



# Student Handbook

# Table of Contents

<b>Student Handbook (2023-2024)</b>	3	II.1 General Grievance Procedures for All Formal Complaints of Section II	
<b>General Information</b>	3	Prohibited Sexual Conduct	66
The Mission of the College	3	II.2 Specific Grievance Procedures for Student-Student or Employee-	
Student Life Mission	3	Student Misconduct	68
Georgetown College Non-Discrimination Statement	3	II.3 Specific Grievance Procedures for Employee-Employee or Student-	
Family Educational Right and Privacy Act (FERPA)	3	Employee Misconduct	69
Drug-Free Schools Notification	6	II.4. Remedies and Sanctions	70
Non-Academic Complaint Procedures	10	II.5 Appeals	71
Academic Ombud	10	II.6. Record Keeping	71
Bias and Discrimination Reporting	11	<b>Appendices</b>	71
<b>Student Policies</b>	11	Definitions	71
Honor System	11	Title IX Resources Information	76
Student Code of Conduct	15	Sanctions and Remedies	78
Student Life and Housing Policies	24	Visual Representation of Title IX grievance process	81
Campus Parking and Vehicle Policy	35	<b>Who to Call</b>	82
Student Organizations	37	<b>Academic Fairness and Policy: The Academic Ombud</b>	82
Technology Ethics	38	<b>Accommodations, Academic Planning, and Tutors: Student</b>	
<b>Disability and Accommodations</b>	39	<b>Services</b>	82
Attendance Accommodation Guidelines	39	<b>Billing and GCards: Student Accounts</b>	82
Accommodation Process	39	<b>Cafeteria and Mulberry Café Hours and Meal Plans</b>	83
Assistance Animal / Emotional Support Animal in Student Housing	40	<b>Campus Organizations</b>	83
Service Animals Policy	43	<b>Campus Safety</b>	83
Disability Service Resolution and Grievance Process	45	<b>Counseling and Therapy: The Counseling Center</b>	83
<b>Title IX: Gender-Based Discrimination and Sexual</b>		<b>Diversity and Inclusion: The Office of Diversity and</b>	
<b>Misconduct Policy</b>	46	<b>Inclusion</b>	84
<b>Title IX Prohibited Conduct and Sexual Misconduct</b>		<b>Faith and Service</b>	84
<b>Policy</b>	46	<b>Financial Planning: The Student Financial Planning</b>	
<b>Introduction</b>	46	<b>Office</b>	84
Notification	47	<b>Illness: Health Clinic</b>	84
Title IX Coordinator	48	<b>Information Technology Services</b>	85
College's Response to Prohibited Conduct	49	<b>Jobs, Internships &amp; Graduate School: Calling and</b>	
Retaliation	52	<b>Career</b>	85
Definitions	53	<b>Maintenance Requests</b>	85
Visual Representation of Title IX grievance process	58	<b>Residence Life: Housing</b>	85
<b>Section I - Title IX Prohibited Conduct</b>	58	<b>Registration and Transcripts: The Registrar</b>	86
I.1 Grievance Procedures for Formal Complaints of Section I Title IX		<b>Sexual Misconduct and Gender Discrimination: Title</b>	
Prohibited Conduct	59	<b>IX</b>	86
I.2. Determination Regarding Responsibility	63	<b>Student Complaints</b>	86
I.3. Informal Resolution Process	64	<b>Unethical or Unsafe Behavior When a GC Office Can't</b>	
I.4. Record Keeping	64	<b>Help: Red Flag Reporting</b>	86
I.5. Appeals	65		
I.6. Prevention and Education	65		
I.7. Training	66		
<b>Section II - Sexual Misconduct</b>	66		

# Student Handbook (2023-2024)

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

## Resource Phone Numbers

- Student Life Office: 502-863-8004
- Campus Safety: 502-863-8111
- Counseling Center: 502-863-8062
- Disability Services: 502-863-7073
- Health Services: 502-863-8201
- Title IX: 502-863-7073

## General Information

### The Mission of the College

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

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

## Georgetown College Non-Discrimination Statement

As a Christian institution, Georgetown College builds community through admissions, hiring and promotion policies based on merit, qualification, and character. As a matter of policy and in compliance with state and federal

laws, Georgetown College operates on the principle of non-discrimination. Georgetown College does not discriminate, either in the admission of students, hiring and promotion of employees, or in the administration of any educational policies, programs, or activities on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender, gender identity, age, disability, or veteran status. Because the College is primarily residential in nature, Georgetown College reserves the right to restrict admissions to undergraduate programs on the basis of sex due to limitations in the availability of campus housing, if necessary. The College may use religion as a factor in making faculty employment decisions and in Board of Trustees appointments. This policy is in compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Inquiries or concerns should be directed to the Director of Human Resources or the Title IX Coordinator at 502-863-8000.

## Family Educational Right and Privacy Act (FERPA)

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

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

record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or

lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

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

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as “directory information” under §99.37. (§99.31(a)(11))

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

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

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

- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the

requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

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

## How to Make Changes to FERPA Information

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

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

### Tab: FERPA Opt Out-

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

### Tab: FERPA Permissions-

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

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

## Drug-Free Schools Notification

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

## Standards of Conduct

The Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that all members of the College Community, employees and students, receive a copy of the College's statement which certifies that Georgetown College is a drug-free workplace and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. This policy notification insures the College's compliance with the Federal law. For purposes of the law and this policy, drug is defined as "controlled substance", which means any controlled substance in schedules I through V of section 202 of the Controlled Substance Act, which, in turn, means virtually every illicit drug or controlled substance from the worst street drugs to mild prescription drugs, including alcohol for the purposes of the Drug-Free Schools and Communities Act Amendments. Tobacco products are not covered. Additional information is available upon request through your supervisor or the Vice President for Student Life.

## Medical Amnesty Policy

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

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

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

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

### Application to Student Organizations/Groups

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

## Educational and Support Programs Available to Students and Employees

### Individual Counseling

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

### Educational Programming

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

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

## Spring Break Fair

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

## Green Dot

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

## My Student Body

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

## Essentials Course

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

## Student Conduct Course

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

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

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

## Disciplinary Sanctions Students

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

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

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



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

## Employees

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

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

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

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

### State

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

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

### Federal

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

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



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

## Health Risks

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

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

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

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

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

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

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

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

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

## Appendix A

### 21 U.S.C. 844 (a)

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

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

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

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

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

## Non-Academic Complaint Procedures

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

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

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

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

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

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

## Academic Ombud

Academic Ombud

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

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

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

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

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

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

To submit an inquiry or to schedule an appointment, please email [ombud@georgetowncollege.edu](mailto:ombud@georgetowncollege.edu).

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

## Bias and Discrimination Reporting

Any member of the Georgetown College community can anonymously report an incident of bias or discrimination to the Office of Diversity & Inclusion. Reports can be submitted anonymously via email to:

[diversity@georgetowncollege.edu](mailto:diversity@georgetowncollege.edu). If you would like to speak to someone personally, you can call 502-863-7047 or visit the Office of Diversity & Inclusion on the 1<sup>st</sup> floor of Cralle Student Center (next to the Bookstore). However, if you would prefer the Office of Diversity & Inclusion to reach you by email, please include your name, phone number, and email when filing your report.

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

## Student Policies

### Honor System

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

### Violations

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

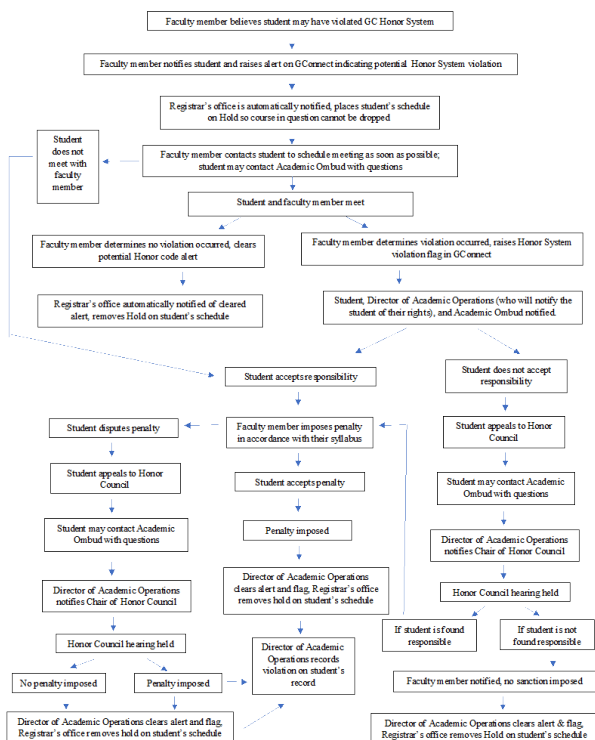
- **Cheating.** The act of falsifying assignments inappropriately, for instance by fabricating evidence; giving assistance to any student or receiving help without the consent of the instructor on tests, quizzes, assignments, or examinations; accessing or using devices or resources not allowed by the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

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

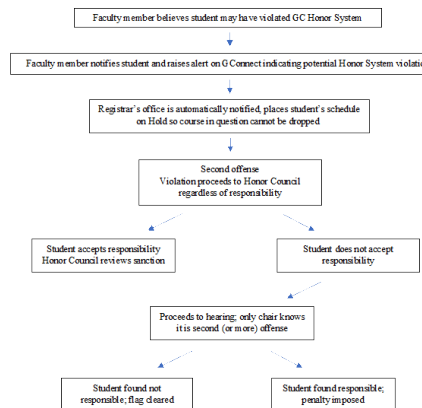
## Honor System Violation Procedure

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

### First Offense



### Second Offense



### Explanation of Procedure

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

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

#### 2. Initial Meeting and Discussion of Potential Violation.

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

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

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

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

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

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

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

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

#### **Record of Honor System Violations**

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

## **Honor Violation Alert, Flag, and What They Mean**

#### **Potential Honor Violation Alert**

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

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

#### **Information included in the alert:**

*Date and time of potential violation*

*What happened*

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

#### **Honor Violation Flag**

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

Information included in the flag:

*Honor violation*

*Date and time of the incident*

*What happened*

*Whether the student accepts responsibility for the incident*

*Penalty assigned to the student*

*Whether the student accepts the assigned penalty*

## **The Honor Council and Hearing Process**

#### **The Honor Council**

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

Honor Council members typically serve at least a two-year term. Student members (5) of the Honor Council will be nominated by faculty members, current Honor Council members, and SGA, and will be selected by the Ombud in consultation with the Honor Council. Faculty (4) will be appointed by the Committee on Committees, with one of them appointed as Chair by the Provost/Dean of the College.

### Honor Council Hearing Process

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

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

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

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

A few notes about the Honor Council Hearing:

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

### Honor Council Guidelines and Considerations

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

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

### Student Rights

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

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

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

#### **Student Appeals of the Honor Council Decision**

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

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

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

## **Sanctions**

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

#### **First Offense**

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

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

#### **Second (or More) Offenses**

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

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

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

## **Accommodations**

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

## **Student Code of Conduct**

### **INTRODUCTION**

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

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



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

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

## CODE OF CONDUCT

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

### A. Code of Conduct

#### 1. Alcohol

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

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

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

#### 2. Animals

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

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

- Failure to remove the animal after the second provided time period of removal will result in the student being subject to a loss of housing assignment on campus.

1. The policy provision regarding loss of campus housing will also apply to any student who is found to be hosting or housing an unapproved animal that has been brought back to campus in the same semester that the student was discovered hosting or housing an animal on campus.

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

### 3. Computer Misuse

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

### 4. Conduct Unbecoming of a Student

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

### 5. Damage of Property

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

### 6. Disorderly Conduct

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

### 7. Drugs

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

### 8. Failure to Comply

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

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

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

#### 9. Fire and Safety

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

#### 10. Firearms, Weapons, and/or Explosive Materials

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

#### 11. Fraud

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

#### 12. Gender Discrimination and Sexual Misconduct

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

#### 13. Harassment

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

#### 14. Harm to Person

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

#### 15. Hazing

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

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

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

16. Institutional Policies

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

17. Non-Discrimination

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

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

18. Theft

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

19. Unauthorized Entry/Trespassing

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

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

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

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

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

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

## B. Hearings

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

1. General Hearing information

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

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

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

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

## 2. Administrative Hearings

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

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

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

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

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

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

#### 4. Appeals Process

- All decisions of a Student Conduct administrative hearing or decision of the Student Conduct hearing board may be appealed in writing to the Dean of Students.
- Requests for appeal must be initiated in writing within 48 hours of the decision and must state the reason for the appeal. The appeal must address and will be only be considered under one or more of the following reasons.
  - 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.
- Upon receipt of a written appeal, the Dean of Students may assign the appeal meeting to one of the Assistant Deans of Students or another Student Life Administrator.
  - The Hearing Officer of involved with the original decision may not be assigned or hear any appeals of that case.
  - The student may or may not be granted an in-person meeting during the appeal process. The Dean of Students or the designated representative may meet with the student to review the information of the case, and discuss the facts and circumstances of the offense. After this discussion, the Dean of Students or the designated representative will make a formal determination of the following:
    - The finding of the hearing upheld, and the sanction(s) assigned upheld,
    - The finding of the hearing upheld, but the sanction(s) assigned adjusted as determined by the Dean of Students or the designated representative,
    - The finding of the hearing overturned.
  - The resulting finding of the Dean of Students or the designated representative will stand as final in the matter.

#### C. Sanctions



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

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

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

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

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

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

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

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

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

## Student Life and Housing Policies

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

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

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

### 1. Break Housing

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

### 2. Cleanliness

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

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

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

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

### 3. **Damages, Theft and Liability**

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

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

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

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

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

5. Criminal Violations (Misdemeanor or Felony charges)

1. Violations of the fire code in the residence halls include

1. Covering or removing smoke detectors that prevents activation or proper operation.
2. Pulling a fire alarm in a false and/or malicious manner, or intentionally falsely reporting an incident.
3. Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector.
4. Playing with or discharging a fire extinguisher in a non-emergency situation.

2. Code Violations:

1. Appliances with exposed heating elements: (i.e. hot plates/George Foreman grilles/toasters/toaster ovens/coffee makers, etc.) Note: Single-serve or other hot drink makers are allowed as long as they meet the following requirements:
  1. Rated less than 900 watts (most Keurigs and electric hot water kettles are rated higher than 900 watts and would not be acceptable).
  2. Does NOT have an exposed warming plate,
  3. Shuts off after each use
  4. Does not keep the water warm between uses
2. Extension cords – (power strips with surge protectors that are UL certified are approved)
3. Flammable material (i.e. paint, lighter fluid, gasoline, paint thinner, etc.)
4. Blocked exits out of residence hall rooms, hallways, stairwells, or buildings
5. Propped stairwell or exterior doors
6. Items left in the hallways and stairwells that could impede ingress/egress

7. Approved electrical appliances/ devices placed beneath a bed or in closets
8. Tampering with or penetration of the surface of the ceiling or ceiling tiles
9. Beds less than 36 inches from the ceiling
10. Smoking inside of residence halls or doing so less than 12 feet of any public building entrance, window, or ventilation system
11. Candles in college buildings

3. College Policy Violations:

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

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

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

#### 5. Furnishings

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

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

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

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

1. Residents are permitted to place neat and clean patio furniture, such a chair and/or small side table on the patio outside of their own assigned townhouse space so long as space permits. Students wishing to use patio furniture at their assigned townhouse must have prior written permission from the Director of Residence Life. Furniture that is used or placed on the townhouse patio area without prior permission will be required to be removed and students subject to the Student Conduct process.
2. Students who are approved for the use of patio furniture may not have more 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.
3. Furnishings in an obviously deteriorated or damaged condition as determined by Residence Life staff are not permitted. Any furnishings that are discovered to be in an obviously deteriorated or damaged condition will be required to be removed from the space. Students who do not remove the furniture in question may be subject to the Student Conduct process.

#### 7. Housing Waivers

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

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

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

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

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

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

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

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

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

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



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

#### 14. **Pregnant Students**

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

#### 15. **Private Rooms**

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

2. Students who are assigned to a double room space without an assigned roommate are required to keep 1/2 of the room empty so that a roommate could move in at any point.

1. This means one closet, desk, chair, bed, and dresser should always be unused and left open, so that in the event another resident is assigned to the space these items are move-in ready. Failure to do so will result in the Residence Life staff moving belongings so that these items are open and available for use by the newly assigned student to the space.

3. During the summer prior to the beginning of the Fall term, there will be a private room request period, where students will have the ability to request being placed in a private room. This process will be communicated to students via email. Private room requests will be considered during this process according to class standing (senior, junior, sophomore, and freshman), cumulative grade point average (GPA), and the housing needs of the College. Students who submit a request during this period will be notified if their request is approved or denied. Private room requests outside of this request period will not be considered.
4. Students who fail to find a roommate or accept a roommate as assigned by the Director of Residence Life or their designee may be subject to the assignment of a roommate to that space or appropriate private room charge.
5. First-year students are not permitted to live in private rooms or upscale housing unless deemed medically necessary and are officially approved by the Office of Disability Services. After students have completed 2 semesters of full-time college coursework they are eligible to apply for private rooms.
  1. Official approval must be sent to the Director of Residence Life by the Office of Disability Services prior to any reasonable room accommodation being made.

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

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

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

#### 17. **Public Displays**

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

#### 18. **Quiet Hours**

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

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

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

#### 19. **Residence Hall Maintenance**

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

#### 20. **Residence Hall Meetings**

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

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

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

#### 22. **Residence Hall Visitation**

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

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

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

4.

#### **24. Room Assignments**

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

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

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

#### **25. Room Consolidation**

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

#### **26. Room Inspection or Search**

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

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

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

1.

#### 27. Roommate Mediation and Conflict

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

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

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

#### 28. Service or Support Animal on Campus

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

#### 29. Students with infectious diseases in the Residence Halls

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

#### 30. Tobacco & Tobacco Products/Smoking

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

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

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

### 31. **Withdrawal from Campus Housing**

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

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

## Campus Parking and Vehicle Policy

### Campus Parking and Vehicle Policy

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

### Parking Permits

- You may apply for your parking permit online on the portal
  - <https://my.georgetowncollege.edu>
    - GC Life > Vehicle Registration > Follow prompts
- Permits are \$100 and are valid from July 1st through June 30th and must be renewed each year.
- Permits are to be displayed on the outside lower-left corner of the vehicle's rear window.

### Authorized Parking Locations

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

parking only and enforced by Georgetown Police Department. Georgetown Baptist Church parking lot.

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

## Parking Violations

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

## Violations and Fines

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

Improper Display of Parking Permit Decal	\$20
Habitual Offender**	\$50
Failure to Remedy Citation***	\$100

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

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

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

*The responding towing company will determine tow and impoundment fees.*

## Parking Citation Appeals

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



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

## Student Organizations

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

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

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

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

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

## Guidelines for Campus Organizations

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

## Registration and Authorization

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

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

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

## Organizational Financial Accounting

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

## Technology Ethics

### Preamble

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

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

### Policy

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

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

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

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

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

### Enforcement

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

## Disability and Accommodations

### Attendance Accommodation Guidelines

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

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

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

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

## Accommodation Process

### Georgetown College Accommodation Process

#### Disability Services

400 East College Street

1<sup>st</sup> floor Highbaugh Hall

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The mission of the Office of Disability Services is to work toward a campus community where students with disabilities can fully participate in all aspects of College life. We work collaboratively with students, faculty, staff, and administration to create inclusive environments.

### What is an Accommodation?

Accommodations are adjustments made to a policy and/or to the environment to ensure students with disabilities have equal access to course material, information, activities, programs, housing, and other campus facilities. In other words, accommodations try to circumvent barriers that interfere with a disabled student's ability to have an equal experience as students without disabilities.

### What is a Disability?

A disability is a physical or mental impairment that substantially limits one or more major life activities. In other words, a condition of the body or mind that prevents, impairs, interferes, or limits a person's ability to engage or participate in certain tasks or actions.

### Registering with Disability Services

If you are facing disability-related barriers that prevent access to education and/or an equitable campus experience, Disability Services (DS) would like to engage in a conversation with you. Please contact DS as soon as possible as accommodations are not retroactive. To get the process started, please complete and submit the [DS Student Information Form](#).

### Requesting Accommodations

Accommodations can be requested for all facets of the college experience, including academics, housing, dining,

on-campus work, parking, etc. The documentation requirements for different requests may differ, but the DS Coordinator is available to walk you through the process.

Accommodations are not automatic; a meeting with Disability Services staff is essential. Together we will explore how your disability impacts you in the living and learning environment of Georgetown College, what accommodations might circumvent barriers, address the specific limitations of your disability, and how to notify the appropriate department/s.

Accommodations are not retroactive, so it is in your best interest to initiate this process early.

Please be aware that accommodations will not lower the academic standards, compromise the integrity of, or fundamentally alter any program. Therefore, academic accommodations may vary, depending on the learning outcomes and design of a course.

## Documentation

Documentation will help guide the conversation, but we encourage you to reach out even if you currently do not have any documentation. You, the student, are the primary source of information regarding your disability. Although documentation is needed to support and substantiate accommodation requests, the lack thereof should not delay you from seeking support.

If you have a medical or psychological condition, your healthcare provider or therapist can complete the **DS Verification Form**, or use it as a guide for writing a statement that gives enough information to make an informed decision about your accommodation request/s. IEP or 504 Plans from high school are not transferable to Georgetown College, but they may offer helpful information. If you have a learning disability and were tested in K-12, the school psychologist might have a copy of the assessment you can share with us.

Documentation must be completed by a credentialed healthcare professional licensed therapist to (1) verify the presence of a disability (a physical or mental impairment that substantially limits at least one major life activity), (2) describe the severity and functional limitations or the current impact, as well as (3) confirm the relationship between the disability and the requested accommodations/s.

## Privacy

Documentation and sensitive student information will be kept private by the Office of Disability Services. As a general rule, the nature of a student's disability is not shared with others. Limited information, such as disability-related needs or approved accommodations will be disclosed to appropriate campus partners (e.g. Residence Life, Faculty, Housing Accommodation Team, Chef/Dietician, etc.) on a need-to-know basis in order to coordinate accommodations. All information shared is subject to **FERPA** guidelines.

## Assistance Animal / Emotional Support Animal in Student Housing Georgetown College Assistance Animal Policy

Georgetown College is committed to ensuring equal access to all persons, as required by law. While Georgetown College's Housing Policy states that pets, except for fish in tanks of 3.5 gallons or less, are not permitted in Georgetown College Student Housing, the College will allow exceptions to the no-pet policy and permit Assistance Animals (as defined by the Fair Housing Act<sup>[1]</sup>) to qualified students with disabilities who require the use of such support.

Federal nondiscrimination laws define a person with a disability to include any (1) individual with a physical or mental impairment that substantially limits one or more major life activities; (2) individual with a record of such impairment; or (3) individual who is regarded as having such an impairment.

Assistance Animals include **emotional support animals (ESA)** prescribed by a licensed healthcare or mental healthcare provider to an individual with a disability as part of the individual's treatment plan and is deemed by the provider as therapeutically or medically necessary to manage the individual's medical condition or mental health by alleviating one or more identified symptoms of the individual's disability.

Students seeking approval for an assistance animal, except for a service animal, to live with them in Student Housing are to follow the Assistance Animal Request Process described as described below. Students with a service animal should contact the Disability Services Office

prior to moving in. The Service Animals policy can be found in the Student Handbook and on the [Disability Services webpage](#).

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[1] An Assistance Animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's documented disability.

## Assistance Animal / ESA process

### I. Documentation Guidelines

1. A student wishing to request an assistance animal should contact the Disability Services Office to begin the request process in conjunction with supporting medical documentation. The medical documentation must be completed by a licensed healthcare or mental healthcare professional qualified to diagnose and treat the related disability. The provider should have an established professional medical or therapeutic relationship with the student and prescribes the animal as part of the student's comprehensive treatment plan. The request must be based on an individualized assessment and explain how the animal's presence provides equal access to Student Housing. In particular, it must explain the nexus between the impact of the disability and the support the animal provides to mitigate symptoms. The ESA Request Form, found on the Disability Services webpage, can be used for this purpose. Letters purchased online for the sole purpose of falsely representing a pet as an emotional support animal will not be accepted.
2. The requesting student is asked to supplement the medical documentation with a personal statement in which the history and relationship with the animal are explained in their own words. Practices or protocols in care (feeding, handling, cage cleaning, adequate exercise, veterinary attention, etc.) should be incorporated into this statement to encourage students to thoroughly think about how an animal in the shared living environment of Student Housing may affect others and how potential risks or negative impacts can be circumvented. As medical documentation is often concise and lacking depth, a detailed statement from the student allows the Housing Accommodation Team (HAT) to make a well-informed decision. Information obtained from the

healthcare provider, as well as the student directly, will be kept private and not discussed with others outside the Housing Accommodation Team.

3. In addition to the above information, the requesting student must provide the following:
  - Proof of an up-to-date exam for the animal from a licensed veterinarian that attests to the absence of communicable diseases and parasites to show that the animal does not pose a notable risk of zoonosis.
  - Submittal of up-to-date vaccination records as well as licensing, as required by Kentucky State law and Georgetown City ordinance. Vaccination tags should be attached to the harness or collar worn by the animal.
  - Verification of regular flea treatment for cats, dogs, and other animals as appropriate.
  - Name, Address, and Phone Number of an alternate caregiver who can take care of the animal in case of an emergency. Notify Residence Life Staff and Disability Services of any changes. You can provide this information at the end of this document.
  - This signed document, to verify that the student has read, understood, and will abide by the guidelines as outlined.

1.-3. can be submitted to Disability Services in person, via mail, email, or fax.

### Assistance Animal / ESA Request process

The Housing Accommodation Team, which is comprised of representatives from the Disability Services, Counseling, and Residence Life offices, will review the request after medical documentation and personal statement (see documentation guidelines 1. and 2.) have been received. HAT generally meets bi-weekly.

The following criteria are considered when reviewing an Assistance Animal request:

- established disability
- documented need of the support the animal provides
- type of animal
- age of animal
- size of animal

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

After HAT has reviewed the request, the student will be invited to meet with Disability Services to have a conversation about the request as well as other possible accommodations. The meeting can be held in person or virtually. Depending on individual circumstances, HAT may or may not have to meet again to consider additional information for a final decision.

If the decision for an assistance animal is **favorable**, the requesting student must submit the remaining documentation listed under 3. to Disability Services. Once all documentation has been received, the student and Student Housing will be notified via email of the animal approval by Disability Services. Approval for an Assistance Animal is generally for the current academic year.

#### **No animal is allowed in Student Housing prior to this approval.**

If the decision for an assistance animal was **not approved**, the student may file an appeal through the appeal process as outlined in the Disability Services Grievance Policy, posted on the [Disability Services webpage](#).

#### **unapproved animals**

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

#### **Student's responsibilities**

Students 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.

1. Any assistance animal must reside with the student for whom it was approved. Assistance animals are approved for the assigned residence hall, townhouse, or apartment only.
2. Unforeseen room maintenance or inspections can cause a disturbance in an animal's daily routine. The student is responsible for ensuring that the animal is safe when the student is away from their room.
3. The student must keep their animal in a carrier or properly restrained by leash or harness when outside the student's assigned living space.
4. An assistance animal cannot unduly interfere with opportunities for other residents to enjoy shared spaces or with the routine activities of Student Housing.

5. Assistance animals must be housebroken, when applicable. The student is responsible for the cleanup of the animal's waste (both indoors and outdoors) in a prompt manner. Any waste must be disposed of in a safe and sanitary manner.
6. The student's living accommodations may be inspected for fleas, ticks, or other pests if necessary. If fleas, ticks, or other pests are detected through inspection, the student will be billed for the expense of any pest treatment beyond standard pest management in Student Housing.
7. The student agrees to provide their animal with appropriate veterinary care and treatment. That includes but is not limited to up-to-date vaccinations, regular flea treatments, routine medications, and other requirements as outlined by local, county, and state law.
8. Assistance animals may not pose a danger or threat to the health and safety of other students, staff, faculty, or guests.
9. The student assumes all responsibility for the animal's actions. The student is solely responsible for any injuries to persons or damage to property caused by the animal. The student may be charged for any damage caused by the animal beyond reasonable wear and tear to the same extent that other students are charged for damages.
10. The student must ensure that their animal is treated humanely at all times and receives food, water, cleanliness, adequate exercise, etc. Should any evidence of neglect, mistreatment, or abuse be discovered, the College may contact animal control for immediate removal of the animal.
11. An assistance animal may not be left unattended overnight or for extended periods. Animals, including assistance animals except for service animals, are generally not permitted on college-sponsored trips. Students should make appropriate arrangements and communicate those arrangements with Residence Life staff before departure.
12. Should an animal no longer reside in Student Housing, the student is asked to notify Disability Services as well as Housing of this fact.
13. If it is necessary to replace an approved animal, the student must contact Disability Services prior to bringing another animal into Student Housing.

#### **Exceptions**

Georgetown College may require the student to remove the assistance animal from Student Housing when:

1. The animal poses a direct threat to the health or safety of others.
2. The animal is out of control and the student does not take effective action to control it.
3. The animal is not housebroken.
4. The animal causes a disturbance and the student does not take corrective measures to control it.
5. The animal is unclean or unkempt.
6. The animal is neglected, mistreated, or abused.
7. The animal has caused substantial property damage to the property of others, including the College's property.
8. The presence of the animal results in a fundamental alteration of a College program.
9. The student does not comply with the student's responsibilities set forth above.

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

## Conflicting Disabilities

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

## Emergency situations

In the event of an emergency, Georgetown College staff will collaborate with the Georgetown Fire or Police departments and/or other emergency responders. Their protocol will be followed. The College is not responsible for the removal of an animal during evacuation or caring for an animal during or after an emergency.

Students with assistance animals are encouraged to develop an individual evacuation plan. In case of an emergency evacuation, the student should have a crate large enough that the animal can comfortably stay in for hours at a time. Students must have an alternate caretaker

for the animal in case of an emergency (such as hospitalization). The caretaker will then resume responsibility and possession of the animal until the student returns to campus.

## appeals and Grievances

A student may file an appeal of any decision regarding assistance animals by following the Disability Services Appeals and Grievance Process as outlined on the [Disability Services webpage](#) and in the [Student Handbook](#).

## privacy

Information regarding disability is kept private and maintained in secure files. Disability Services may need to share limited information about the presence of the animal and/or the student's protected status as a person with a disability on a need-to-know basis with others directly impacted by the presence of the animal (e.g. potential and/or actual roommate(s), Residence Life staff, Campus Safety, Campus Maintenance). Such information shall not include details related to the student's disability.

## Acknowledgment

By the signature on the [Assistance Animal Policy Acknowledgment Form](#), found on the Disability Services webpage, the requesting student verifies that they have read, understand, and will abide by the requirements set forth in this document.

If they fail to meet these requirements, Georgetown College has the right to remove the Assistance Animal and rescind approval. The student will be nonetheless required to fulfill their housing, academic, and all other obligations for the remainder of the housing contract.

The student acknowledges that they assume full responsibility, financial and otherwise, for the actions of their assistance animal.

A student requesting an assistance animal in Student Housing will hold Georgetown College harmless from any liability for disclosing limited information about the request or presence of an assistance animal to others.

## Service Animals Policy Georgetown College Service Animals Policy

Georgetown College is committed to being a welcoming and accessible place for all community members and



visitors and permits service animals, as defined by the Americans with Disabilities Act (ADA §36.302)[1], access to areas of public accommodation on campus.

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

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

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

### Handler's responsibilities

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

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

A service animal must be in good health, vaccinated, and licensed as required by state law (KRS §258.005-991) and local ordinance. If the handler resides in Student Housing, verification of vaccination and flea treatment must be provided to the Disability Services Coordinator.

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

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

The handler is solely responsible for any damage to persons or College property caused by their service dog. If living in Student Housing, the handler may be charged for any damage caused by the service animal beyond reasonable wear and tear to the same extent that other students are charged for damages beyond reasonable wear and tear. This includes any pest infestation (such as fleas or ticks) beyond standard pest treatment for the residence hall.

### Exceptions

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

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

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

### Conflicting Disabilities

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



## Interactions with Service Animals

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

Individuals should not:

- Pet/touch a service animal unless invited to do so by the handler. Petting distracts them from their responsibilities.
- Feed a service animal.
- Restrict the handler and the service animal from full participation in programs and activities of the College. This includes off-campus activities and activities involving transportation.
- Ask the handler about the nature or extent of their disability.
- Make assumptions about the necessity of the Service Animal.
- Prioritize the needs of another individual over the needs of an individual with a service animal. For example, a service animal's access cannot be restricted based on another community member's allergy or fear of dogs.
- Deliberately startle, tease, or taunt a Service Animal.
- Separate or attempt to separate a Service Animal from its handler. Service animals are trained to be protective of their handler.

## Appeals and Grievances

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

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

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

## Disability Service Resolution and Grievance Process

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

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

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

### I. Informal Resolution Procedure

#### ***a. Implementation Failure of Approved Accommodation***

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

#### ***B. Denied Accommodation Review***

Should a student disagree with a denied accommodation request, they should first contact the DS Coordinator ([accommodations@georgetowncollege.edu](mailto:accommodations@georgetowncollege.edu)) to voice their concern. Should a student be unable to discuss a concern with the DS Coordinator, or if a student disagrees with the resolution of the complaint by the DS Coordinator, they

may contact the DS Coordinator's supervisor, the Executive VP Dr. Sands Wise ([Provost@georgetowncollege.edu](mailto:Provost@georgetowncollege.edu)) to discuss options.

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

## II. Formal Grievance Procedure

A student who is not satisfied with the resolution on the informal level may choose to file a formal complaint. The student should submit a formal written grievance to the 504/ADA Coordinator Dr. Sandberg ([curtis\\_sandberg@georgetowncollege.edu](mailto:curtis_sandberg@georgetowncollege.edu)). The grievance should include specific information about the concern or problem (e.g. describe the issue/s, incident/s, and action/s taken; state the name of the involved individual/s or office/s and show efforts to resolve the complaint). The Section 504/ADA Coordinator will issue a written decision including findings and remedial actions, if any, to be taken by Georgetown College. This decision shall be issued to the student and any others deemed appropriate within thirty (30) calendar days of Section 504/ADA Coordinator's receipt of the complaint unless extenuating circumstances require an extension.

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

## III. Appeal Procedure

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

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

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

# Title IX: Gender-Based Discrimination and Sexual Misconduct Policy

## Title IX Prohibited Conduct and Sexual Misconduct Policy

### Introduction

Georgetown College ("College") prohibits the exclusion of any person, on the basis of sex, from participation in, to be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the College.<sup>[1]</sup> If not addressed by the College, sexual harassment and other forms of sexual misconduct, as defined below, constitute a form of

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

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

the United States.<sup>[4]</sup> Any provision of any other College policy or handbook which deals with sex-based discrimination in any fashion is hereby superseded, as of the Effective Date herein, by this Policy, so that all forms of sexual misconduct involving the education programs of the College will be subjected to the remedial steps set forth in this Policy.

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

Title IX Prohibited Conduct, this Policy is subdivided into two sections that are correlated to one another and must be read together:

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

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

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

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

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

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

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

Nothing contained in this Policy shall be deemed to have created a contract between the College and any student,

faculty member, or staff member. The College reserves the right to unilaterally change any provision of this Policy without the consent of any other party.

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[1] 34 CFR §106.31.

[2] 2001 Guidance, p. 2.

[3] 2001 Guidance, p. iii.

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

## Notification

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

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

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

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

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

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

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[1] 34 CFR §106.8(a).

[2] 34 CFR §106.8(b)(1).

[3] 34 CFR §106.8(b)(1).

[4] 34 CFR §106.8(b)(2)(i); See also General Information – Non-Discrimination Statement, Georgetown College Handbook and <https://www.georgetowncollege.edu/campus-life/diversity>

[5] 34 CFR §106.8(b)(2)(i).

[6] 34 CFR §106.8(b)(2)(ii).

[7] 34 CFR §106.8(c).

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

## Title IX Coordinator

The College's current Title IX Coordinator is the individual specified in Title IX Resources Information.<sup>[1]</sup> The current contact information, including the name and title of the Title IX Coordinator, office address, electronic mail address, and telephone number of the Title IX Coordinator can be found in the Appendices under **Title IX Resources Information**.<sup>[2]</sup> The Title IX Coordinator shall coordinate the

College's efforts to comply with its responsibilities under this Policy, guidance from the United States Department of Education, and federal statutes and regulations governing misconduct addressed by this Policy.<sup>[3]</sup> Further, when designating a Title IX coordinator, the College will make efforts to designate a coordinator whose other job responsibilities will not create a direct conflict of interest.

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

The College must inform the Title IX Coordinator of all reports and complaints raising Title IX or sexual misconduct issues under this Policy, and the Title IX Coordinator shall oversee the College's centralized response to ensure compliance with Title IX, the 2022 Amendments to the Violence Against Women Act (VAWA), and this Policy.<sup>[4]</sup> The Title IX Coordinator shall be informed even if the complaint was initially filed with another individual or office, or if the investigation will ultimately be conducted by another individual or office. Following each report or complaint, the Title IX Coordinator shall conduct an initial assessment to determine whether Section I - Title IX Prohibited Conduct or Section II - Sexual Misconduct applies, and initiate steps accordingly. The Title IX Coordinator shall exercise their oversight of complaints or reports which are conducted outside of the office of the Title IX Coordinator. Offices which conduct investigations or respond to complaints and/or reports for conduct prohibited under Section II of this Policy shall report to the Title IX Coordinator regularly as to the status of such complaints and/or reports referred to those offices and shall be responsive to inquiries from the Title IX Coordinator.

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

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

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[1] 34 CFR §106.8(a).

[2] 34 CFR §106.8(a).

[3] 34 CFR §106.8(a).

[4] Violence Against Women Act (VAWA)

## College's Response to Prohibited Conduct

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

Any person may report sex-based discrimination, quid pro quo, sexual harassment, sexual misconduct, or retaliation, (whether or not the person reporting is the person alleged to be the complainant of this prohibited conduct), in person, by mail, by telephone, or by electronic mail using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.<sup>[1]</sup> Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.<sup>[2]</sup>

### *Response to Prohibited Conduct*

When the College has actual knowledge of Prohibited Conduct occurring in any of the College's education programs or activities against a person in the United States, the College shall respond promptly in a manner that is not deliberately indifferent.<sup>[3]</sup> The College will not deprive an individual of rights guaranteed under federal and state law (or federal and state anti-discrimination provisions; or federal and state law prohibiting discrimination on the basis of sex) when responding to any claim brought under this policy.

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

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

filing a formal complaint.<sup>[5]</sup> A complainant may obtain supportive measures while keeping their identity confidential from the respondent to the extent possible while implementing the supportive measure. Measures are designed to stop the prohibited conduct, prevent its recurrence, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. The College will provide written notification of the complainant's options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant, and if such supportive measures are reasonably available regardless of whether the complainant chooses to report the crime to campus safety authority or local law enforcement.<sup>[6]</sup> The College will respond in the manner described in this section with or without a formal complaint.<sup>[7]</sup>

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

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

Sections I and II of the Policy are interrelated and must be read together. There may be a circumstance when the allegations forming the basis of a formal complaint, if substantiated, would constitute prohibited conduct under both this Section II - Sexual Misconduct and Section I - Title

IX Prohibited Conduct. In that circumstance, the grievance process set forth in Section I will be applied in the investigation and adjudication of all Title IX allegations.

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

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

### *Anonymity*

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

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

### *College's Response to a Formal Complaint*

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

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

1. If the allegations forming the basis of the formal complaint would, if substantiated, constitute prohibited conduct as defined in this Section I, the Title IX Coordinator shall initiate an investigation of the allegations in a formal complaint under Section I. In addition, the Title IX Coordinator shall implement appropriate supportive measures.
2. If the allegations forming the basis of the formal complaint would not, if substantiated, constitute prohibited conduct as defined in this Section I, but would constitute Sexual Misconduct as defined in this policy, the Title IX Coordinator may refer the matter to the College's Section II Sexual Misconduct process, as described in Section II of this Policy. In addition, the Title IX Coordinator shall implement appropriate supportive measures.
3. If the Title IX Coordinator deems the formal complaint appropriate for the informal resolution process and the involved parties concur, the Title IX Coordinator may instead refer the matter to the informal resolution process, as described in Section I (I.3) below. In addition, the Title IX Coordinator shall implement appropriate supportive measures.

### *Dismissal of Formal Complaints*

The College must dismiss a Formal complaint if:

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



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

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

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

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

The determination regarding dismissal becomes final either on the date that the parties are provided with the written determination of the result of an appeal (if an appeal is filed) or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Once final, a complainant cannot file a formal complaint under this policy concerning the same alleged conduct. When a formal complaint has been filed, the College shall follow all procedures consistent with the College's grievance policies and procedures, as set forth in this Policy.<sup>[8]</sup>

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

### *Supportive Measures*

The College shall provide written notification to students and employees about existing counseling, health, mental

health, victim advocacy, legal assistance, and other services available for complainants both on-campus and in the community.<sup>[11]</sup> The College provides such written notification in Appendix "A". There are a range of supportive measures available to complainants and respondents. Such supportive measures may include but are not limited to:<sup>[12]</sup>

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

### *Confidentiality and Privilege*

The College will make every effort to protect the privacy of complainant(s), including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law.<sup>[1]</sup> The College shall keep confidential the identity of any individual who has made a report or complaint of prohibited conduct under this Policy, including any individual who has made a report or filed a formal complaint of Section I Title IX Sexual Harassment, any complainant, any individual who has been reported to be the respondent of prohibited conduct under this Policy, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation,

hearing, or judicial proceeding arising thereunder.<sup>[2]</sup> The College shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.<sup>[3]</sup>

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

### *Amnesty*

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

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

Students witnesses and reporters may report, participate in the process, or offer their assistance to others in need, without fear that they may implicate themselves. Student witnesses or reporters acting in good faith will not be subject to official disciplinary findings or punitive sanctions, but rather to educational options for minor code of conduct violations that arise from the information they share.

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

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

An employee who has violated a minor employee policy violation and then experiences a Title IX prohibited conduct or sexual misconduct may hesitate to report the incident. To encourage employees to report, the College may, at its

discretion, offer employee complainant amnesty from minor policy violations related to the incident. Amnesty may also be granted on a case-by-case basis to employee witnesses.

### *Disability Accommodations*

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

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[1] 34 CFR §668.46(b)(11)(A).

[2] 34 CFR §106.71(a).

[3] 34 CFR §106.30(a).

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

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[1] 34 CFR §106.8(a).

[2] 34 CFR §106.8(a)

[3] 34 CFR §106.44(a)

[4] 34 CFR §106.44(a)

[5] 34 CFR §106.44(a)

[6] 34 CFR §668.46(b)(11)(v)

[7] 34 CFR §106.44(b)(1)

[8] 34 CFR §106.44(b)(1)

[9] 34 CFR § 106.44(c)

[10] 34 CFR §106.44(d)

[11] 34 CFR §668.46 (b)(11)(iv).

[12] 34 CFR §106.45(b)(1)(ix).

### **Retaliation**

The College or any other person of the College community are prohibited from taking adverse action and may not



intimidate, threaten, coerce, harass, or discriminate against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Sections I or II.<sup>[1]</sup>

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

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

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<sup>[1]</sup> 34 CFR §106.71(a).

<sup>[2]</sup> 34 CFR §106.71(a).

<sup>[3]</sup> 34 CFR §106.71(a)

## Definitions

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

### *Actual Knowledge*

Notice of Section I Title IX Sexual Harassment or allegations of Section I Title IX Sexual Harassment to the College's Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College. Imputation of knowledge based

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

### *Advisor*

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

### *Campus*

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

### *Campus Safety Authority*

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

## *Complainant*

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

## *Consent*

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

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

## *Dating Violence*

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. "Dating violence" includes, but is not limited to, sexual or physical abuse or the threat of such abuse. "Dating violence" does

not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.<sup>[6]</sup>

## *Decision Maker*

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

## *Domestic Violence*

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

## *Education Program or Activity of the College*

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

## *Formal Complaint*

A document filed by a complainant or signed by the Title IX Coordinator alleging conduct, which is prohibited under Section I this Policy, against a respondent and requesting that the College investigate the allegation(s). At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator in Appendix "A", and by any additional method designated by the College. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the College) that contains the

complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under 34 CFR 106 or under 34 CFR 106.45, and must comply with the requirements of 34 CFR 106, including 34 CFR 106.45(b)(1)(iii).<sup>[9]</sup>

### *Hostile environment*

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

### *Improper Conduct Related to Sex*

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

### *Incapacitation*

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

### *Intimidation*

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

### *Investigator*

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

### *Mandatory Reporter*

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

### *Non-consensual Sexual Contact*

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

### *Non-consensual Sexual Intercourse*

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

### *Party or parties*

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

### *Quid Pro Quo*

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

### *Preponderance of Evidence*

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

### *Report*

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

### *Respondent*

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

## *Retaliation*

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

## *Section I Title IX Prohibited Conduct*

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

## *Section II Sexual Misconduct*

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

## *Sex-based Discrimination*

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

## *Sexual Assault*

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

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

## *Sexual Exploitation*

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

## *Sexual Harassment*

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

## *Sexual Intercourse*

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

## *Sexual Misconduct*

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

## *Sexual Violence*

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

[13]

## *Stalking*

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

## *Standard of evidence - preponderance of the evidence*

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

## *Supportive measures*

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

## *Title IX Coordinator*

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

## *Title IX Sexual Harassment*

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

## *Unwelcome conduct*

Conduct is unwelcome if an individual did not request or invite it and regarded the conduct as undesirable or

offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.<sup>[18]</sup>

[1] 34 CFR §106.30(a).

[2] 34 CFR § 668.46(a).

[3] 34 CFR § 668.46(a).

[4] 34 CFR §106.30(a).

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

[6] 34 CFR §668.46.

[7] 34 CFR § 668.46.

[8] 34 CFR §106.44(a).

[9] 34 CFR §106.30(a).

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

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

[13] 34 CFR § 668.46(a).

[14] 34 CFR § 668.46(a).

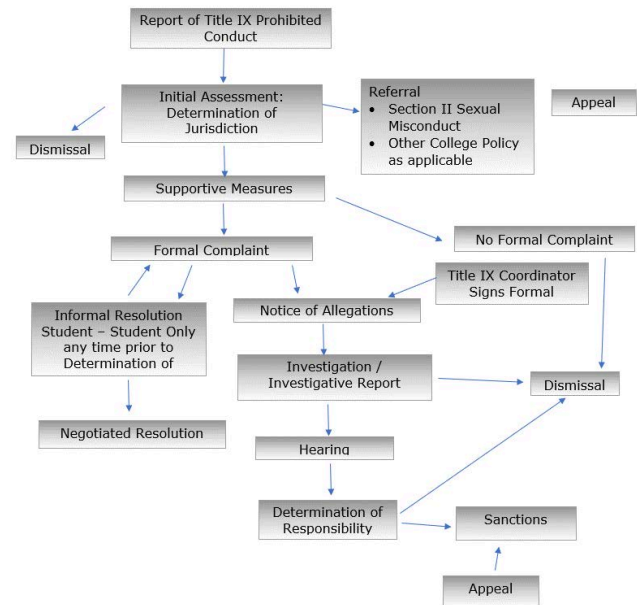
[15] 34 CFR § 668.46(a).

[16] 34 CFR §106.30(a)

[17] 34 CFR § 106.30(a)

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

## Visual Representation of Title IX grievance process



Visual Representation of Title IX grievance process

## Section I - Title IX Prohibited Conduct

*This Section I - Title IX Prohibited Conduct, incorporates by reference, all the foregoing (1-4) and all of Section II - Sexual Misconduct (II.1-II.5)) as if fully stated herein.*

### College's Response to Prohibited Conduct

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

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



dismiss the formal complaint with regard to that conduct for purposes of Section I of this Policy. However, such a dismissal does not preclude action under this Section II.

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

For purposes of addressing formal complaints of Section I Title IX Prohibited Conduct, the College will comply with the grievance procedures of this provision (I.2). The College's grievance procedures in this Section I (I.2) treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for Section I Title IX Prohibited Conduct has been made against the respondent, and by following a grievance process that complies with this Section I (I.2) before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.<sup>[1]</sup> Remedies are designed to restore or preserve equal access to the College's education program or activity.<sup>[2]</sup>

### *Basic Requirements for Grievance Procedures*

Grievance proceedings shall be conducted by officials who receive annual training on the issues related to quid pro quo, sexual harassment, domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.<sup>[3]</sup> Proceedings shall provide a prompt, fair, and impartial investigation and resolution.<sup>[4]</sup>

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

Any individual designated by the College who is to be involved in the College's grievance procedures, such as a coordinator, investigator, or decision-maker, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or

respondent.<sup>[7]</sup> It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.<sup>[8]</sup>

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

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

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

### *Notice of Allegations*

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

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

alleged conduct and that the determination regarding responsibility is made at the conclusion of the grievance process.<sup>[15]</sup>

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

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

### *Investigations of a Formal Complaint*

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

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

When an initial assessment or investigation under this policy identifies additional related possible violations of College policies (other than Section II of this Policy) by the same party(ies) that would normally be handled by another responsible office (including but not limited to, the

Office of Student Life, Office of the Provost, and Office of Human Resources), the Title IX Coordinator, with the approval of that responsible office, may:

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

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

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

When investigating a formal complaint, the College must ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties, provided that the College cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist,



psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do.

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

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

The College must provide the parties with the same opportunities to have present or be accompanied by the advisor of their choice to any grievance proceeding or related meeting. The College may not limit the choice of advisor or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding.

Advisors are not required to be attorneys. Additionally, the College may not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. The College may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

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

## *Investigative Report*

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

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

completion of the final investigative report. The College must then provide a copy of the final investigative report at least 10 days prior to a hearing or other time of determination regarding responsibility and send to each party and the party's advisor, if any, the final investigative report in an electronic format or a hard copy, for their review and written response.

## *Live Hearing*

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

During a live hearing, the College and the College's decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging

credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the parties' advisor of choice, notwithstanding the discretion of the College to otherwise restrict the extent to which advisors may participate in the proceedings, however, a party may never personally conduct a cross-

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

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

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision

to exclude a question as not relevant.<sup>[41]</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.<sup>[42]</sup>

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.<sup>[43]</sup>

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.<sup>[44]</sup> Colleges must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.<sup>[45]</sup> At the request of either party, the College must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.<sup>[46]</sup>

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[1] 34 CFR §106.45(b)(1)(i).

[2] 34 CFR §106.45(b)(1)(i).

[3] 34 CFR §668.46(k)(2)(ii).

[4] 34 CFR §668.46(k)(2)(i).

[5] 34 CFR §106.45(b)(1)(ii).

[6] 34 CFR §106.45(b)(1)(ii).

[7] 34 CFR §106.45(b)(1)(iii).

[8] 34 CFR §106.45(b)(1)(iv).

[9] 34 CFR §106.45(b)(1)(v).

[10] 34 CFR §106.45(b)(1)(v).

[11] 34 CFR §106.45(b)(1)(vi).

[12] 34 CFR §106.45(b)(1)(vii).

[13] 34 CFR §106.45(b)(1)(vii).

[14] 34 CFR §106.45(b)(2)(i)(A)-(B)

[15] 34 CFR §106.45(b)(2)(i)(B).

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

[17] 34 CFR §106.45(b)(2)(ii).

[18] 34 CFR §106.45(b)(3)(i).

[19] 34 CFR §106.45(b)(3)(i).

[20] 34 CFR §106.45(b)(3)(i)

[21] 34 CFR §668.46((b)11)(ii)(A)

[22] 34 CFR §668.46((b)11)(ii)(A)

[23] 34 CFR §106.45(b)(5)(i).

[24] 34 CFR §106.45(b)(5)(vi)

[25] 34 CFR §106.45(b)(5)(ii)

[26] 34 CFR §106.45(b)(5)(iii)

[27] 34 CFR §106.45(b)(5)(iv)

[28] 34 CFR §106.45(b)(5)(iv)

[29] 34 CFR §105.45(b)(5)(iv)

[30] 34 CFR §106.45(b)(5)(iv)

[31] 34 CFR §106.45(b)(5)(iv)

[32] 34 CFR §106.45(b)(5)(v).

[33] 34 CFR §106.45(b)(5)(vii).

[34] 34 CFR §106.45(b)(5)(vi).

[35] 34 CFR §106.45(b)(5)(vii).

[36] 34 CFR §106.45(b)(6)(i).

[37] 34 CFR §106.45(b)(6)(i).

[38] 34 CFR §106.45(b)(6)(i).

[39] 34 CFR §106.45(b)(6)(i).

[40] 34 CFR §106.45(b)(5)(vi).

[41] 34 CFR §106.45(b)(6)(i).

[42] 34 CFR §106.45(b)(6)(i).

[43] 34 CFR §106.45(b)(6)(i).

[44] 34 CFR §106.45(b)(6)(i)

[45] 34 CFR §106.45(b)(6)(i).

[46] 34 CFR §106.45(b)(6)(i).

## I.2. Determination Regarding Responsibility

For the purpose of making a determination regarding responsibility, the College shall appoint decision-maker(s) who cannot be the same person as the Title IX Coordinator or the designated investigator(s), if any, as described in the College's grievance procedures set forth above.<sup>[1]</sup>

When making a determination regarding responsibility, the College must apply the standard of evidence as defined above (preponderance of evidence).<sup>[2]</sup>

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

1. identification of the allegations potentially constituting Section I – Title IX Prohibited Conduct as defined in this Policy;
2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. findings of fact supporting the determination;
4. conclusions regarding the application of the College's code of conduct to the facts;

5. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. the College's procedures and permissible bases for the complainant and respondent to appeal.<sup>[5]</sup>

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

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

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

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

The College shall list all of the possible sanctions or supportive measures that the College may impose following the results of any College disciplinary proceeding

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

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

The Title IX Coordinator is responsible for the effective implementation of any sanctions or remedies.<sup>[10]</sup>

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[1] 34 CFR §106.45(b)(7)(i).

[2] 34 CFR §106.45(b)(7)(i).

[3] 34 CFR §106.45(b)(7)(i).

[4] 34 CFR §106.45(b)(7)(iii).

[5] 34 CFR §106.45(b)(7)(ii)(A)-(F).

[6] 34 CFR §106.45(b)(1)(i).

[7] 34 CFR §668.46(k)(1)(k)(iii)

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

[9] 34 CFR §106.45(b)(7)(iii).

[10] 34 CFR §106.45(b)(7)(iv).

### I.3. Informal Resolution Process

The College shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section.<sup>[1]</sup> Similarly, the College may not require the parties to participate in an informal resolution process

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

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[1] 34 CFR §106.45(b)(9).

[2] 34 CFR §106.45(b)(9).

[3] 34 CFR §106.45(b)(9)(i)-(iii).

### I.4. Record Keeping

The College shall maintain for a period of seven (7) years records of each investigation under this Section I, including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity; any appeal and the result therefrom; any informal resolution and the result therefrom; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.<sup>[1]</sup> Materials used to train Title IX Coordinators, investigators, decision-makers, and any persons who facilitate an informal resolution process will be publicly available on the College's website.<sup>[2]</sup>

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

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[1] 34 CFR §106.45(b)(10)(i)(A)-(D).

[2] 34 CFR §106.45(b)(10)(i)(A)-(D)

[3] 34 CFR §106.45(b)(10)(ii).

[4] 34 CFR §106.45(b)(10)(ii).

[5] 34 CFR §106.45(b)(10)(ii).

[6] 34 §CFR 106.45(b)(10)(ii).

## I.5. Appeals

The College shall offer both parties five (5) business days to file an appeal from a determination regarding responsibility, and from a College's dismissal of a formal complaint or any allegations therein, on the following bases: (a) procedural irregularity that affected the outcome of the matter; (b) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or (c) the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.<sup>[1]</sup>

As to all appeals, the College must (a) notify the other party in writing when an appeal is filed and implement

appeal procedures equally for both parties; (b) ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator; (c) ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy and Title IX; (d) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; (e) issue a written decision describing the result of the appeal and the rationale for the result; and (f) provide the written decision simultaneously to both parties.<sup>[2]</sup>

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[1] 34 CFR §106.45(b)(8)(i),

[2] 34 CFR §106.45(b)(8)(iii).

## I.6. Prevention and Education

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

1. Primary prevention and awareness programs for all incoming students and new employees, which shall include:
  1. A statement that the College prohibits the offenses of quid pro quo, sexual harassment, sexual assault, domestic violence, dating violence, and stalking;
  2. The definition of quid pro quo, sexual harassment, sexual assault, domestic violence, dating violence, and stalking in the Commonwealth of Kentucky;
  3. The definition of consent, in reference to sexual activity, in the Commonwealth of Kentucky;
  4. Safe and positive options for bystander intervention that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of domestic or dating violence, sexual assault, sexual harassment, or stalking against a person other than such individual(s);
  5. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
  6. Information described in 20 U.S.C. 1092(f)(8)(B)(ii) though (vii); and

2. Ongoing prevention and awareness campaigns for students and employees including the information described in clauses (a) through (f) of subparagraph 1 above.<sup>[1]</sup>

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[1] 34 CFR §668.46(j)

## I.7. Training

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

at issue, conflicts of interest, and bias.<sup>[1]</sup> Coordinator(s) should be knowledgeable about other applicable Federal and State laws, regulations, and policies that overlap with

Title IX.<sup>[2]</sup> Additionally, the College ensures that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual

behavior are not relevant.<sup>[3]</sup> Furthermore, the College ensures that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.<sup>[4]</sup>

The College uses training materials that do not rely on sex stereotypes to train coordinators, investigators, decision-makers, and any person who facilitates an informal

resolution process.<sup>[5]</sup> The College also uses materials that promote impartial investigations and adjudications of formal complaints of sexual harassment to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.<sup>[6]</sup>

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[1] 34 CFR §106.45(b)(1)(iii)

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

[3] 34 CFR §106.45(b)(1)(iii)

[4] 34 CFR §106.45(b)(1)(iii).

[5] 34 CFR §106.45(b)(1)(iii)

[6] 34 CFR §106.45(b)(1)(iii)

## Section II - Sexual Misconduct

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

### College's Response to Prohibited Conduct

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

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

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

Section II Sexual Misconduct is conduct that otherwise meets the definition of Section I Title IX Prohibited Conduct but fails to meet the jurisdictional requirements of Title IX as set out in Section I, and any conduct which is one of the



following acts/behaviors as defined herein: (1) Section II Sexual Misconduct, (2) Section II Sexual Exploitation, and (3) Section II Improper Conduct Related to Sex as defined on page 7ff.

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

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

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

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

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

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

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

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

#### Basic Requirements for Grievance Procedures

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

College Policy and Procedures Manual <sup>[3]</sup>, the Faculty Handbook <sup>[4]</sup> or the Student Code of Conduct in the Student Handbook <sup>[5]</sup>.

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

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

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

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

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

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

The standard of proof under this Policy is the preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more

likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the respondent violated this policy. This standard of evidence is applied to complaints against students as well as complaints against employees, including administration. It shall be applied to all formal complaints of conduct prohibited under this Policy.

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

[2] 34 C.F.R. § 106.45(b)(3)(i)

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

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

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

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

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

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

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

### *Investigations of a Complaint*

As soon after the initiation of the investigation as possible, the Title IX Coordinator or the designated investigator(s) shall notify the College employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the investigation. The College must also notify the complainant of (a) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order, (b) the agencies to whom the alleged offense should



be reported, (c) options regarding law enforcement and campus authorities, including notification of the complainant's option to (i) notify proper law enforcement authorities, including on-campus safety authorities and local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.

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

### *Adjudication and Hearings*

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

### *Determination of Responsibility*

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

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

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

### *Appeals*

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

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

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

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

### *Investigations of a Complaint*

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

local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.

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

### *Adjudication and Hearings*

If a staff member is a respondent in a formal complaint under Section II, hearings shall be held by the Office of Human Resources pursuant to the policies and procedures set forth in the [Georgetown College Policy and Procedures Manual](#)<sup>[1]</sup>. If a faculty member is a respondent in a formal complaint under Section II, hearings shall be held by the Office of Human Resources and pursuant to the policies and procedures set forth in the [Georgetown College Faculty Handbook](#)<sup>[2]</sup>.

### *Determination of Responsibility*

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

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

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

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[1] This entirety of this manual will be made available upon request. Please contact the Office of Human

Resources (502-863-8035 or [Debbie\\_clark@georgetowncollege.edu](mailto:Debbie_clark@georgetowncollege.edu)) for further information.

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

## II.4. Remedies and Sanctions

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

- If an undergraduate or graduate student is found responsible for violating this Section II, the case record from the Title IX Office and the Office of Student Code of Conduct will be provided to the Dean of Students, who will determine sanctions and remedies pursuant to the Georgetown College Code of Conduct. If the Dean of Students is unavailable, an appropriately trained College official will serve as the substitute designated by the Dean of Students. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the Georgetown College [Student Handbook](#).
- If a faculty member or other individual appointed through the Office of the Provost is found responsible, the case record from the Title IX Office, Office of the Department of Human Resources, and/or Office of the Provost, will be forwarded to the Provost, who will determine sanctions and remedies in consultation with appropriate College administrators according to the [Georgetown College Faculty Handbook](#). If the Provost is unavailable, an appropriately trained College official will serve as the substitute designated by the Provost. Should the Provost propose a sanction of suspension or dismissal, the Provost will refer the matter to an elected faculty committee and Trustees, in accordance with the Georgetown College Faculty Handbook. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the Georgetown College Faculty Handbook.
- If a staff member is found responsible, the case record from the Title IX Office and the Office of the Department of Human Resources will be forwarded to the Director of Human Resources, who will determine sanctions and remedies in consultation

with appropriate College administrators in accordance with the Georgetown College Policies and Procedures Manual. If the Director of Human Resources is unavailable, an appropriately trained College official will serve as the substitute as designated by the Director of Human Resources. Any application or recommendation of sanctions and any remedies pursuant thereto will be subject to the policies and procedures as outlined in the [Georgetown College Policies and Procedures Manual](#).

## II.5 Appeals

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

### *Appeals under Section II.2*

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

### *Appeals under Section II.3*

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

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

## II.6. Record Keeping

The College shall maintain for a period of seven years all records of each Section II Prohibited Conduct investigation, including the outcome(s). Records regarding employee

respondents will be kept in the Office of Human Resources and records regarding student respondents will be kept in the Office of Student Life. Records of investigations adjudicated under Section I proceedings will be kept in the Office of Title IX.

## Appendices

### Definitions

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

#### *Actual Knowledge*

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

#### *Advisor*

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

#### *Campus*

Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes, including residence halls. Any building or property that is within, or reasonably contiguous to, any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by

the College in direct support of, or in a manner related to, College's educational purposes, that is owned by the College but controlled by another person, is frequently used by students, and supports College purposes such as a food or other retail vendor.<sup>[2]</sup>

### *Campus Safety Authority*

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

### *Complainant*

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

### *Consent*

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

1. A person is forced to submit.
2. The person does not expressly or implicitly agree with the respondent's conduct under circumstances other than forcible compulsion or incapacity to consent.

3. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally challenged, suffers from mental illness, or is physically helpless or is totally incapacitated.
4. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent or knowledge.
5. A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate unwillingness to act.<sup>[5]</sup>

### *Dating Violence*

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

### *Decision Maker*

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

### *Domestic Violence*

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

### *Education Program or Activity of the College*

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

### *Formal Complaint*

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

### *Hostile environment*

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

### *Improper Conduct Related to Sex*

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

### *Incapacitation*

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

### *Intimidation*

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

### *Investigator*

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

### *Mandatory Reporter*

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

### *Non-consensual Sexual Contact*

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

### *Non-consensual Sexual Intercourse*

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

### *Party or parties*

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



### *Quid Pro Quo*

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

### *Preponderance of Evidence*

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

### *Report*

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

### *Respondent*

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

### *Retaliation*

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

### *Section I Title IX Prohibited Conduct*

Refers to and is expressly limited to, conduct which is prohibited by Title IX, meets the Title IX jurisdictional requirements set out in Section I, and is one of the

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

### *Section II Sexual Misconduct*

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

### *Sex-based Discrimination*

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

### *Sexual Assault*

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

1. Rape: The carnal knowledge of a person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
2. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
3. Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the complainant, including instances where the complainant is

incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

4. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
6. Statutory Rape: Sexual intercourse with a person <sup>[12]</sup> who is under the statutory age of consent.

### *Sexual Exploitation*

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

### *Sexual Harassment*

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

### *Sexual Intercourse*

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

### *Sexual Misconduct*

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

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

### *Sexual Violence*

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

### <sup>[13]</sup> *Stalking*

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

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

### *Standard of evidence - preponderance of the evidence*

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

### *Supportive measures*

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

confidential, any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.<sup>[16]</sup>

### *Title IX Coordinator*

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

### *Title IX Sexual Harassment*

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

### *Unwelcome conduct*

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

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[1] 34 CFR §106.30(a).

[2] 34 CFR § 668.46(a).

[3] 34 CFR § 668.46(a).

[4] 34 CFR §106.30(a).

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

[6] 34 CFR §668.46.

[7] 34 CFR § 668.46.

[8] 34 CFR §106.44(a).

[9] 34 CFR §106.30(a).

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

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

[13] 34 CFR § 668.46(a).

[14] 34 CFR § 668.46(a).

[15] 34 CFR § 668.46(a).

[16] 34 CFR §106.30(a)

[17] 34 CFR § 106.30(a)

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

## **Title IX Resources Information**

### *Georgetown College Title IX Staff - Contact Information*

Rachel Leake, Title IX Coordinator

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

Direct Email: [rachel\\_leake@georgetowncollege.edu](mailto:rachel_leake@georgetowncollege.edu)

Department Email: [titleix@georgetowncollege.edu](mailto:titleix@georgetowncollege.edu)

Telephone: 502.863.7073

### *On-Campus Confidential Counseling / Mental Health Confidential Services*

#### **Georgetown College Counseling Center**

Address: 407 Hollyhock Lane, Georgetown, KY 40324

Email: [counseling@georgetowncollege.edu](mailto:counseling@georgetowncollege.edu)

Telephone: 502.863.8062

#### **Campus Ministry**

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

Email: [bryan\\_langlands@georgetowncollege.edu](mailto:bryan_langlands@georgetowncollege.edu) or [hollis\\_dudgeon@georgetowncollege.edu](mailto:hollis_dudgeon@georgetowncollege.edu)

Telephone: 502.863.8153



**Peer Counseling**

Email: [Peer\\_Counseling@georgetowncollege.edu](mailto:Peer_Counseling@georgetowncollege.edu)

*Off-Campus Confidential Counseling / Mental Health Confidential Services*

**Georgetown Counseling Services**

Address: 401 E Washington Street, Georgetown, KY 40324

Email: [counseling@georgetowncollege.edu](mailto:counseling@georgetowncollege.edu)

Telephone: 502.642.8046

**New Vista – Community Mental Health Center**

Address: 110 Roach Street, Georgetown, KY 40324

Telephone: 502.863.4734

24/7 Crisis Helpline: 1.800.928.8000

**Life Stance Health**

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

Telephone: 606.898.6030

**GC Employee Assistance Program**

Email: [info@humandev.com](mailto:info@humandev.com)

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

*On-Campus Healthcare Services*

**Georgetown College Health Clinic**

Address: 407 Hollyhock Lane, Georgetown, KY 40324

Telephone: 502.863.8201

*Off-Campus Healthcare Services*

**Georgetown Family Physicians Express Care**

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

Telephone: 502.570.3785

**The Little Clinic**

Address: 106 Marketplace Circle, Georgetown, KY 40324

Telephone: 859.317.6075

**CVS Minute Clinic**

Address: 101 West Showalter Dr, Georgetown, KY 40324

Telephone.: 502.868.6101

**Scott County Health Department**

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

Telephone: 859.234.5090

**Georgetown Urgent Care**

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

Telephone: 502.570.0007

**Georgetown Community Hospital (Emergency Department Available)**

Address: 1140 Lexington Rd, Georgetown, KY 40324

Telephone: 502.868.1100

*Emergency Medical Services*

**Emergency**

Dial **911**

**Georgetown Fire & Rescue**

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

Telephone: 502.863.783

*On-Campus Safety Resources*

**Campus Safety**

Physical Address: Cralle Student Center, Second Floor

Email: [campussafety@georgetowncollege.edu](mailto:campussafety@georgetowncollege.edu)

Telephone: 502.863.8111

*Off-Campus Safety Resources*

**Emergency**

Dial 911

Georgetown Police Department

Address: 550 Bourbon Street, Georgetown, KY 40324

Telephone.: 502.863.7826 & 911

**Georgetown Fire & Rescue**

Address: 141 S. Broadway, Georgetown, KY 40324

Telephone: 502.863.7831 & 911

**Scott County Sheriff's Office**

Address: 120 N. Hamilton, Georgetown, KY 40324

Email Address: [info@scott.kysheriff.org](mailto:info@scott.kysheriff.org)

Telephone: 502.863.7855 & 911

**Kentucky State Police HQ**

Address: 919 Versailles Road, Frankfort, KY 40601

Email: [ksp.webmaster@ky.gov](mailto:ksp.webmaster@ky.gov)

Telephone: 502.782.1800

**Off-Campus Victim Advocacy Services  
Ampersand Sexual Violence Resources Center of the  
Bluegrass**

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

<https://ampersandky.org>

Telephone: 859.253.2615

Support Line: 859.253.2511

24/7 Crisis Line: 800.656.4673

**Elizabeth's Village**

Address: 107 Court Street, Georgetown, KY 40324

Email Address: [info@elizabethsvillage.org](mailto:info@elizabethsvillage.org)

Telephone: 502.863.0800

**Victim's Advocate, Georgetown Police Department**

Address: 550 Bourbon Street, Georgetown, KY 40324

Email Address: [lyndsay.deaver@georgetownpolice.org](mailto:lyndsay.deaver@georgetownpolice.org)

Telephone: 502.863.7826

**Pride Center**

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

[www.lexpridecenter.org](http://www.lexpridecenter.org)

Email: [casey@lexpridecenter.org](mailto:casey@lexpridecenter.org)

Telephone: 859-379-2115

**Local Crisis Hotline for Domestic/Sexual  
Violence**

**Green House 17 – Domestic Violence/Intimate Partner  
Abuse**

<https://greenhouse17.org>

Telephone: 1.800.544.2022

**National Crisis Hotlines**

**RAINN (Rape, Abuse & Incest National Network)**

<https://www.rainn.org>

Telephone: 1.800.656.HOPE (4673)

**National Suicide & Crisis Lifeline**

Dial: 988 or Text: GO to 741-741

**National Domestic Violence Hotline**

Telephone: 1.800.799.SAFE (7233)

Text: START to 88788

**Trevor Project LGBTQ+ Affirming**

Telephone: 1.866.488.7386

Text: START to 678-678

**Trans Lifeline**

Telephone: 1.877.565.8860

## Sanctions and Remedies

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

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

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

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

### *Sanctions Applicable to Students*

Any of the following sanctions, or combinations of sanctions, may be imposed on a student responsible for a Title IX Prohibited Conduct violation or a violation of Section II of the Sexual Misconduct Policy. Disciplinary action other than those outlined below may be taken as the situation warrants. A temporary suspension by an official of the College for a designated period of time may be issued in instances where students are judged to be disruptive in conduct to the educational mission and/or pose a substantial threat to the health or safety of themselves or others. An interim suspension is made pending a hearing on the alleged offense. Failure to abide by the imposed sanction may result in additional violations and/or sanctions. The examples of sanctions in this list are illustrative and should not be read as a comprehensive list; other sanctions may be issued to a student found responsible for a violation of policy as deemed appropriate.

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

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

5. Mentor Meetings: A student is required to complete a predetermined number of check-in meeting(s) with a designated or requested staff and/or faculty mentor.
6. Fines: An appropriate fine may be charged to the student's account for policy violations, damages incurred, or failure to complete a sanction, in an amount as deemed appropriate by the Student Conduct hearing officer or Student Conduct hearing board.
7. Restitution: Repayment for loss encumbered by an individual or the College as a result of the student's Code of Conduct violation. The restitution amount will be charged to the student's account.
8. Required Change of Residency: The student will be required to move housing assignment from one residence hall area to another. This sanction will be required of those students that reside in upscale housing whose policy violations exceed the number required for eligibility to live at Hambrick Village, Rucker Village, or East Campus as outlined in the housing policies of the Student Handbook.
9. Loss of On-Campus Housing: A requirement for a student to vacate campus housing by a designated time as determined by the Student Conduct hearing officer or Student Conduct hearing board.
10. Trespass Notice: The student is prohibited from visiting or returning to a part or all of any residence hall, administrative building, property, or designated area of campus. If the student returns, they may be subject to arrest for trespassing and/or additional disciplinary action through the College.
11. Restriction of Access to Space, Resources, and Activities: When appropriate in cases involving behavioral misconduct between members of the community, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.
12. Campus Work: Participation in educational programs or projects may be assigned with one or more departments on campus. There will a \$20.00 per hour fee for campus work hours not completed, and this amount will be charged to the student's account.
13. Service to the Community: Volunteer service to a community organization, as designated by the Student Conduct hearing officer or Student Conduct hearing board. If this sanction is issued, it will be the responsibility of the student to contact, make arrangements, and provide proof of completed service hours. Distance from campus for students without motor transportation will be considered.

14. **No Contact Order:** A no contact order may be issued between two parties on campus when deemed necessary by a Student Life administrator, or by request from one involved party. A no contact order when issued serves as an official directive that the named party may not have contact with or be in the same relative vicinity of another party. This includes no contact in person, by telephone, email, text message, or other electronic means of communication, including various social media platforms, or through a third party (other than an attorney) until further notice.
15. **Probation:** Official notice that should violations of policy or the Student Code of Conduct occur during the probation period, then additional sanctioning may be implemented; including but not limited to deferred suspension, suspension, or expulsion. Probation may include exclusion from participation in privileged or extracurricular College activities as set forth in the notice of probation.
16. **Withholding of Degree:** In cases involving seniors or graduate students in their final semester, the College may withhold a student's Georgetown College degree for a specified period of time. This sanction is imposed instead of suspension at the end of a student's senior year or final year of graduate study when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of Student Conduct or the Vice President of Student Life in response to requests for which the student has given permission or as otherwise legally required.
17. **Deferred Suspension:** Students are suspended but are allowed to continue as a student under specific conditions as outlined by the Student Conduct hearing officer or Student Conduct hearing board. Any subsequent violation may result in immediate removal from the college.
18. **Suspension** <sup>[1]</sup>: Exclusion from classes and other privileges or activities or from the College, as set forth in the notice of suspension, for a defined period of time. A third violation of the Alcohol and/or Drugs policies may result in a suspension period of at least one academic year.
19. **Expulsion** <sup>[2]\*</sup>: Termination of student status for an indefinite period of time.

### *Sanctions Applicable to Employees*

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

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

### *Sanctions Applicable to Non-Members of the College Community*

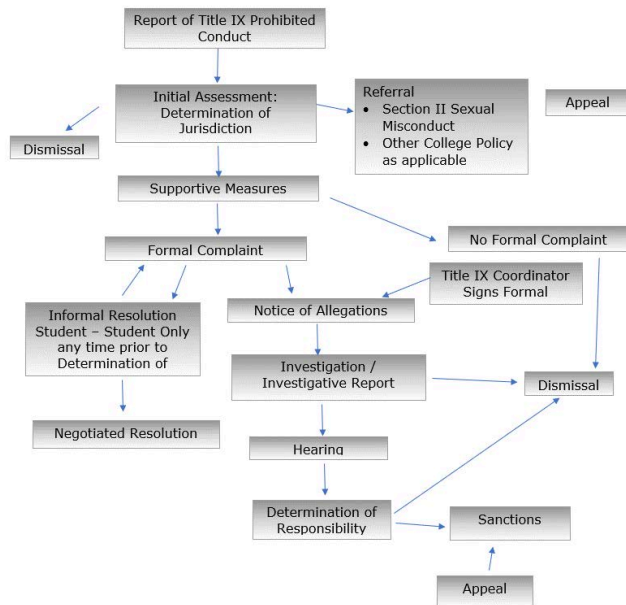
For violations of this policy by non-members of the College community, including alumni, disciplinary sanctions may include being temporarily or permanently barred from the University or subject to other restrictions.

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**[1]** Students who are suspended are trespassed from all College property and College-sponsored events, violation of a trespass due to suspension or expulsion may result in prosecution under relevant state and local laws.

**[2]** Students who are expelled are trespassed from all College property and College-sponsored events, violation of a trespass due to suspension or expulsion may result in prosecution under relevant state and local laws.

## Visual Representation of Title IX grievance process



Visual Representation of Title IX grievance process

## Who to Call

## 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](mailto: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](mailto:accommodations@georgetowncollege.edu)

**502 863-7073**

[student\\_services@georgetowncollege.edu](mailto:student_services@georgetowncollege.edu)

**502 863-7070**

### Billing and GCards: Student Accounts

Bills, Payment Plans, Student ID card

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

[student\\_accounts@georgetowncollege.edu](mailto:student_accounts@georgetowncollege.edu)

**502 863-8700**

# Cafeteria and Mulberry Café Hours and Meal Plans

Campus dining, cafeteria

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

[Dining Hours and Meal Plans](#)

## Campus Organizations

Clubs, Fraternities and Sororities, Student Groups

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

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

## Campus Safety

Parking, Safety Escort, Unlocks

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

**502-863-8111 or 502-863-7014**

*Campus Safety Operations Supervisor Randy Jones can also be reached by email at [randy\\_jones@georgetowncollege.edu](mailto:randy_jones@georgetowncollege.edu).*

## Counseling and Therapy: The Counseling Center

Counseling Appointments, Mental Health, Student Resources

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

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

[counseling@georgetowncollege.edu](mailto: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](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto:callingandcareer@georgetowncollege.edu)

503-863-8004

## Maintenance Requests

Maintenance Needs

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

## Residence Life: Housing

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

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

[housing@georgetowncollege.edu](mailto: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](mailto:registrar@georgetowncollege.edu)

502 863-8024

## Sexual Misconduct and Gender Discrimination: Title IX

Reporting Sexual Misconduct or Discrimination, rights under title ix

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

[titleIX@georgetowncollege.edu](mailto:titleIX@georgetowncollege.edu)

502 863-8373

## Student Complaints

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

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

Anonymous Reporting

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

[redflag@redflagreporting.com](mailto:redflag@redflagreporting.com)

877 647-3335