Health, Student Resources

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

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

counseling@georgetowncollege.edu

502 863-8062

Diversity and Inclusion: The Office of Diversity and Inclusion

Diverse Groups, Campus Inclusion

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

diversity@georgetowncollege.edu

502 863-7047

Faith and Service

local services, student-led ministry, Spiritual counseling

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

Bryan_Langlands@georgetowncollege.edu

502.863.8153

Financial Planning: The Student Financial Planning Office

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

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

fp@georgetowncollege.edu

502 863-8027

Illness: Health Clinic

Medical Appointments, Vaccines

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

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

502 863-8201

Information Technology Services

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

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

helpdesk@georgetowncollege.edu

502-863-8000

Jobs, Internships & Graduate School: Calling and Career

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

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

callingandcareer@georgetowncollege.edu
503-863-8004

Maintenance Requests

Maintenance Needs

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

Residence Life: Housing

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

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

housing@georgetowncollege.edu
502-863-8371

Registration and Transcripts: The Registrar

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

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

registrar@georgetowncollege.edu
502.863.8024

Sexual Misconduct and Gender Discrimination: Title IX

Reporting Sexual Misconduct or Discrimination, rights under title ix

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

titleX@georgetowncollege.edu

502 863-8373

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

Anonymous Reporting

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

redflag@redflagreporting.com

877 647-3335