Georgetown University produces, publishes, and distributes the Annual Security Report (ASR) at the onset of each academic year, as mandated by the Clery Act. The ASR outlines for each campus security policies and procedures, practices and programs, and crime statistics to help keep our students and employees safe and our facilities secure. To facilitate greater awareness among our community members, the ASR includes yearly crime statistics as collected and maintained by campus police officers, security forces and other campus security authorities at GU campuses and is found online at the following University website: http://police.georgetown.edu/acr/. This, the 2016 ASR Edition, includes data from the 2013-2015 calendar years. Separately, our Fire Safety report, prepared by the Department of Safety and Environmental Management (SEM), may be viewed at: http://safety.georgetown.edu/fire/heoa/.

This edition covers security policy, procedures, data and maps for the Georgetown University: Main Campus and Medical Center, Georgetown University Law Center, School of Continuing Studies, Georgetown University Qatar, McGhee Center in Turkey, Villa Le Balze in Italy, and the Center for Transnational Legal Studies (CTLS) in London. Please use the Inside this Edition box on the following page to navigate through the specific sections of the ASR.
Table of Contents

Inside this Edition:

UNIVERSITY SYSTEM POLICES
Preparing Annual Report – Policies ................................................................. 3
Timely Warning Policy .................................................................................. 4
Timely Warning Procedure ......................................................................... 4
Missing Student Policy and Procedure ....................................................... 4
Policies and Resources related to sexual Misconduct ..................................... 6
Georgetown University Policy Statement on Sexual Misconduct .................. 9

Georgetown University ~ Main Campus ..................................................... 25
Security Policies and Procedures ................................................................ 25
Georgetown University Police Department (GUPD) .................................... 25
Emergency Response Procedures ............................................................... 28
Crime Prevention & Educational Programs .................................................. 29

Conference Center ................................................................................... 32
Security Policies and Procedures ............................................................... 32
Overview: Conference Center Security ....................................................... 32
Crime Prevention Programs ...................................................................... 32

Georgetown University Hospital .............................................................. 34
Security Policies and Procedures ............................................................... 34
Department of Hospital Security Services & Emergency Procedures ........... 34
Hospital Crime Prevention Services ......................................................... 35

Law Center ............................................................................................... 36
Security Policies and Procedures ............................................................... 36
Overview: The Department of Public Safety .............................................. 36
Crime Prevention Services ........................................................................ 38

School of Continuing Studies ................................................................. 39
Security Policies and Procedures ............................................................... 39

Overseas Properties ................................................................................ 40
Security Policies & Procedures ................................................................. 40

Campus Maps .......................................................................................... 42

Clery Annual Crime Statistics ................................................................. 47

Appendix A ............................................................................................. A1
UNIVERSITY SYSTEM POLICIES

These policies apply university-wide for all campuses, unless otherwise noted.

PREPARING THE ANNUAL SECURITY REPORT – POLICIES

The Georgetown University Police Department (GUPD) is responsible for preparing Georgetown’s Annual Security Report. Each year, GUPD publishes the Annual Security Report, disseminates it to the University community via email to the University community, and posts it online at http://police.georgetown.edu/acr/. Printed copies are kept at GUPD headquarters for public viewing.

This report, and the data included in it, is compiled by collecting data, programs, policies and other information from Campus Security Authorities, and local police. Campus Security Authorities are notified in writing by GUPD of their obligation to maintain records and report incidents to GUPD. If there are any reports taken, they are verified telephonically between GUPD and the reporting Campus Security Authority after the data is forwarded to GUPD.

Reporting is compiled separately for each of Georgetown’s campuses: Georgetown’s Main Campus, the Georgetown University Law Center, the School of Continuing Studies (SCS), and the four overseas locations owned or controlled by Georgetown University. The Law Center’s Public Safety Director is responsible for overseeing the collection of data for all incidents occurring on that campus, while the Associate Dean for Operations is responsible at SCS. Information for the overseas properties in Alanya, Turkey and Villa Le Balze, Italy was supplied by the Office of Global Services. Information for Education City, Doha, Qatar property was supplied by the School of Foreign Service. For CTLS in London, information was provided by the executive director. A separate map and reporting chart are provided in this report for all University campuses. For purposes of the charts and maps included in this report:

“Campus” is defined as property owned or controlled by the institution within the same reasonably contiguous geographic area, and used by the institution for its educational purposes. It specifically includes residence halls. It also includes property that is within or reasonably contiguous to the same geographic area that is owned by the institution and controlled by another person, that is frequently used by students that support institutional purposes, such as a food or other retail vendors.

“Non-campus building or property” is defined as (1) any building or property owned or controlled by a student organization recognized by the institution; or (2) buildings or property owned or controlled by the institution that are used in direct support of, or in relation to the institution’s educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the institution.

Finally, “public property” is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. GUPD collects statistics from the MPD’s Crime Analysis Unit on all reported crime which occurs in close proximity to the campus. If appropriate, these crimes are reported in the category of “public property.”
**TIMELY WARNING POLICY**

Georgetown University is responsible for issuing timely warnings about certain criminal activity that poses a serious or continuing threat to students or employees in compliance with the Jeanne Clery Act, 20 U.S.C. §1092(f) et seq. The University leadership for each respective campus within the university system will continuously and diligently work and coordinate with campus law enforcement or security and local law enforcement agencies to address exigent public safety concerns arising from criminal activity. Anyone with information warranting a timely warning should immediately report the circumstances to campus police or security authorities.

The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Clery Act and will consider all available pertinent information including whether the crime is considered a serious or continuing threat to students or employees. Timely warnings will alert the campus community about criminal activity that may pose a continuing danger in a way that does not compromise law enforcement efforts.

**TIMELY WARNING PROCEDURE**

When a determination has been made that a timely warning should be issued, GUPD will inform the campus community by taking one or more appropriate steps to ensure timely notification: Invoke Hoya Alert text system (Campus community members may enroll to receive these notifications at [https://eaplus.georgetown.edu/](https://eaplus.georgetown.edu/)); issue a broadcast email of the timely warning notice; distribute warning fliers around campus; post the warning on the GUPD website at [http://police.georgetown.edu](http://police.georgetown.edu). Such warnings may include, but are not limited to: type of crime; date, time, and location of the incident; and suspect description.

**MISSING STUDENT POLICY & PROCEDURE**

Georgetown University takes student safety seriously. This policy and its accompanying procedures establish a framework for cooperation among members of the University community to respond to reports of missing students who reside in University-owned housing. This policy is in compliance with Section 488 of the Higher Education Opportunity Act of 2008.

**Reporting Missing Students.** Anyone who believes a student to be missing should report it to the appropriate designated personnel or office designated for each respective campus. Any report of a missing student must be immediately referred to university police or security, or in their absence the local law enforcement that has jurisdiction over the campus.

**Missing Student Contact Designation.** At the start of each academic year, Georgetown informs its students residing in University-owned housing that they may identify the name and contact number of an individual to be contacted in case they are determined to be missing. This contact information will be maintained confidentially by the Office of Student Affairs.

**Missing Student Contact Procedures.** If the campus law enforcement or security office, or designated staff, in collaboration with appropriate University administrators, determines that a student residing in University-owned housing has been missing for more than 24 hours and has not returned to campus, the University will notify the appropriate law enforcement agency, and, within 24 hours of the time it determines that the student is missing, also attempt to notify the missing person contact if the student has designated one, the student’s parent or guardian if the missing student is under the age of 18 and is not emancipated, and any others the University deems appropriate consistent with the Family Educational Rights and Privacy Act (“FERPA”).
GENERAL PROCEDURES
When university police, security, or the appropriate administrator is notified that a student residing in University-owned housing cannot be located, an investigation will be initiated. Those campuses without campus law enforcement/security will work with local police with jurisdiction on the matter. The University will take immediate steps to locate the student, to include attempting to contact the student by phone and/or e-mail, contacting the student’s roommate, contacting friends or known associates of the students, contacting appropriate University administrators, as appropriate.

1. In the event that these methods of contacting the students are unsuccessful, investigators will, in collaboration with appropriate University administrators, determine if the student has been missing for more than 24 hours.

2. If the university determines that the student has been missing for more than 24 hours, Georgetown will (1) contact local law enforcement; (2) contact the individual identified by the student as the missing person contact, and/or (3) contact the custodial parent or legal guardian if the student is under 18 and not emancipated, and/or (4) contact others, consistent with FERPA.

3. The University will continue to assist the missing person contact, parent or legal guardian, or law enforcement as appropriate in the process of locating the missing student.

To Report a Missing Student at Your Campus, Contact:

Main Campus and Medical Center
Georgetown University Police Department
Main Campus, Village C West, ground floor
(202) 687-4343
police@georgetown.edu

Georgetown University Law Center
Department of Public Safety
McDonough room 125
(202) 662-9325
Deputy Chief: Jose Burgos – 202-603-3350
Residence Life Office: Chris Hall – 202-682-9290
Dean of Students: Mitchell Bailin – 202-682-4066

School of Continuing Studies
Sissel Malmbek, Associate Dean
SCS Security Desk, Main Entrance
640 Massachusetts Avenue NW
Washington, DC 20001
(202) 784-7375

Georgetown University Qatar
GU-Q 24/7 emergency security +974 4457 8458
GU-Q Student Wellness 24/7 +974 5503 9044
QF Student Housing emergency contact
+974 5582 2382
QF Housing Residence Hall
Coordinator on Duty +974 5582 2382
Community Development Adviser (Male dorms): +974 5585 5045 (Student on duty)
Community Development Adviser (Female dorms): +974 5585 5039 (Student on duty)

Villa Le Balze
Georgetown University in Fiesole, It.
Simona Mocali
Assistant Director, Safety Officer
Via Vecchia Fiesolana, 26
50014 Fiesole (Fi) Italy
Tel. ++39 055 59208 (ext.220)
Fax 055 599584
Email: smocali@villalebalze.org
https://villalebalze.georgetown.edu
Weekend and after-business hours:
Resident Assistant +327 0641876

Center for Transnational Legal Studies
Mina Elton, Faculty and Operational Support Manager
Hannah Pratt, Student and Communications Assistant
Swan House
37-39 High Holborn
London WC1V 6AA
United Kingdom
Phone: +44 (0)203 077 5900
Fax: +44 (0)203 077 5918

McGhee Center for Eastern Mediterranean Studies
Nese Devrim, Director, Georgetown in Alanya Programs
Georgetown University
PK 81 Alanya, Turkey, 07400
Tel: 0090 533-230-88-52: or, 0090 532-441-93-02
Email: nd396@georgetown.edu
POLICIES AND RESOURCES RELATED TO SEXUAL MISCONDUCT

Georgetown University prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The information below provides an overview of the University’s sexual misconduct policies, procedures and resources. More comprehensive information and resources, including a full listing of confidential on- and off-campus resources can be found at http://sexualassault.georgetown.edu/.

Education Programs Regarding Sexual Misconduct
Georgetown University has education programs to promote the awareness of sexual misconduct, including rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. These education programs include primary prevention and awareness programs for all incoming students and new employees. New students take a comprehensive training called “Think About It” and all new faculty and staff take a comprehensive training called “Respect.” These education programs include: a statement that these crimes are prohibited; definitions of consent, domestic violence, dating violence, sexual assault, and stalking; safe and positive bystander intervention tactics when there’s a risk of one of those incidents; information on risk reduction to recognize warning signs of abusive behavior and avoiding potential attacks; and information about the University’s disciplinary procedures. R U Ready, Take Back the Night, and Sexual Assault Peer Educators are some of the campus programs and groups that provide additional outreach and awareness events related to sexual assault throughout the academic year. In addition, Health Education Services, the Women’s Center, and other campus offices also collaborate in providing ongoing programming and education on these issues.

University Response to Reports of Sexual Misconduct
The University encourages anyone who has experienced an incident of sexual misconduct to contact one of the University’s confidential resources. These licensed counselors can offer crisis intervention and counseling services, and assistance with accessing medical care, formally reporting to student and/or criminal judicial systems, safety planning, academic assistance, support groups, and housing relocation, among other things. Victims can also file a formal report as further explained below.

Confidential Resources
While all professional staff in Health Education Services and Counseling and Psychiatric Services (CAPS) serve as confidential resources, the individuals below specialize in sexual assault response:

- Jen Luettel Schweer, MA, LPC, Associate Director of Health Education Services/Sexual Assault Response and Prevention Services (202-687-0323 / jls242@georgetown.edu)
- Carol Day, RN, MSN, CNS, Director, Health Education Services (202-687-8942 / daycr@georgetown.edu)
- Jennifer Wiggins, MA, Staff Clinician and Sexual Assault Specialist (202.687.8932 / jmw322@georgetown.edu)
- Nicole Sandoz (GU Law Center), JD, Sexual Assault and Relationship Violence Liaison - SARVL (202.662.9293 / ns1028@law.georgetown.edu)

A full list of confidential resources can be found at http://sexualassault.georgetown.edu/.
Formal Reporting

Victims have a variety of options for filing formal reports, including filing a report via the University’s internal processes, filing a criminal report with the police, or not filing any formal report at all. Those who are unsure about whether they want to file a formal report can contact a confidential resource to discuss their options.

- To file a formal report via the University’s internal processes, contact a Title IX Coordinator or Deputy Coordinator. The Title IX Coordinator for the University is Laura Cutway, (202) 687-4798, titleixideaa@georgetown.edu. A full list of Deputy Title IX Coordinators can be found at http://sexualassault.georgetown.edu/.

- To file a criminal report with the Metropolitan Police Department (MPD), dial 911. Victims can also call the Georgetown University Police Department (GUPD) at (202) 687-4343, as GUPD can facilitate filing a report with MPD.

- Confidential counselors, the Title IX Coordinator, and Deputy Title IX Coordinators are available to assist with any of these processes, and can also help with obtaining no-contact or other protective orders through the university or the court system. Georgetown will protect the privacy of those who report incidents of sexual misconduct to the extent permissible by law.

When an incident of sexual misconduct is reported, whether it occurred on or off campus, the University will provide victims with written notice of available options, remedies, and services. This will include:

- How and to whom to formally report these incidents
- Options about involvement of law enforcement and campus authorities, and assistance in notifying law enforcement if the victim chooses, as well as the option to decline to notify authorities
- Other protective measures such as no-contact orders, orders of protection, and alteration of living, academic, and work situations
- Information about the importance of evidence preservation after an incident of sexual assault – specifically, that in order to best preserve evidence, victims should avoid showering, changing clothes, combing hair, drinking, or eating until after a physical exam has been completed
- Available and existing on- and off-campus services such as victim advocacy, counseling, health, mental health, legal assistance, visa and immigration assistance
- Reasonable and available options and assistance with changing academic, living, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement
- Available University disciplinary procedures, and an explanation of those procedures
- Information regarding confidentiality in protective measures and Clery reporting and disclosure

Disciplinary Proceedings

The disciplinary processes available for victims of sexual misconduct vary depending on whether the respondent is a student, staff, or faculty member. The various disciplinary procedures can be found at http://sexualassault.georgetown.edu/ and in Appendix A of this Annual Security Report. University disciplinary hearings regarding sexual misconduct will use a “more likely than not” (preponderance of the evidence) standard.
Individuals who have been found to have violated the University’s sexual misconduct policy may be subject to sanctions, which may include, but are not limited to: written reprimand; restitution; training; no-contact order; referral; housing suspension; housing expulsion; probation (academic or employment); reduction in salary or rank; demotion; removal of administrative appointment; suspension (academic or employment); termination of employment; expulsion; or any other sanction that is determined by the decision-maker to be fair and proportionate to the violation. Faculty members who are subject to sanctions under the sexual misconduct policy will receive the procedural protections set forth in the Faculty Handbook.

The University disciplinary procedures will provide a fair, prompt, and impartial process from investigation to final result. The investigation and any hearing will be conducted by those who receive annual training on issues related to sexual misconduct, how to conduct an investigation, and a hearing process that protects victim safety and promotes accountability.

Parties are entitled to the same opportunities to have an advisor of their choice accompany them to any hearing and related meetings. Parties will be informed simultaneously in writing of the outcome of the process, the availability of any appeal procedures, and when the results become final after any appeals.

Confidentiality

The University will maintain as confidential any accommodations or protective measures provided to the victims so long as it does not impair the ability to provide such measures. Personally identifiable information about victims will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

For a more comprehensive review of the University’s policy regarding sexual misconduct, please refer to the following section.

Bystander Intervention

It takes the whole Georgetown University community to ensure our culture of care! We encourage every member of our community to be an active bystander to help prevent and address sexual misconduct.

Bystander intervention refers to safe and positive ways that individuals who witness sexual harassment or misconduct can act to prevent or intervene.

This can include identifying and stopping situations before they happen; stepping in during an incident; supporting an individual after an incident; and speaking out against ideas and behaviors that support sexual misconduct.

How can you be an active bystander?

- **Speak up:** If someone says something offensive, derogatory, or abusive, let them know that behavior is wrong and you don’t want to be around it. Challenge others to be respectful.
- **Get support from others around you:** You don’t have to intervene alone if you see or hear something troubling.
- **Be respectful, direct and honest when intervening.** Instead of accusing, try “I feel ____ when you say things like that.”
- **Distract:** If you see harassing behavior, try to interrupt. Ask the harasser a question to distract them; or ask the person being harassed if they can come help you with something.
- **Safety first:** If something does not feel safe, reach out to GUPD or other authorities.
GEORGETOWN UNIVERSITY POLICY STATEMENT ON SEXUAL MISCONDUCT

Georgetown University has adopted this Policy Statement on Sexual Misconduct in recognition of our commitment to provide a safe and hospitable environment for all members of our community to work and study. Sexual misconduct subverts the University’s mission, diminishes the dignity of both survivor and perpetrator, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff.

This policy prohibits sexual misconduct that constitutes sexual harassment, sexual assault, relationship violence, stalking, and related claims of retaliation.

Sexual harassment is a form of sex discrimination and is prohibited by University policy, Title VII of the Civil Rights Act of 1964 (“Title VII”), Title IX of the Education Amendments of 1972 (“Title IX”), and the District of Columbia Human Rights Act. Sexual assault, relationship violence and stalking are also forms of sexual misconduct, and are prohibited by law and this policy.

Both women and men may be survivors of sexual misconduct. Sexual misconduct may occur between persons of the same or opposite sex. In the case of sexual harassment, the injured party does not have to be the person harassed but could be anyone affected by the offensive conduct. This policy applies to any allegations of sexual misconduct against faculty and staff (an “employee”) or student of Georgetown University or a Georgetown University operated program, regardless of where the alleged conduct occurred.

The actions of third parties (e.g., contractors, vendors, recruiters) that impact students and/or employees may also be subject to review under this policy. If a third party is the accused, IDEAA will refer the grievance to an appropriate authority for resolution.

This Policy Statement on Sexual Misconduct will be widely disseminated to members of the University community, and will be consistently enforced. The policy will be reexamined and updated as appropriate. Training will be provided to employees and students on this policy for the purpose of preventing sexual misconduct and promoting a respectful community. All employees are responsible for completing training identified as mandatory. Investigations involving alleged violations of this policy shall be conducted by officials who receive training on issues related to sexual harassment, sexual assault, relationship violence, and stalking as well as on how to conduct a grievance process that protects the safety of survivors and promotes accountability.

Definitions of Sexual Misconduct and Related Terms

Sexual misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation.

Sexual harassment is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic relationship; or

1 The definitions used in this policy are based on federal and/or state law, as applicable. Under the Violence Against Women Act, institutions are required to define terms in accordance with state law. In such circumstances, this policy uses terms as defined in the District of Columbia.
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or

3. Such conduct has the purpose or effect of interfering with an individual's work or academic performance, denying or limiting an individual's ability to participate in or benefit from the University's education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit.

Interpretive guidance:
- A hostile or offensive environment exists when conduct is severe or pervasive. Factors to be considered in determining whether conduct is severe or pervasive include the nature, scope, frequency, and duration of the conduct and the number of persons involved. Simple teasing, offhand comments, or isolated incidents that are not severe or pervasive do not create a hostile or offensive environment.

- If an issue of sexual harassment is raised in strictly academic areas, such as coursework, the matter will be handled in consultation and coordination between IDEAA and the Executive Vice President or Dean of the faculty member's school because such matters may also implicate issues of academic freedom.

- To constitute sexual harassment, the conduct in question must be objectively intimidating, hostile or offensive, and must interfere with a person's ability to participate in employment or educational programs or activities of the University. The survivor's perception of the offensiveness of the alleged conduct, standing alone, is not sufficient by itself to constitute sexual harassment.

- Sexual harassment is especially serious when it occurs between teachers and students or supervisors and subordinates. In such situations, sexual harassment unfairly exploits the power inherent in a faculty member's or supervisor's position. Although sexual harassment often occurs when one person takes advantage of a position of authority over another, the University recognizes that sexual harassment may also occur between people of equivalent status. This includes peer sexual harassment. Regardless of the form it may take, the University will not tolerate unwelcome conduct of a sexual nature that creates an unacceptable working or educational environment.

Sexual assault is a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person. Sexual assault is divided into five categories, described below. Sanctions may vary depending on the category of offense.

1. Engaging in a sexual act with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.

2. Engaging a sexual act where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).

3. Engaging in sexual contact with another person with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.

4. Engaging in sexual contact where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).

5. Engaging in a sexual act or sexual contact with another person with knowledge or reason to know that the sexual act or sexual contact was committed without the person’s permission or consent.
For purposes of this definition, the following terms are defined:

**Sexual act** is penetration, however slight, of the anus or vulva of another by a penis; contact between the mouth and the penis, vulva, or anus; or the penetration, however slight, of the anus or vulva by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. The emission of semen is not required to be considered a sexual act.

**Sexual contact** means the touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

**Consent** is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question.

**Interpretive guidance:**
- The willingness to participate must be clearly indicated prior to any sexual act or sexual contact.
- If at any time during the sexual act or sexual contact any confusion or ambiguity should arise on the issue of consent, it is incumbent upon the individual to stop the activity and clarify, verbally, the other’s willingness to continue.
- A verbal “no,” even if it may sound indecisive or insincere, constitutes lack of consent.
- The absence of an overt action or an explicit verbal response to a verbal request for consent constitutes lack of consent.
- It is expected that, once consent has been established, a person who changes his/her mind during the sexual act or sexual contact will communicate through words or overt actions his/her decision to no longer proceed.
- Past consent to sexual act or sexual contact does not imply future ongoing consent, and the fact that two persons are in an on-going relationship shall not preclude the possibility that sexual misconduct might occur within that relationship.
- A person’s use of alcohol and/or other drugs shall not diminish such person’s responsibility to obtain consent.
- Lack of verbal or physical resistance, or submission by the unwilling participant, when such submission results from the use of force, threats, or coercion by the respondent shall not constitute consent.
- A person is considered incapable of giving consent if he/she is asleep, unconscious, and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs (signs of incapacitation include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.).

**Force** means the use or threatened use of a weapon; the use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or the use of a threat of harm sufficient to coerce or compel submission by another person.

**Forcible** is defined as any sexual act or sexual contact directed against another person, with force and/or against that person’s will; or without force or against the person’s will where the victim is incapable of giving consent.

**Relationship violence** means a violent or threatening familial or intimate partner relationship that causes one to fear for his/her safety or causes physical or psychological injury, pain, or illness. Relationship violence includes:
**Domestic violence**: an intrafamily offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

**Dating violence**: an offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

**Stalking** is a course of conduct directed at a specific individual with the intent to cause that individual (or where the person knows or should have known that it would cause the individual) to fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

**Student** means an individual who is registered or enrolled as a student at the University (or where there is an expectation of continued enrollment) at the time the alleged sexual misconduct occurred and at the time a complaint is made to the University. For purposes of this policy, a student includes a graduate student with instructional responsibilities.

**Employee** means a person who is employed by the University at the time the alleged sexual misconduct occurred and at the time the grievance procedures are invoked.

### Title IX Coordinator and Deputy Title IX Coordinators

The following person has been designated as the Title IX Coordinator to coordinate Georgetown University's compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, including sexual harassment and sexual assault:

**Laura Cutway, Title IX Coordinator**
Georgetown University
M-36 Darnall Hall
37th & O Streets NW Washington, DC 20057
Phone: (202) 687-4798
Fax: (202) 687-7778
Email: titleix.coordinator@georgetown.edu

A list of Deputy Title IX Coordinators is available on the University’s website at [http://sexualassault.georgetown.edu/titleix](http://sexualassault.georgetown.edu/titleix).

### Reporting Obligations for Faculty and Staff

The University recognizes that supervisors (including those who supervise employees and those who supervise students) bear a particularly important responsibility to deter sexual misconduct. Any faculty or staff member (other than those who are statutorily prohibited from reporting) who learns of conduct that may violate this policy must contact the appropriate Deputy Title IX Coordinator within 24 hours, or as soon as possible. Only those individuals who are statutorily prohibited from reporting (such as health professionals and certain members of Campus Ministry to whom the pastoral privilege applies) shall not have a duty to report to the Deputy Title IX Coordinators. If in doubt as to whether certain conduct violates this policy, or if you have any questions about this policy or its application, call IDEAA for a consultation.
Confidentiality
Complaints and investigations under this policy are treated as confidential. IDEAA expects complainants, respondents, and witnesses who participate in this process to maintain confidentiality due to the sensitive nature of grievances. The University will preserve the confidentiality of information provided in connection with enforcement of this policy to the extent possible, consistent with the goals of prompt and thorough investigation and resolution as well as compliance with the law. The University complies with the Family Educational Rights & Privacy Act (FERPA) / Health Insurance Portability and Accountability Act (HIPAA) at all times in the course of investigations. To the extent permissible by law, all publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other victims who choose not to file a grievance.

Procedure for Filing Complaints
Any member of the University community who believes conduct that violates this policy has occurred, or who has questions concerning this policy, is encouraged to contact the Office of Institutional Diversity, Equity and Affirmative Action (IDEAA) or one of the Deputy Title IX Coordinators.

The Deputy Title IX Coordinators will assist complainants in initiating a complaint under the applicable grievance procedures that apply to complaints of sexual misconduct:

For allegations against a Georgetown University employee (including faculty and staff): IDEAA Grievance Procedures to Investigate Allegations of Discrimination and Harassment.
For allegations against a student, including student-on-student sexual misconduct:

- Code of Student Conduct (for students in the College of Arts and Sciences, the Graduate School of Arts and Sciences, the Business School, the School of Foreign Service, the School of Nursing and Health Sciences, Biomedical Graduate Education, and the School of Continuing Studies).
- Law Center Student Disciplinary Code (for students at the Law Center)
- School of Medicine Procedures of the Sexual Misconduct Subcommittee (for students in the School of Medicine)

Where an accused individual is both a student and employee of the University, the procedures that apply will depend on the status of the individual during the alleged incident. If there is ambiguity regarding which procedures shall apply, the Title IX Coordinator shall decide.

Time limits, if any, for filing grievances are determined under the applicable grievance procedures. Individuals are encouraged to report sexual misconduct immediately in order to maximize the University's ability to obtain evidence, and conduct a thorough, impartial investigation. Failure to report promptly may impair the University's ability to enforce this policy.

In accordance with the guidelines of the Equal Employment Opportunity Commission and the Office for Civil Rights of the Department of Education, all complaints will be investigated promptly, reliably, and impartially. Corrective or disciplinary action will be taken where appropriate for violations of this policy.

Sanctions for Violations of this Policy
Individuals who have been found to have violated this policy may be subject to sanctions, which may include, but are not limited to: written reprimand; restitution; training; no-contact order; referral; housing suspension; housing expulsion; probation (academic or employment); reduction in salary or rank; demotion; removal of administrative appointment; suspension (academic or employment); termination of employment; expulsion; or any other sanction that is determined by the decision-maker to be fair and proportionate to the violation. Faculty members who are subject to sanctions under this policy will receive the procedural protections set forth in the Faculty Handbook.
Administrative Action
In the event that an aggrieved individual declines to pursue a grievance and resolution, Title IX nonetheless requires the University to investigate and take reasonable action in response to the information provided. However, the University’s ability to respond may be limited. The University will consider the seriousness of the alleged misconduct, whether there have been complaints against the same accused individual, the accused’s rights to receive information about the allegations, and other factors in determining how to proceed. The University reserves the authority to take reasonably necessary action. The University will take steps to prevent recurrence of any sexual misconduct and to correct its discriminatory effects on the complainant or third parties, as appropriate. The University will also ensure that appropriate steps are taken to protect the complainant from any deleterious acts related to the complaint during investigation and resolution.

Other Reporting Options
In the event of a safety emergency, individuals should call the Georgetown University Police Department (GUPD) 202-687-4343 (http://police.georgetown.edu/) or the Metropolitan Police Department (MPD) 9-1-1 (http://mpdc.dc.gov/). Complainants may also choose to file a complaint with GUPD or MPD at any time. At a complainant’s request, IDEAA or a Title IX Coordinator, as applicable, is available to assist in notifying MPD. All complainants have the right to seek a protective order or similar lawful order issued by a criminal or civil court.

A complainant who wishes to file a criminal complaint or seek a protective order is urged to take steps to preserve evidence, as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.

Because the standards for finding a violation of a criminal law are different from the standards articulated in this policy, criminal investigations or reports are not determinative of whether a violation of this policy has occurred. The filing of a complaint under this policy is independent of any criminal investigation or proceeding. The University’s investigation may be temporarily delayed while the criminal investigators gather evidence. However, the University will not wait for the conclusion of any criminal investigation or proceeding before beginning its own investigation or taking interim measures to protect the complainant and the University community, if necessary.

Complainants are encouraged to exhaust internal procedures established to enforce this policy before pursuing administrative remedies outside the University. However, the University acknowledges the rights of complainants to seek redress from any external enforcement agency, including the District of Columbia Office of Human Rights, the Equal Employment Opportunity Commission, and the Office for Civil Rights of the United States Department of Education. The filing of an external complaint or investigation will not preclude the University from investigating and addressing issues or concerns raised to the University, nor will it preclude a complainant from receiving assistance from the University in changing academic, living, transportation or working conditions, if such arrangements are reasonably available. Aggrieved individuals always reserve the option to file no formal complaint at all.

Support Resources
Concerned individuals are encouraged to seek confidential counseling and other support resources offered by the University and third parties. Individuals are encouraged not to wait to seek confidential counseling, and University counselors can take proactive steps to assist concerned individuals. A description of these resources is available on the University’s website at: http://studenthealth.georgetown.edu/health-issues/sexual-assault-relationship-violence-stalking/. In addition, a description of the Faculty Staff Assistance Program is available at: http://hr.georgetown.edu/fsap/.

Retaliation Prohibited
This policy prohibits retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. It further prohibits taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of sexual misconduct. Retaliation should be reported promptly to IDEAA or
the Title IX coordinators and may result in disciplinary action up to and including dismissal. The University encourages individuals to make good faith reports.

**POLICIES REGARDING PASTORAL & PROFESSIONAL COUNSELORS**

Under the Clery Act, pastoral and professional counselors who learn about crimes when acting in their pastoral or professional counseling capacity at Georgetown do not have an obligation to report crime statistics for the annual report.

Pastoral counselors are defined as persons who are associated with a religious order or denomination, are recognized by that religious order or denomination as someone who provides confidential counseling, and are functioning within the scope of that recognition as a pastoral counselor.

Professional counselors are defined as persons whose official responsibilities include providing mental health counseling to members of the institution’s community, and who are functioning within the scope of their license or certification. At Georgetown these individuals include the Director of Counseling and Psychiatric Services, and the Director, Faculty and Staff Assistance Program, and licensed counselors within Student Health Education when functioning as professional counselors.

Pastoral and professional counselors at Georgetown are encouraged, through in-service training, group discussions, and seminars, if appropriate, to inform the persons they are counseling that there are procedures to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. If they deem it appropriate, the pastoral or professional counselor may offer the person whom they are counseling the opportunity to file an Anonymous Incident Report. The counselor may offer assistance in completing the report, and assure the individual that the report will not include his or her name or any other identifying information. Once the report is completed, it should be forwarded to university police or public safety, who will take the appropriate steps based on the information provided.

**POLICY REGARDING THE UNFOUNDING OF REPORTS**

The deciding official in each respective police, public safety, or security department within the Georgetown University system may classify a report as “unfounded” when an investigation proves the report to be false or baseless (i.e., the investigation shows that no offense occurred nor was attempted). Unfounded cases will not be calculated into University crime statistics or clearance rates. Only in rare circumstances, where the supporting information overwhelmingly supports the conclusion, will this case closure classification be used. All unfounded reports will be identified in the Annual Security Report as specified by the Clery Act.

**DISCLOSURE OF FINAL RESULTS OF DISCIPLINARY HEARING FOR CRIMES OF VIOLENCE AND NON-FORCIBLE SEX OFFENSES**

The University, will disclose the final results of a disciplinary hearing in cases where the facts alleges constitute a crime of violence or non-forcible sex offense to a Complainant or other individual who is the Victim of the alleged violation, as those terms are defined under the Family Educational Rights and Privacy Act (FERPA).

**POLICIES RELATED TO THE REPORTING OF CRIME**

Georgetown University has a policy which encourages the university community to report all crime to their respective police, public safety, or campus security authority. This encouragement is provided through orientation sessions, crime seminars, and other gatherings where information is disclosed. It is University policy for such campus security authorities to document any crime that comes to their attention including email, faxes and letters, as well as face-to-face reporting. Reported crimes are assigned to the appropriate investigator who verifies the proper classification has been made to each incident.
ANONYMOUS REPORTING OF CRIME

An Anonymous Incident Report is available to allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics report. This Anonymous Incident Report is forwarded to GUPD for review, classification, and, if appropriate, for inclusion in the annual statistics. This report can also be used by any Campus Security Authority for any victim who desires to remain anonymous, but desires that his/her crime be recorded. Whatever the case, the report can either be completed by the victim, witness, complainant, or Campus Security Authority. The form for reporting crimes anonymously is available at:

https://police.georgetown.edu/reporting.

COOPERATING WITH LOCAL LAW ENFORCEMENT

When a student is involved in an off-campus offense, GUPD may aid local or federal law enforcement with the investigation. MPD routinely works and communicates with GUPD on serious incidents located on or near Georgetown’s Main, SCS, and Law Center campuses and non-campus properties. While Georgetown does not have officially recognized student organizations with off-campus sites, Georgetown will work with MPD to address off campus incidents.

CAMPUS SEX CRIMES PREVENTION ACT

Washington D.C. keeps a database of registered sex offenders. Under the Sex Crimes Prevention Act, D.C. is also required to collect and make publicly available information about a registered sex offender’s enrollment or employment at a post-secondary educational institution. If you would like to obtain the information about registered sex offenders that is collected and maintained by the District of Columbia, you may review a partial list on MPS’s website http://mpdc.dc.gov/service/sex-offender-registry. You may review the entire District of Columbia Sex Offender Registry by visiting any of the Police Districts, at various locations in the city, or the Sex Offender Registry Unit, located at 300 Indiana Ave., NW, 20001, phone: 202-727-4407, email: soru@mpdc.org.

ALCOHOL & DRUG POLICIES AND PROGRAMS

In compliance with the federal Drug-Free Schools and Communities Act, this contains the Georgetown policies and applicable laws and penalties related to the use, possession and distribution of alcohol and other drugs; information about the risks and effects of drug and alcohol use and dependence; and resources to assist students, faculty and staff who may be having a problem with alcohol or drugs. You are encouraged to read this page in its entirety, as each member of the campus community is responsible for complying with Georgetown policy and applicable laws.

GEORGETOWN UNIVERSITY POLICIES ON ALCOHOL AND OTHER DRUGS

For all members of the Georgetown community:

Georgetown University’s policies on alcohol and other drugs reflect the requirements of federal and D.C. law and impose additional sanctions and penalties for violations by students, faculty, and staff. Detailed information can be found at http://policies.georgetown.edu/policies-on-alcohol-and-other-drugs.

Alcoholic Beverages

No person under age 21 shall drink, possess, purchase or attempt to purchase an alcoholic beverage. Likewise, no person, regardless of age, shall serve, offer, give, purchase, provide or in any way make available alcoholic beverages to any persons who are under 21. Persons who are 21 or older may possess, serve and consume alcohol only in University facilities where permitted and only when they have first received any permissions and licenses required under University policy and applicable law.
Drugs
The possession, use, manufacture and/or distribution of illegal drugs, as defined under D.C. and federal law, are prohibited at all times on University property, in University vehicles, or in connection with any University activity or business.

Sanctions
Employees and students who violate the University’s policies will be subject to disciplinary action by the University, which may include suspension, referral for prosecution, permanent separation from the University, or any action the University deems appropriate.

For Students:
University policies on alcohol and other drugs that are particular to Main Campus students may be found on the Student Affairs website and within the Code of Student Conduct. Of particular note are the University regulations on alcoholic beverages in student areas, including on-campus housing, off-campus houses and apartments, and offices and clubrooms; policies on parties, kegs, and party notification; policies on serving alcohol at events; and sanctions for violations of the alcohol and drug policies, which include fines, residence hall suspension, parental notification, move from an apartment into a traditional residence hall, recommendation for counseling or rehabilitation, disciplinary probation, suspension, and dismissal from the University.

Medical Center students should refer to the Code of Professionalism in the School of Medicine Student Handbook and Law Center students should refer to the Georgetown Law Conduct Policies, Georgetown Law Alcohol Policy Addendum for Student Sponsored Events, and the Gewirz Resident Alcohol Policy for information specific to their campuses.

For Faculty and Staff:
In addition to the policies governing all members of the Georgetown community, all University employees are governed by the Drug-Free Workplace policy, which states that it is a condition of continued employment that all employees must be drug-free in the workplace. Staff and Academic Administrative Professionals are bound by the Professional Conduct policy, which states that being under the influence of alcohol or illegal drugs and/or possessing or selling illegal drugs when reporting to work, while on the job, or in connection with carrying out job responsibilities are strictly prohibited. Additionally, employees who operate motor vehicles must comply with the Human Resources policy on Controlled Substance and Alcohol Use Prohibition and Testing for Motor Vehicle Operators.

Violations of these policies by University administrators, faculty or staff will be referred to the appropriate department head or supervisor who, in accordance with University policies and procedures, will determine the course of action necessary.

Faculty and staff should also visit the website of the Faculty and Staff Assistance Program for additional information.

FEDERAL AND D.C. DRUG AND ALCOHOL LAWS AND PENALTIES

Penalties for Illegal Possession or Distribution of Alcohol under D.C. Law

In the District of Columbia,
- It is unlawful to consume or possess an alcoholic beverage in an open container in a public area or place of business not licensed to sell alcoholic beverages. Violations of this provision may result in a fine of up to $500 and/or a prison term of up to 60 days (D.C. Code § 25-1001).
- Persons under age 21 are prohibited from possessing, drinking, purchasing or attempting to purchase an alcoholic beverage. Persons are also prohibited from falsely representing their age in an attempt to purchase alcohol or enter an establishment where alcohol is served. Violations of this law may result in a fine of up to $1,000 and suspension of driving privileges for up to one year (D.C. Code § 25-1002).
- Persons who purchase, sell or in any other way deliver alcoholic beverages to persons under 21 may be fined up to $5,000 and/or imprisoned for up to one year (D.C. Code §§ 25-781, 25-785).

Penalties for Illegal Possession or Distribution of Illegal Drugs under D.C. Law

In the District of Columbia,
- Intentional possession of a controlled substance (other than pursuant to a valid prescription), is punishable by a fine of up to $1,000 and/or 180 days' imprisonment. The intentional manufacture, distribution, or possession with intent to manufacture or distribute a controlled substance is punishable by prison terms up to 30 years and/or fines up to $75,000 (D.C. Code § 48-904.01). Controlled substances are defined in D.C. Code § 48-901.02.
- Persons over age 21 who are found to have distributed a controlled substance to anyone under age 18 are subject to even heavier penalties, including fines up to $125,000 and imprisonment for up to 60 years (D.C. Code § 48-904.06).
- Anyone found to have enlisted or encouraged an individual under age 18 to distribute or sell any controlled substance is subject to an additional fine of up to $50,000 and an additional prison term of up 20 years (D.C. Code § 48-904.07).
- A finding that an individual has attempted or conspired to commit any of these offenses subjects the individual to the same fines and terms of imprisonment as if the crime were actually committed (D.C. Code § 48-904.09).
- The manufacture or sale of drug paraphernalia to prepare or use illegal controlled substances is prohibited and punishable by fines up to $12,500 fine and/or a prison term of up to 2 years. The use or possession with intent to use of drug paraphernalia is punishable by a fine up to $250 and/or a prison term of up to 30 days. (D.C. Code §§ 48-1101, 48-1103).

Penalties for Illegal Possession or Distribution of Illegal Drugs under Federal Law

It is a violation of federal law to possess, manufacture, or distribute a controlled substance as defined by federal law. A student or employee found guilty of possessing a controlled substance in violation of federal law may be subject to some or all of the following sanctions:

- First conviction: Up to one year imprisonment and a fine of at least $1,000, or both.
- With one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least $2,500, or both.
- After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and/or a fine of at least $5,000 (21 U.S.C. § 844(a)).

Federal law may also require forfeiture of property used to possess or to facilitate possession of a controlled substance (21 U.S.C. § 881(a)(7); forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance (21 U.S.C. § 881(a)(4)); and civil fines of up to $10,000 (21 U.S.C. § 844a).

Upon a drug conviction, the federal government may also deny or revoke federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, for up to one year for first offense, and up to five years for second and subsequent offenses, (21 U.S.C. § 853a).

Persons convicted for the manufacture and/or distribution of controlled substances are subject to increased fines, jail time, and revocation of federal benefits (21 U.S.C. §§ 841, 862).
A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance will not be eligible to receive any federal grants, loans, or work assistance for at least one year (for first conviction of possession) and possibly indefinitely (for third/subsequent conviction of possession or second/subsequent conviction of sale) (20 U.S.C. §1091(r)).

Students who are convicted under any state or federal law for possessing or selling a controlled substance while they are receiving any federal grant, loan, or work assistance will not be eligible to receive the aid for the following time periods:

<table>
<thead>
<tr>
<th>Possession</th>
<th>Sale</th>
</tr>
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<tbody>
<tr>
<td>1 Year</td>
<td>2 Years</td>
</tr>
<tr>
<td>2 Years</td>
<td>Indefinite</td>
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<tr>
<td>Indefinite</td>
<td>Indefinite</td>
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</tbody>
</table>

Students may resume eligibility earlier if: (1) they complete a drug rehabilitation program that includes two unannounced drug tests and otherwise meets Department of Education requirements; (2) they pass two unannounced drug tests administered by an approved drug rehabilitation program; or (3) if the conviction is reversed, set aside or otherwise rendered invalid (20 U.S.C. § 1091(r)).

**HEALTH EFFECTS OF ALCOHOL AND OTHER DRUGS**

The use and abuse of drugs and alcohol carry dangerous physical, emotional and psychological consequences including dependence, impaired judgment and coordination, increased aggression and violence, memory and speech problems, feelings of panic, confusion, paranoia and loss of control, permanent damage to vital organs, and death. Please read below for some of the major effects of drug and alcohol use and refer to the resources provided in the next section for more information.

**Alcohol**
- Impairs judgment and coordination
- Hinders ability to learn and remember information
- Increases aggression and abusive acts
- High doses cause dependence, respiratory depression or death
- Withdrawal causes anxiety, nausea, hallucinations and convulsions
- Damages vital organs, such as the liver, permanently
- May lead to fetal alcohol syndrome when consumed by pregnant women

**Cannabis (Marijuana)**
- Reduces short-term memory and comprehension
- Produces paranoia and psychosis
- Damages lungs and respiratory system with inhalation of carcinogenic smoke
- Alters sense of time
- Dangerously increases heart rate

**Hallucinogens (PCP, LSD)**
- Cause sense of distance and space estrangement, illusions and hallucinations
- Create persistent memory problems and speech difficulties
- Induce violent episodes that result in self-inflicted injuries
- Produce negative psychological effects such as panic, confusion, suspicion, anxiety and loss of control
- Result in side effects such as dizziness, weakness, tremor nausea and drowsiness
Narcotics (Codeine, morphine, opium, heroin)
- Produce feelings of euphoria followed by drowsiness, nausea and vomiting
- Create constricted pupils, watery eyes and itching
- Can be deadly in overdose, causing shallow breathing, clammy skin, convulsions and death
- Promote the transmission of AIDS, endocarditis and hepatitis through use of unsterilized syringes

Cocaine/Crack
- Causes constant stuffy, runny nose and possible perforated nasal septum
- Produces dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature, followed by depression
- Is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and death

Designer Drugs (Ecstasy)
- Are hundreds of times stronger than the drugs they’re designed to imitate
- Cause symptoms similar to Parkinson’s disease including tremors, drooling, impaired speech
- Can cause brain damage with as little as one dose

Stimulants (Speed, crystal meth, Ritalin)
- Produce elevated blood pressure and heart rates, decreased appetite, perspiration, headache, blurred vision, dizziness, sleeplessness and anxiety
- Cause physical collapse in high doses
- Can result in amphetamine psychosis in long-term users, which includes hallucinations, delusions and paranoia

Inhalants (Whippets, laughing gas, buzz bombs)
- Are mixtures of volatile substances, which makes it difficult to be specific about effects
- Can cause nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, loss of appetite and involuntary passing of urine and feces
- May result in hepatitis, brain damage, nervous system damage, weight loss, fatigue, electrolyte imbalance and muscle weakness with long-term use

Depressants (Downers, Valium, quaaludes)
- Have similar effects to alcohol
- Cause calmness in small amounts, slurred speech and staggering gait in large doses
- Can cause dependence with serious withdrawal symptoms such as restlessness, insomnia, convulsions and death

**Campus and Community Resources for Students, Faculty and Staff**

**Campus Resources**

If alcohol or drug abuse is a problem for you or someone you care about, Georgetown has a number of on-campus resources that provide information, counseling and support for those struggling with these issues.
For Students
Health Education Services
Poulton Hall, Suite 101
202-687-8949 http://studenthealth.georgetown.edu/health-promotion/

Counseling and Psychiatric Services (CAPS)
Main campus: Back of Darnall Hall
Law Center: Gewirz Student Center, Room L102G
School of Continuing Studies: 640 Massachusetts Ave., C107
During business hours: 202-687-6985
After-hours emergencies: 202-444-PAGE (7243) (Ask to speak to on-call clinician)
http://studenthealth.georgetown.edu/mental-health/

Alcohol and Drug Abuse Clinic
Georgetown University Medical Center
Department of Psychiatry, Babette Wise, LCSW
(202) 687-8770

For Faculty and Staff
Faculty and Staff Assistance Program
1300A 36th Street
202-687-2409

Alcohol and Drug Abuse Clinic
Georgetown University Medical Center
Department of Psychiatry, Babette Wise, LCSW
(202) 687-8770

Community Resources and Hotlines

Alcoholics Anonymous
202-966-9115 in DC, 703-876-6166 in VA
www.aa-dc.org

Al-Anon/Alateen
202-635-2023 in DC and MD, 703-764-0476 in VA
http://www.marylanddc-alanon.org/
http://www.va-al-anon.org/

Narcotics Anonymous
202-399-5316 or 800-543-4670
www.na.org

Arlington County Alcohol & Drug Abuse Program
703-228-4900

Fairfax County Drug & Alcohol Referral Services
703-383-8470
https://www.fairfaxcounty.gov/contact/ProgramDetail.aspx?agId=4212

DC Metro Substance Abuse Hotline
888-294-3572

For Law Students only:
DC Bar Lawyer Assistance Program
202-347-3131
http://www.dcbar.org/bar-resources/lawyer-assistance-program/
CAMPUS SECURITY AUTHORITIES (CSA) DEFINED:

On the following page you will find a directory of University faculty and staff who have been identified as Campus Security Authorities. Campus Security Authorities include:

- The Director and members of GUPD, Main Campus; Law Center Department of Public Safety, MedStar Hospital Security, and the Conference Center Loss Prevention Office.
- Individuals having responsibility for campus security, who are not members of these law enforcement departments, such as those responsible for monitoring the entrances to university property.
- All employees, including student employees, who work in a position where they control or monitor access to some part of campus.
- Any person or organization specified in the Department of Public Safety campus security policy as one to which student and employees should report criminal offenses.
- All university officials who have significant responsibility for student and campus activities, except pastoral and professional counselors.

CSA DIRECTORY

Main Campus & Medical Center

Student Affairs
Vice President for Student Affairs 202-687-4056
Associate Vice President for Student Affairs 202-687-4056
Associate Dean for Student Affairs 202-687-4056
Assistant Dean for Student Affairs 202-687-4056
Executive Director, Career Center 202-687-6288
Director, Office of Student Conduct 202-687-4056
Director of Student Organizations 202-687-3704
Assistant Dean for Student Engagement 202-687-3704
Associate Director of Student Programs 202-687-3704
Assistant Director of Student Programs 202-687-3704
Director of Counseling & Psychiatric Services 202-687-6985
Director, Women’s and Gender Studies Program 202-687-6359
Director of Debate 202-687-4079
Director of Health Education Services 202-687-8942
Executive Director, Center for Multicultural Equity & Access 202-687-4054
Assistant Dean for Residential Living 202-687-4056
Director of Residential Education 202-687-4056
Assoc. Dirs. for Residential Education 202-687-4056
Asst. Directors for Residential Education 202-687-4056
Sexual Assault & Health Issues Coordinator 202-687-0323
Coordinator of Learning and Disability Services 202-687-8354
Director of Academic Resource Center 202-687-9530
Director, LGBTQ Resource Center 202-687-3546
University Registrar 202-687-4020
Programming Coordinator, Center for Student Engagement 202-687-3704
All Area Coordinators 202-687-4056
All Community Directors 202-687-4056
Exec. Director for Residential Services 202-687-4056
Assoc. Director for Residential Services 202-687-4056
Assoc. Director for Summer Housing & Conferences 202-687-4056
Director, Yates Field House 202-687-2400

Georgetown University Police Department
Chief of Police 202-687-4343
Deputy Chief of Police 202-687-4343
Patrol Captain 202-687-4343
Lieutenants 202-687-4343
Assistant Directors 202-687-4343
Student Guard Managers 202-687-4343
All Sworn Police Officers 202-687-4343
Access Controllers 202-687-4343
Student Guards 202-687-4343

Athletic Department
Athletic Director 202-687-2435
Sr. Assoc. Athletic Director 202-687-2435
Assoc. Athletic Director 202-687-2435
All Head Coaches—Athletic Teams 202-687-2435
All Assist Coaches—Athletic Teams 202-687-2435

Office of Transportation Management
Director of Transportation Mgmt. 202-687-4372
All Booth and Lot Attendants 202-687-4372

Office of Facilities Management
Summer and Conference Housing 202-687-4560
Residential Maintenance Personnel 202-687-5675

Department of Performing Arts
Administrative Director 202-687-3838

Georgetown University Hospital (MedStar)

Hospital Security
Director of Security/Parking 202-444-4729
Manager of Parking 202-444-3802
Residence Fellows 202-662-9298
Lieutenant’s Office 202-444-3804
Protective Services Department - Operations 202-444-3800

Georgetown University Hotel & Conference Center
Director of Security 202-687-7119
Loss Prevention 202-687-3275
General Manager 202-687-3258
All Sworn Officers 202-687-3275
Assistant General Manager 202-687-3250
Georgetown University Law Center
Director, Department of Public Safety 202-662-9325
All DPS police officers and security officers 202-662-9325
Student guards 202-662-9325
Contract security guards (Allied Barton) 202-662-9325
Registrar, Office of Registrar 202-662-9220
Director, Office of Student Life 202-662-9293
Director, Wellness, Promotion & Club Athletics 202-662-9835
General Manager, Sport and Fitness Center 202-662-4250
Assistant General Manager, Sport and Fitness Center 202-662-4254
Director, Residence Life 202-662-9298
Assistant Director, Residence Life 202-662-9298
Resident Fellows (RA’s) 202-662-9298
Dean of Students 202-662-4066
Title IX Coordinator 202-662-4042
Assistant Deans/J.D. Programs 202-662-9039
Associate Dean/J.D. Programs 202-662-9035

Georgetown University School of Continuing Studies
Dean 202-784-7169
Executive Director of Operations 202-687-2287
Security Officers 202-784-7375

Office of Global Services: Overseas Properties
Coordinator of Villa–Florence, Italy 202-687-5867
Coordinator of Villa–Alanya, Turkey 202-687-5867
Senior Administrator - Qatar 202-687-4545
Executive Director, London Center for Transnational Legal Studies 202-662-9860
GEORGETOWN UNIVERSITY ~ MAIN CAMPUS

Security Policies and Procedures

Georgetown University Police Department (GUPD)

GUPD is a full-service, professional police department whose structure and philosophy embrace the community policing model. GUPD enjoys a close professional relationship with the D.C. Metropolitan Police Department (MPD) that includes an enhanced deterrence effort focused on the campus periphery and the adjacent neighborhoods. GUPD believes that fostering a partnership with the campus community and working together to identify and address crime problems is the most effective way to promote safety and reduce crime around campus.

GUPD officers emphasize problem solving and building an inclusive relationship with students, faculty, and staff as we seek to protect life and property, prevent and deter crime, maintain peace and order, and respond to safety and security issues. This approach encourages members of the University community to develop a safety and security conscious attitude that can deter criminal activity while promoting and maintaining a safe and secure campus environment. As we begin the 2016-2017 academic year, GUPD expects to grow an even stronger partnership with the community with Community Liaison Officers cultivating professional relationships with students, faculty, and staff in every sector of the Main Campus and Medical Center.

GUPD strives to maintain a safe and secure environment at the Main Campus, Medical Center, and non-campus properties, with GUPD officers and others working 24 hours a day, seven days a week. GUPD keeps a daily crime log for recording crime reported to the department, including the crime’s nature, date, time and location, and the report’s disposition. The log may be viewed online at http://police.georgetown.edu/crimestats/ or in-person by visiting GUPD Headquarters located at Village C West, 1st floor.

All GUPD officers are unarmed, commissioned special police officers vested through the District of Columbia Metropolitan Police Department with full arrest powers in buildings and on grounds owned or controlled by Georgetown University. All GUPD officers carry safety batons and pepper spray and are provided with a protective vest. Comprising the GUPD staff are approximately 8 managers, 4 investigators, 40 patrol officers, 8 communications officers, and 8 sergeants.

Policies Related to the Reporting of Crime

Georgetown University Department of Public Safety (GUPD) has a policy which encourages the university community to report all crime to GUPD. This encouragement is provided through orientation sessions, crime seminars, and other gatherings where information is disclosed. It is GUPD policy to write a report of any crime that comes to the attention of any GUPD officer including email, faxes and letters, as well as face-to-face reporting. Reported crimes are assigned to an investigator who verifies the proper classification has been made to each incident. In turn, the GUPD command staff submits a bi-weekly dashboard report to the University’s Vice President of Public Affairs.

GUPD ORGANIZATION

GUPD, in addition to its administrative staff, is divided into three service bureaus: Police Services, Support Services, and Special Services.

The Police Services Bureau, composed of a Patrol Section and an Investigations Section, is directed by a police captain. In the Patrol Section, officers conduct foot, bicycle, and motorized patrols on campus. They respond to all calls for service. Once an officer arrives at a crime scene, the officer assesses the incident’s magnitude and determines the appropriate actions. Patrol officers may interview witnesses or victims, recover property, order a building evacuation, direct traffic and make arrests. Recognizing that enhancing safety and reducing crime is everyone’s responsibility, GUPD promotes community policing to partner with the community and work together to solve crime problems. Certain GUPD officers play the role of “Community Liaison Officer.” They are assigned to residence halls, the Medical Center and Lauinger Library, where they cultivate working
relationships with students and staff while addressing safety and security issues. The Community Action Team (CAT) works in partnership with the community to address crime and safety problems as they emerge. The Investigations Section follows up on all open criminal incidents to determine facts while identifying suspects, witnesses, and physical evidence. Incidents may result in arrest and processing through the criminal justice system or referral and processing by the student conduct system and/or other outside agencies. Investigations Section personnel protect and recover evidence; interview alleged perpetrators, witnesses and victims; and give court testimony and obtain arrest warrants.

The Support Services Bureau is managed by a police lieutenant who oversees Systems Management, which is responsible for the Communications Center, the Emergency Notification System, the LiveSafe student safety app, and the Emergency Call Box System. All calls, alarms, radio transmissions, access control data and visitors are received by Systems Management personnel and then referred to the appropriate person or office. Support Services also has oversight of departmental policy and training. Support Services also reviews all phases of GUPD operations to develop policy and procedures that ensure the optimum use of its resources. Further, it facilitates in-service training to personnel on topics such as the D.C. criminal code, Georgetown University rules and regulations, and GUPD police practices.

The Special Operations Bureau is commanded by a police lieutenant with oversight of the Dignitary Protection Team, the Event Management System, contract guard services, and the student guard program. Student Guards play an integral role in campus protection. Approximately 180 part-time student guards control access to the following residence halls: LXR, Darnall, Copley, Harbin, Village C, New South, Southwest Quad, LXR, Walsh, and Lauinger Library.

The Crime Prevention Coordinator, reporting regularly to the Deputy Chief of Police, promotes crime prevention awareness on campus by planning, developing and implementing anti-crime strategies, to include problem-solving projects that seek to identify root causes and then to develop logical and effective solutions aimed at reducing or eliminating crime. The coordinator also develops strategic partnerships in the campus community to help develop comprehensive solutions to crime problems using tactics consistent with contemporary community policing methodologies.

**CONTACTS FOR THOSE WHO NEED ASSISTANCE:**

**Non-emergency Assistance [202-687-4343]**

For non-emergency medical transportation or assistance, call GUPD at 202-687-4343. The dispatcher will contact either the Georgetown Emergency Response Medical Service (GERMS) or another ambulance service if transportation to the hospital or the Student Health Service is necessary. GUPD will not transport members of the University community to the Student Health Service or Georgetown University Hospital Emergency Room. However, GUPD officers will pick up students at the emergency room upon release and escort them home.

**Emergency Assistance [202-687-HELP or 202-687-4357 (medical emergencies); 202-687-4343 (police emergencies)]**

GUPD patrol and communications officers are trained to handle a variety of emergencies. For assistance, call 202-687-HELP, specify that there is an emergency, and give the location and the nature of the emergency. An officer will be dispatched to the crime or emergency scene immediately. If there is a medical emergency, communications will contact GERMS or another ambulance service if GERMS is unavailable. Other University officials will be contacted at the officer’s and injured person’s discretion.

When there is a report of smoke, fire, or fire alarm, GUPD will notify the D.C. Fire Department and the University Facilities Management staff. A patrol officer will be dispatched to the scene of the fire and will direct the evacuation of the building. After the building is evacuated, officers will help to locate the fire, smoke or fire alarm source. For a more comprehensive report on fire safety at residence halls, visit University safety at [http://safety.georgetown.edu/fire/heoa/](http://safety.georgetown.edu/fire/heoa/).

Students and staff will not be permitted to re-enter the building until the Fire Department has determined that the
area is safe and the Facilities Management engineering staff has reactivated the alarm system. Notification to the campus community is made upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. Emergency responses and evacuation procedures are published and tested on a regular basis.

Emergency Phones
Emergency call boxes are located at strategic points throughout the campus. These call boxes are clearly visible with bright letters identifying them as emergency phones. Phones inside the call boxes are activated by pressing a red button. Call boxes are easily recognizable at night by a blue light attached to the fixture.

LiveSafe Mobile App
LiveSafe is a mobile application that provides an extra level of safety for users who may encounter dangers as they are travelling alone at night or if they are witness to a crime or dangerous situation. LiveSafe allows the student to discreetly and intuitively send GPS-tagged audio, video, picture, and text information straight to GUPD. It also broadcasts the latest safety info from your neighbors and police. And with the SafeWalk feature, users can share their location with their friends, and even chat with them on the go. If anything concerns them, they have quick access to a panic button that will alert GUPD.

REPORTING SUSPICIOUS ACTIVITY:
Students and employees are urged to contact GUPD if they notice unusual, suspicious or criminal activity. Suspicious persons should be reported to GUPD, especially if they are seen:

- entering a neighbor’s room, apartment or home;
- entering an office or lab without apparent purpose;
- loitering in a parking lot, near residences or offices;
- loitering in a parking lot, near residences, offices, or bike racks;
- possessing two bicycles or bicycle parts;
- attempting to cut a lock off of a bike;
- trying to force open a car window or door;
- using a coat hanger or other device to open a car door;
- attempting to solicit funds;
- behaving in a loud, disruptive or threatening manner.

Campus community members should call GUPD when they are aware that a crime has been or is being committed. Victims or witnesses may also call MPD. You may report a crime in person by visiting GUPD headquarters on the ground floor of Village C-West, use the emergency blue light phones, or call GUPD at 202-687-4343. To report a crime off campus, call GUPD at 202-687-4343 or MPD at 911. Members of the campus community may report crimes on a voluntary, confidential basis by requesting to remain anonymous by reporting via the online anonymous tip form. In addition, they may post comments regarding the quality of police services they received, or ideas they may have about addressing crime problems using the online “Talk to us!” form.

FACILITY SECURITY & ACCESS CONTROL:
Georgetown has instituted a number of security programs to limit building access to those who are authorized, including the following measures:

Access to Facilities
Facilities and residences are controlled by security guards at access control points, electronic swipe cards called “GOCards”, and a monitored system of key distribution.

Identification Cards
The GOCard Services Office issues all Georgetown University identification cards. A Georgetown ID card is needed to access many facilities, including dining halls, libraries, Yates Field House and all residence halls.
University community members should carry an identification card at all times. ID cards must be presented to University officials upon request.

ACCESS AND KEY CONTROL
During normal business hours, visitors can access most campus facilities without passing a security checkpoint. After a building is secured for the evening, it can only be accessed by a key or an ID card. All Residence Halls are secured 24 hours a day. Each residence hall has two access readers, one at the building exterior near the main entrance, the other near the guard post. The exterior card reader allows all University Community members with a valid GO Card access through the building entrance. The guard desk reader provides access to the living area, but only to Georgetown students between the hours of 9:00 a.m. to 10:00 p.m. From 10:00 p.m. to 9:00 a.m., only students who live in that particular residence hall have access to the living area.

Residence hall Visitors who are not community members must go to the security desk located at the entrance of each residence hall where they must present a valid ID, sign the guest log and contact the resident they wish to visit. The resident must go to the security desk and escort the visitor into the residence hall. The resident is responsible for the visitor and his or her actions while the guest is in the residence hall. Residents can obtain passes for overnight guests through the Residence Hall Office. These passes must be displayed by guests when they enter a building. Students are responsible for guests and their conduct while guests are on campus.

Authorized Georgetown University housekeeping personnel possess keys to enter campus facilities to clean offices and buildings after normal business hours. Facilities Management staff can sign out a key for a day to perform work requested through a Work or Service Order. Whenever possible, the opening and closing of locked areas shall be the responsibility of University staff. To provide access to buildings where contract work is being performed, University policy stipulates that only areas needed for current work shall be opened. Use of keys by contractors must be authorized by Facilities personnel. When it is necessary to loan keys to contractors, daily accountability is required. Further information about key and lock control systems is available from the Facilities Management Office, located in B-24 Harbin Hall.

EMERGENCY RESPONSE PROCEDURES
Georgetown University has a detailed and multidimensional plan to promote public safety during emergencies. Georgetown’s Emergency Response Team (ERT), including members of Public Safety, Risk Management, Facilities, Student Affairs, the Provost’s office, Communications, the Office of Global Services and other departments, maintain a flexible emergency response plan to enable the University to respond to potential crisis situations on- and off-campus. The ERT includes representatives from all areas of the University and from all University campuses to ensure a coordinated response to emergencies in any location.

The University’s emergency response plan facilitates the quick assembly and coordination of the University’s highest ranking decision-makers and all officers responsible for core operations when necessary to manage and respond to emergencies. The plan includes rapid internal coordination mechanisms, security procedures, access to the resources of the local and federal government and agencies, and various means for communicating with the University community. The team tests, reviews and updates the plan regularly.

An important part of the plan is the robust Safety Marshal Program that facilitates information flow about emergency situations throughout the University. The Program is designed to ensure that every campus building has staff available to provide safety and security information to employees and students in that location and to assist during an emergency. Building and Floor Marshals Volunteers serve in academic and administrative buildings while resident assistants (RAs) serve as building and floor marshals in campus residence halls. All floor marshals have been trained in building, area and campus evacuation procedures, fire protection systems, and elements of the University’s emergency response plan. Marshals are equipped with two-way radios to facilitate communications in the onset of and during an emergency response. In an emergency, a variety of mechanisms are available to communicate with students, faculty and staff. The University has a campus-wide steam whistle system to signal the need to seek shelter inside (termed “Shelter in Place”). The steam whistle can be heard in any outdoor areas on- and immediately off-campus and is tested routinely. In addition, the University maintains and routinely tests fire alarms which signal the need to evacuate.

In managing exigent situations, the University may communicate to the University community in one or more of
the following ways: its website http://www.georgetown.edu/campus-life/safety-and-emergency-preparedness/, broadcast email and/ or broadcast voicemail or by personal communication; through HOYAlert, a multi-modal communications system available to all members of the University community; the University may also quickly notify those who have subscribed via text message, email, and telephone in the event of a campus emergency.

The University’s policy is to notify affected segments of the campus community without delay upon the confirmation of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or staff on campus unless issuing a notification would compromise efforts to contain the emergency. The emergency notification will come from the Office of the President, the Office of Emergency Management, the Department of Public Safety, the Office of Student Affairs, or the Senior Administrator on Call (SAOC). The emergency response and evacuation procedures are publicized and tested on an annual basis and students, faculty and staff are made aware of them through various means.

**OFFICE OF STUDENT CONDUCT AND RESIDENTIAL LIVING STATISTICS**

The Office of Student Conduct, which is responsible for administering the student discipline system, annually publishes statistics regarding non-academic disciplinary matters for undergraduate and graduate students on the Main Campus. These statistics reflect actions taken by the Office of Student Conduct and the Office of Residential Living. By sharing information about the rate, frequency and dispensation of incidents that are brought to the attention of the Office of Student Conduct, the office attempts to create a system that is characterized by openness and fairness. While confidentiality is a paramount issue for those students involved in the disciplinary system, the campus community’s interest in knowing about student conduct issues must also be respected.

**MAIN CAMPUS & MEDICAL CENTER**

**CRIME PREVENTION & EDUCATIONAL PROGRAMS**

**RUN-HIDE-FIGHT TRAINING PROGRAM.** GUPD, beginning in Spring 2016, began teaching faculty, staff, and student groups the Run-Hide-Fight response active shooter scenarios. This program, which utilizes GUPD police officers as trainers, is continuing into the 2016-2017 academic year.

**THE THREAT ASSESSMENT PROGRAM.** Serves all of Georgetown’s campuses, programs, and schools through several threat assessment teams. Threat assessment team members are trained to identify, evaluate and address potentially threatening situations affecting members of the Georgetown University community. The threat assessment director may be contacted by email at threatassessment@georgetown.edu or by calling (202) 687-4343 and asking for the threat assessment director. You may also visit the website at http://threatassessment.georgetown.edu/.

**SAFETY PRESENTATIONS.** At the request of a member of the University community, GUPD officers will make presentations to staff and student groups about how to protect themselves and their offices from crime.

**CLOSED CIRCUIT TELEVISION CAMERAS.** Mounted at various locations at University buildings, cameras are used to enhance the safety and security of persons on campus. Further, these cameras aid GUPD in monitoring persons going to and from buildings, observing vehicular traffic patterns, investigating crimes, and apprehending perpetrators of criminal acts.

**NEIGHBORHOOD SHUTTLES.** There are three continuous routes through West Georgetown, Burleith, M Street and Dupont/Adams Morgan. The Shuttle stops for students at each stop sign on the route and runs Thursday–Saturday from 10:00 p.m. to 3:00 a.m. The Shuttles leave 37th and O Street every 15 minutes (10:30, 10:45, 11:00…). For a shuttle map, please visit http://police.georgetown.edu/programs/saferides/ or pick up one of the wallet cards distributed at any Corp establishment. The SafeRides Shuttle is in addition to SafeRides Escorts.
**GUPD Escorts.** Offered 24 hours a day to parking areas, offices that are closed after-hours, University-owned properties or other campus locations. Campus community members who feel unsafe to travel alone may call 202-687-4343 for a police escort.

**SAFE RIDES—GUPD Off-Campus Escorts.** Door-to-door service within the West Georgetown and Burleith neighborhoods. They run from 8:00 p.m. to 2:00 a.m. Sun. – Wed. and 8:00 p.m. to 3:00 a.m. Thurs. – Sat. Students are instructed to call 202-784-RIDE, the one number you need for all of your late night safe travel options. The Transportation Coordinator will dispatch the Safe Rides van. This service provides:

a. On-campus locations to off-campus residences
b. Off-campus residences to on-campus locations
c. Off-campus residences to other off-campus residences

**Automated External Defibrillator Program (AED).** AEDs have been strategically placed throughout the campus to assist first responders in creating a better chance of survival for individuals who might suffer cardiac arrest. Georgetown University has chosen for use, one of the new generations of defibrillators called the Automated External Defibrillator (AED).

**Laptop Registration.** GUPD offers registration to aid in theft prevention and laptop recovery including free online laptop registration. For an additional fee, laptops are permanently marked with a patented security device, and a security plate is sealed to the case. Further, GUPD has partnered with Lojack Software to provide laptop theft protection and recovery at a reduced price. More information is available at [GUPD Registration](http://police.georgetown.edu/registration/laptop).

**Security Audits.** Offices that have experienced theft or other crime problems or are interested in becoming more aware of ways to prevent crime may request GUPD officers to perform a security audit and analysis.

**New Student Orientation Safety Education Programs.** All new students are required to attend a dramatization of potential threats to personal safety and ways to combat these threats. In addition, all new students attend floor meetings and workshops which focus on crime prevention.

**Undergraduate Peer Education.** Students trained in alcohol and substance abuse issues, and sexual offenses, educate their peers to take precautions to protect themselves and others. Undergraduate students attend a health seminars series led by health professionals.

**StudentHealth.Georgetown.edu.** The University has a comprehensive website that provides information on university services in health, counseling, safety and wellness. The site’s design and content resulted from more than a year of collaboration among students, faculty and staff.

**Security Education.** Written information, disseminated on an annual basis by the Associate Dean for Students to the School of Medicine students, advises students to take precautions to protect themselves and their personal property. Emergency telephone numbers are included in the summary of security services. GUPD officers speak to students during orientation on crime awareness.

**Self-Defense Workshops.** Offered each semester by the Women’s Center. They are advertised in campus newspapers and on flyers throughout the campus. Students may contact the Women’s Center located at 327 Leavey Center for more information about time and location.

**SexualAssault.Georgetown.edu.** The University has a comprehensive website that provides information on university resources, policies, and procedures related to sexual misconduct, including sexual assault.

**Personal Safety Week.** Sponsored by GUPD every Fall, Personal Safety Week features programs that promote crime prevention efforts. Programs are offered on topics such as sexual assault, acquaintance sexual assault, self-defense and property protection.

**Community Newsletters.** GUPD and the Office of Student Affairs periodically publish newsletters that contain information and statistics about crime on campus.

COMMUNITY LIAISON OFFICERS. GUPD officers are assigned to residence halls, administrative and academic buildings, and the Lauinger Library to develop a strong rapport with students, faculty, and staff while working in partnership with them to address and resolve safety and security issues. Liaison officers are expected to attend student-residence life meetings and submit works orders to the crime prevention coordinator.

GUPD SELF DEFENSE PROGRAM. GUPD provides self-defense training for students. This 4-hour training program is intended to provide students with survival skills in dealing with sexual assault attacks. The instruction is free and students may sign up online at the GUPD Community Policing web page.

BICYCLE REGISTRATION. GUPD offers free online bicycle registration to students, faculty and staff. In addition, GUPD makes registration available for a fee with the National Bike Registry (NBR). Under the NBR program, GUPD maintains a local registration database but also submits the data to NBR for nationwide recovery efforts.

PROTECTION OF MINORS PROGRAM. Georgetown University’s Protection of Minors Policy (http://protectionofminors.georgetown.edu/) seeks to protect those under 18 years of age who are involved in University-run or -affiliated programs or activities from abuse or neglect. The policy requires all members of the University community who will work with minors to read, and certify to having read, information and guidelines, and requires enhanced training and criminal background checks for certain categories of individuals. All member of the University community are expected to report known or suspected child abuse or neglect to the Office of Compliance and Ethics.

NATIONAL NIGHT OUT. Held on this first Tuesday in August, this is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live. This is the second annual celebration of this event at Georgetown University, and it is co-hosted with the Metropolitan Police Department.
CONFERENCE CENTER

Security Policies and Procedures

OVERVIEW: CONFERENCE CENTER SECURITY

The Georgetown University Conference Center Loss Prevention Staff strives to maintain a safe and secure environment for the Center’s guests and employees. The Loss Prevention Staff is comprised of a security director and seven SPO commissioned officers, as well as one security guard who always works with a commissioned officer. All Loss Prevention Officers are unarmed commissioned special police officers who are vested through the District of Columbia Metropolitan Police Department (MPD) and have full powers of arrest in the Conference Center and certain areas in the Leavey Center. The Loss Prevention Office cooperates with the University to comply with all requirements of the Clery Act. GUPD has concurrent jurisdiction over the Conference Center. Services available through GUPD are also available to Center guests and employees. The Loss Prevention Office is located on the west loading dock of the Conference Center. When it is determined that a crime is occurring or has occurred at the Conference Center and the severity of the crime warrants the involvement of other security forces, GUPD and/or MPD will be contacted. The Conference Center Loss Prevention Section maintains a daily log that records all incidents reported to them or witnessed by a patrolling officer, including the nature, date, time and general location of each incident and, if known, the case’s disposition. The log is open for public inspection. Call GUPD for an appointment.

EMERGENCY ASSISTANCE

Loss Prevention officers patrol the facility 24 hours a day. A victim or witness of a crime can contact Loss Prevention by dialing extension 7-3275 on any Conference Center house phone. The caller will be put in immediate contact with the Loss Prevention Dispatcher located on Level A. The front desk is staffed 24 hours a day and can act as a reporting station for crime and emergencies. When notified of an emergency, front desk personnel will immediately notify the Loss Prevention Office by telephone or radio. All Conference Center managers and employees will contact the Loss Prevention Office when anyone reports an emergency or crime.

CRIME PREVENTION PROGRAMS

The Conference Center conducts ongoing programs to ensure that employees and guests are aware of crime and emergency reporting procedures. These information and training programs include:

- All new employees are instructed about security policies and procedures during orientation;
- Information updates and changes in operating procedures are relayed to all department heads and supervisors at daily briefings;
- Security and emergency instructions are posted in all Conference Center guest rooms;
- Employees are alerted to threats to safety and security via the employee bulletin board;
- The Conference Center has an electronic patrol system with cameras and a digital DVR.
KEY AND ACCESS CONTROL

Conference Center Access control is accomplished by the following methods:

- All access keys are signed in and out at the Loss Prevention Office. Access keys are audited three times per day and “Marlok” keys are encoded with personal access codes so that keys cannot be shared by employees;
- The loading dock and employee entrances and exits are monitored 24 hours a day by Loss Prevention officers;
- 16 CCTV cameras, with two monitors and a time-lapse VCR are used for surveillance 24 hours a day. The cameras monitor service hallways, galleries, food court and the interior perimeter of the Conference Center;
- All exterior doors, except lobby doors, are locked at designated times throughout the evening;
- A Marlok computerized access control system monitors all exterior doors. After 5 p.m., the system records the opening and closing of all exterior doors, thus enabling security officers to immediately detect when and where persons are entering and exiting the building at night. All guest room keys are operated by the ONITY system.

ALCOHOL AND DRUG POLICIES AND PROGRAMS

All employees are expected to comply with D.C. and Federal alcohol and drug laws. The employee handbook, distributed to new employees during orientation, contains the University’s Drug Free Workplace Policy that employees are expected to follow. The purchase, sale, use, transfer, or possession of illegal drugs, narcotics, contraband or other related paraphernalia in Conference Center facilities or on the premises is not tolerated. An Employee Assistance Program is available to all employees. Information about this confidential assistance program is periodically distributed to employees via newsletter on corporate benefits. The Conference Center management staff strictly regulates the possession, use and sale of alcoholic beverages. The dispensing and monitoring of consumption of alcohol is conducted by trained professionals adhering to all local and Federal laws and restrictions.
GEORGETOWN UNIVERSITY
HOSPITAL

Security Policies and Procedures

OVERVIEW: THE DEPARTMENT OF HOSPITAL SECURITY

Georgetown University Hospital is operated by MedStar Health, Inc. The Department of Hospital Security strives to maintain a safe and secure environment for students, staff, patients, and Hospital visitors. Hospital Security works 24 hours a day, seven days a week, to protect Hospital community members. Its officers patrol and protect the Pasquerilla Health Care Center, Gorman Building, Bles Building, Lombardi Cancer Center, Main Hospital Building, Concentrated Care Center (CCC), Kober Cogan, the hospital parking decks and garages.

Hospital Security cooperates with the University to comply with all Clery Act requirements. All officers are unarmed, commissioned special police officers who are vested through the District of Columbia Metropolitan Police Department (MPD) and have full powers of arrest in Hospital buildings and grounds. They work closely with MPD to combat crime in the Hospital and the surrounding community.

The department consists of one Director, one Operations Manager, three shift supervisors, six communications officers and 25 patrol officers. Officers patrol on foot, bike and vehicle throughout the Hospital complex and parking garages. In addition to responding to calls for assistance, officers help to deter crime by escorting employees, participating in employee orientation programs, and maintaining daily records of after-hours employees. Hospital Security is located in the Gorman building, lower level, room GL 006.

Hospital Security maintains a daily log recording the crimes reported to them, including the nature, date, time, and general location of each crime, and if known, the case disposition. The log is open for public inspection by calling 202-444-3800 for an appointment.

DEPARTMENT OF HOSPITAL SECURITY SERVICES & EMERGENCY PROCEDURES

EMERGENCY ASSISTANCE (202-444-4444)

Department of Hospital Security officers and dispatchers are trained to handle a variety of emergencies. For emergencies, call 202-444-4444, specify that there is an emergency and give the location and the nature of the emergency. An officer and the supervisor will be dispatched immediately. In the event of a fire or other type of disaster, hospital personnel and students should notify Hospital Security and follow the emergency procedures outlined in the Disaster Manual, the Radiation Safety Manual or the Hospital Procedures Manual. The procedures outlined in these manuals are reviewed with all students and employees during hospital orientation sessions. The manuals are also displayed in every department and nursing unit. Suspicious individuals should be reported to Hospital Security, especially if they are seen:

• entering an office or lab without apparent purpose;
• loitering in a parking or office area;
• trying to force open a car window or door;
• using a coat hanger or other device to open a car door;
• removing Hospital property from the facility.
REPORTING CRIME (202-444-3800)
Victims of crime should contact the Department of Hospital Security as soon as they are aware that a crime has been or is being committed. MPD may also be called by dialing 911 for emergencies and non-emergencies. To report a crime in the Hospital complex, go to the Department of Security office the Gorman building, lower level, room GL 006, or call 202-444-3800.

The following are the typical, though not necessarily the only, responses by Hospital Security officers to crime reports. A Hospital official may determine that, in particular circumstances, other procedures may be followed when responding to an emergency or crime situation.

ACCESS TO HOSPITAL FACILITIES

ACCESS CONTROL AND KEY DISTRIBUTION
To maintain an adequate level of security, Hospital Security controls access to certain Hospital areas. The Hospital is open to the general public between 6 a.m. and 9 p.m. After 9 p.m., persons entering the Hospital facilities must present an Identification card. After 9 p.m. access to the facility can only be gained through the CCC emergency room entrance. In addition, all staff must possess a valid Hospital ID. In the evening and on weekends, patrol officers regularly check office areas and ask that persons working in office areas present an identification card and give their name. This information is kept on file in the security office.

Department heads authorize the issuance of keys to staff members and members of the housekeeping staff. When a member of the maintenance staff or a contractor is not authorized to possess a key, a security officer will be instructed to lock and unlock offices at specific times.

A department head can authorize the issuance of a three month temporary identification card to a permanent contractor. Keys cannot be issued to contractors. Further information about key and lock control systems is available from the Department of Engineering.

HOSPITAL CRIME PREVENTION SERVICES

SERVICES FOR STUDENTS AND EMPLOYEES
1. Safety Presentations. At the monthly orientation program for new Hospital employees, the Director of Hospital Security and a patrol officer inform employees about Hospital statistics on theft and property loss and encourage employees to assist in crime prevention efforts by reporting suspicious or criminal activity. The officers advise employees on methods of protecting property and person.

2. Security Officer Escorts. Officers will escort students and staff 24 hours a day to parking areas, offices that are closed after hours and other hospital area locations.

3. Letters to the Community. When a serious crime that is a threat to individual security occurs at the Hospital, communication about the crime will be provided to all staff and students in a timely manner.

IDENTIFICATION CARDS
Hospital Security issues Hospital identification cards to all Georgetown University Hospital employees. These cards should be displayed at all times and available for inspection upon request. Identification cards are issued Monday through Sunday, 8:00 -10:00 a.m., 1:00 -3:00 p.m., 8:00-10:00 p.m., and 3:00 - 5:00 a.m.

Georgetown University campus community members who perform functions in these MedStar-operated facilities retain access to other security programs and services provided on the University’s Main Campus and Medical Center.
Security Policies and Procedures

**OVERVIEW: THE DEPARTMENT OF PUBLIC SAFETY**

The Georgetown University Law Center's Department of Public Safety strives to maintain a safe and secure environment for the members of the Law Center community. DPS officers patrol the Edward Bennett Williams Law Library, McDonough Hall, Sarah and Bernard Gewirz Student Center, University Book Shop, Hotung International Law Building and Sports & Fitness Center. Officers are on duty 24 hours a day, seven days a week.

DPS maintains a daily log recording the crime reported to it, including the nature, date, time, and general location of each crime, and if known, the disposition of the report. The log is open for public inspection, which may be arranged by calling (202) 662-9325 for an appointment.

DPS officers are unarmed, commissioned special police officers who are vested through the D.C. Metropolitan Police Department (MPD) and have full powers of arrest in buildings and grounds owned or under the control of Georgetown University. DPS officers work closely with the MPD to prevent and respond to crime at the Law Center. Most officers carry an ASP Baton and OC Spray and wear a protective vest.

At the Law Center, the offices of the Director and Administrative Assistant are located in Room 101 in McDonough Hall. The Supervisory Sergeants’ office as well as Officer Training and Lost and Found Storage rooms are located in Room 125, McDonough Hall.

DPS staff includes the Director, Deputy Director, Executive Assistant, five Supervisory Sergeants, five Communications Officers, twenty-three Patrol Officers, two Access Controllers and two Drivers. During the academic year, the security staff is augmented with student guards. DPS’ responsibilities at the Law Center are similar to the Departmental operations described under Main Campus Security Policies and Procedures.

**ACCESS TO LAW CENTER FACILITIES**

In order to maintain an adequate level of security, DPS limits and controls access to Law Center facilities to students, staff and registered guests. Access to facilities is controlled by access controllers, and an identification card reader system.

**EMERGENCY PHONES**

House phones are located throughout the Law Center Campus. These phones, located at building entrances and garage elevator lobbies, may be used to summon emergency assistance. DPS can be reached on a 24-hour basis on extension 9325.

**EMERGENCY/MEDICAL ASSISTANCE (202-662-9325)**

DPS officers and dispatchers are trained to handle a variety of emergencies. When calling for emergency assistance, callers should specify that there is an emergency and give the location and nature of the emergency.
An officer will be dispatched immediately. If there is a medical emergency, the dispatcher will contact an ambulance service. If a student is injured in an incident, the dispatcher may also contact the Student Health nurse at the Law Center to assess the condition of the injured or ill person and, at the officer's and the patient’s discretion, will contact other Law Center officials and/or family members. In the event of a fire or other natural disaster, the Law Center follows the procedures outlined in the Georgetown University Emergency Response Manual.

**REPORTING SUSPICIOUS ACTIVITY OR CRIME**

Suspicious individuals should be reported to Law Center GUPD especially if they are seen:

- Entering an office or classroom without apparent purpose;
- Loitering in a parking lot or in campus buildings;
- In possession of two bicycles or bicycle parts;
- Trying to force open a car window or door;
- Attempting to solicit funds; or
- Acting in a loud, disruptive or threatening manner.

Should you become a crime survivor, witness, or observe suspicious persons/activity on campus, notify Law Center DPS immediately. Call the 24-hour Emergency Assistance Number 202-662-9325, tell any of the Law Center DPS uniformed officers or stop by the Law Center GUPD offices, Rooms 125 and 101, in McDonough Hall. To report a crime off campus, call MPD at 911.

**IDENTIFICATION CARDS**

A Georgetown University identification card is needed in order to enter some facilities and utilize other facilities, including libraries and recreation facilities. Members of the University community should carry their identification card at all times.

**KEY AND ACCESS CONTROL**

During normal hours of operation, visitors can enter and exit most campus facilities by going through a security checkpoint (i.e., visitors sign a roster and obtain a day pass). After a building is secured for the evening, it can only be accessed by a key or an ID card. Visitors must display proof of identification when entering McDonough Hall, the Hotung Building, the Sports & Fitness Center, the Gewirz Student Center or the Edward Bennett Williams Library after regular business hours. If the visitor does not have a Georgetown University identification card, he or she must show a photograph ID and sign a visitor’s roster. Authorized members of the Georgetown University housekeeping staff possess keys which enable them to enter facilities after normal office hours.

Outside contractors can gain access to Law Center facilities after the office or department responsible for the contract work has submitted a memo to DPS stating the name of the company, the work to be performed, the date and time that access is needed and the specific areas that the contractor is authorized to access. DPS will unlock the area while the work is being performed.

In some instances, keys will be loaned to contractors with the authorization of proper Division of Facilities personnel. When it is necessary to loan keys to contractors, daily accountability is required. Further information about key and lock control systems is available in the Facilities Management Office, McDonough Hall.

**EMERGENCY RESPONSE PROCEDURES**

Georgetown Law has established specific plans for responding to and notifying the Law Center campus about emergencies. The Law Center maintains a fire alarm system as well as a public address system. When a significant emergency or dangerous situation occurs, information will be announced over the public address system and will instruct students to either shelter in place or evacuate the campus. More detailed information about the Law Center's Emergency preparedness and response plans can be found at [http://www.law.georgetown.edu/campus-services/public-safety/](http://www.law.georgetown.edu/campus-services/public-safety/).
CRIME PREVENTION SERVICES

A variety of programs exist to help reduce the occurrence of crime at the Law Center.

1. Safety Presentations. On request, DPS personnel will make presentations to staff and student groups about how to protect themselves and their offices from crime. Additionally, DPS and the Law Center publish periodic newsletters and annual publications containing information about crime on campus and in the local community and steps that can be taken to combat these threats.

2. Shuttle Service. The Law Center offers a free daily shuttle bus service from 5 p.m. - 12:30 a.m. between the Law Center Campus and Union Station. The Law Center also provides a free shopping shuttle van service for students and residents of the Gewirz Student Center four days per week.

3. DPS Escorts. DPS offers 24-hour escorts to offices that are closed after normal working hours and to parking area and other locations that are close to campus.

4. Bicycle Registration. DPS registers students’ bicycles throughout the academic year. Security locks can be purchased from the DPS office. Locked and camera-monitored bicycle cages are also available for the use of Gewirz Student Center residents, Law Center nonresident students, and faculty and staff.

5. Laptop Computer Registration. DPS registers laptop computers for all members of the Law Center Community throughout the academic year. Individuals wishing to partake in this program pay a $10 registration fee. Computers are permanently marked with a patented security device and a security plate is fastened to the computer case. The plate bears a unique ID number which is entered into a national database. Additionally, the plate contains a message and an 800 number to call for ownership verification.

6. Automated External Defibrillator Program (AED). AEDs have been strategically placed throughout the Law Center campus to assist first responders in creating a better chance for survival for individuals who might suffer from cardiac arrest. All DPS police and security personnel are AED certified annually.

7. Closed Circuit Television Cameras (CCTVs). CCTVs have been installed at various locations throughout the campus to enhance the safety and security of the Law Center community. These cameras aid DPS in monitoring pedestrian traffic, observing vehicular traffic patterns and investigating crimes. Cameras operate 24 hours a day, 365 days a year and are continuously monitored in the DPS Communications Center.
Georgetown University School of Continuing Studies (SCS) fulfills the university's educational mission by offering a wide range of degree programs and applied learning experiences to a broad and inclusive community of students and professionals. In keeping with Georgetown’s Catholic and Jesuit heritage and values, SCS educates women and men to be self-reflective, critical thinkers who are committed to serve in greater society.

Georgetown University School of Continuing Studies (SCS) is located in the vibrant, Metro-accessible downtown Gallery Place/Chinatown neighborhood in our nation’s capital, Washington, D.C. The school’s connection to D.C. is part of what makes the Georgetown experience exciting and unique. SCS’s 91,000 square foot campus offers a state-of-the-art learning environment designed to foster collaboration. Our students, faculty and staff learn, teach and conduct research that advances their fields of study while enjoying all that our nation’s capital and local neighborhood have to offer.

Main Campus Security Policies and Procedures apply to this facility. The Associate Dean for Operations is responsible for keeping a total of any crimes committed. Unarmed contract security guards staff the front security desk during normal operational hours, patrol the facilities and provide live video monitoring of security cameras. They also provide escorts to the nearby Metro Stations and parking garages. A daily crime log is maintained and available for viewing at the security desk. Access to the School of Continuing Studies is only through the main entrance, where there is an electronic GoCard scanner and security check-in. Crimes may be reported to any of the Campus Security Authorities listed above.
OVERSEAS PROPERTIES

SECURITY POLICIES & PROCEDURES

Georgetown University operates four properties overseas, none of which has its own security force. These properties depend upon the law enforcement authorities of the particular jurisdiction where they are located. Crimes should be reported to the local law enforcement authorities and the campus security authorities listed in this Annual Security Report.

Georgetown University’s GEORGETOWN UNIVERSITY QATAR (SFS-Q) builds on a tradition of educating future leaders through an interdisciplinary liberal arts undergraduate program focused on international affairs. The School offers a Bachelor of Science in Foreign Service (BSFS) degree to approximately 200 enrolled undergraduate students per year.

Security for The Qatar Education City complex, which is comprised of SFS-Q and several other universities, is provided by the Qatar Foundation. The building in which SFS-Q is located and shares space with other universities has security guards and access control. Security guards are on duty 24 hours a day, seven days a week.

The Education City complex is surrounded by a perimeter fence with three gates, all of which are staffed and controlled so vehicles coming in need to have identification (ID). People who do not have vehicle passes must have IDs and leave their IDs in exchange for a visitor's pass. Students and staff enjoy a congenial relationship with the local law enforcement authorities.

THE MCGHEE CENTER FOR EASTERN MEDITERRANEAN STUDIES in Alanya, Turkey, houses and instructs a maximum of 16 students during the fall semester only. The fall semester runs from September until mid-December. Students are housed in fully equipped apartments, all within a ten minute walk from the McGhee Center. The Center is closed for renovations at this time, so all of the classes are given in the apartment building, and lunch and dinner are served at a local restaurant. There is a custodian, instructors, and a resident director to administer the program. Instructions are in English and the curriculum consists of Regional Science. However, area, students and staff are instructed on how to contact the police to report a crime or requesting any type of assistance that the local police may offer.

THE VILLA LE BALZE in Florence, Italy operates on a somewhat larger scale than its counterpart in Turkey. It is open all year round and houses and instructs approximately 30 students per semester, including the summer. The Villa is enclosed and has a gate with a lock. Each student is issued a key to enter during the hours that the villa is locked. If a student does not have their key and needs to gain entry, they can ring the entrance bell. Although the Villa does not have a security force, it does have a Resident Coordinator who lives on the premises, and the Villa Director lives very nearby. The Resident Director or another student can be summoned for entry via an intercom system after ringing the bell. Students are issued instructional material on the community which includes directions for contacting the police to report a crime or requesting any type of assistance that the local police may offer. Residents of the Villa...
share a very amicable relationship with the local law enforcement authorities and receive a prompt response whenever their services are needed. Fortunately, those occasions are very rare, because no crimes were reported as occurring during the previous year or in other reporting periods. In the event that a crime is reported, the local police will take the report, investigate and follow-up. The resident director is responsible for keeping a total of any crimes reported.

THE CENTER FOR TRANSNATIONAL LEGAL STUDIES, Located in London, England, the Center for Transnational Legal Studies (CTLS) is a semester-long intensive program in international, comparative and transnational law, unlike any conventional "study abroad" or exchange program. Each semester, approximately 10 faculty members and 60 - 90 students from among 23 law schools in 20 countries explore cross-border issues in classes where there is no ‘majority’ nationality, and each perspective is informed by all others. There is an administrative director, two faculty co-directors, a faculty and operational support manager and a student and communications assistant to administer the program, which occupies two floors in the Swan House on High Holborn. The Center does not provide its own security; however, London Police do patrol the vicinity. Students and scholars make their own private arrangements for housing. The administrative director is responsible for keeping a total of any crimes reported.
CAMPUS MAPS

Main Campus and Medical Center
37th & O Streets NW, Washington, D.C. 20057
Georgetown University Law Center
600 New Jersey Ave NW, Washington, DC 20001
School of Continuing Studies Campus
640 Massachusetts Ave., Washington, DC 20001
The following list includes buildings and property owned or controlled by Georgetown University that are used in direct support of, or in relation to, the institution’s educational purposes, are frequently used by students, and are not within the same reasonably contiguous geographic area of the institution. Unless otherwise noted, the locations are in Washington, DC.

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<thead>
<tr>
<th>Property</th>
<th>Program</th>
<th>Address</th>
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<tr>
<td>Verizon Center</td>
<td>Men’s Basketball</td>
<td>601 F Street, NW</td>
</tr>
<tr>
<td>Guy Mason Field</td>
<td>Softball</td>
<td>3600 Calvert Street, NW</td>
</tr>
<tr>
<td>Washington Nationals Training Academy</td>
<td>Softball</td>
<td>3675 Ely Place, SE</td>
</tr>
<tr>
<td>Georgetown Prep School</td>
<td>Tennis</td>
<td>10900 Rockville Pike, North Bethesda, MD</td>
</tr>
<tr>
<td>Cabin John Regional Park</td>
<td>Baseball</td>
<td>7400 Tuckerman Lane, Rockville, MD Shirley Povich Field</td>
</tr>
<tr>
<td>Calcagnini Contemplative Center</td>
<td>Campus Retreats</td>
<td>18715 Blueridge Mountain Rd, Bluemont, VA</td>
</tr>
<tr>
<td>The Georgetown Center</td>
<td>Numerous</td>
<td>2115 Wisconsin Avenue, NW</td>
</tr>
<tr>
<td>Georgetown Public Policy Institute</td>
<td>Georgetown Public Policy Institute</td>
<td>3240 Prospect Street, NW</td>
</tr>
<tr>
<td>The Berkley Center</td>
<td>Berkley Center for Religion, Peace and World Affairs</td>
<td>3307 M Street, NW</td>
</tr>
<tr>
<td>The Virginian Suites</td>
<td>Graduate Student Housing</td>
<td>1500 Arlington Blvd, Arlington, VA</td>
</tr>
</tbody>
</table>
Overseas Properties

McGhee Center
Alanya, Turkey

Villa Le Balze
Firenze, Italy

2. Residential Building

1. McGhee Center

School of Foreign Service
Doha, Qatar

Center for Transnational Legal Studies
London, United Kingdom
Clery Annual Crime Data
### Hate Crimes

**2015:** 1 on-campus intimidation incident characterized by race and disability bias; 1 on-campus housing destruction/damage of property incident characterized by sexual orientation bias; 1 on-campus destruction/damage of property incident characterized by race bias; and 1 on-campus housing destruction/damage of property incident characterized by gender identity bias.

**2014:** 1 on-campus housing simple assault characterized by sexual orientation bias.

**2013:** 1 on-campus housing destruction of property incident characterized by racial bias; 1 on-campus destruction of property characterized by religious bias; one on-campus act of intimidation characterized by racial bias; 1 on-campus housing intimidation incident characterized by gender bias.

---

### Georgetown University Main Campus

#### Annual Crime Statistics as Reported to Campus Security Authorities

*Reporting by Calendar Year from January 01, 2013 to December 31, 2015*

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>On Campus (Non-Housing)</th>
<th>On-Campus Housing</th>
<th>On-Campus Totals</th>
<th>Non-Campus</th>
<th>Public</th>
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<td>Murder/Negligent Manslaughter</td>
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</table>

---

**Hate Crimes**

2015: 1 on-campus intimidation incident characterized by race and disability bias; 1 on-campus housing destruction/damage of property incident characterized by sexual orientation bias; 1 on-campus destruction/damage of property incident characterized by racial bias; and 1 on-campus housing destruction/damage of property incident characterized by gender identity bias.

2014: 1 on-campus housing simple assault characterized by sexual orientation bias.

2013: 1 on-campus housing destruction of property incident characterized by racial bias; 1 on-campus destruction of property characterized by religious bias; one on-campus act of intimidation characterized by racial bias; 1 on-campus housing intimidation incident characterized by gender bias.

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1 Total of On Campus (Non-housing) and On Campus Housing

2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.

3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.

4 Non-campus statistics include reported incidents that occur at off-campus athletic facilities, including the Verizon Center, that are owned or controlled by Georgetown University during Georgetown athletic events.

5 The Handbook for Campus Safety and Security Reporting, 2016 Edition, states that disciplinary referrals for “possession of a small amount of marijuana in states that have decriminalized this conduct” should not be counted for Clery Act reporting purposes. In November 2014, District of Columbia voters approved the Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative (commonly known as Initiative 71). The new law became effective on February 26, 2015, and decriminalized possession of small amounts of marijuana for personal use in the District of Columbia. As such, disciplinary referrals for possession of small amounts of marijuana after February 26, 2015 have not been included in the Clery statistics for calendar year 2015. However, possession, use, and distribution of marijuana remains prohibited by federal law and is not permitted under Georgetown policy.
Georgetown University Law Center

Annual Crime Statistics as Reported to Campus Security Authorities
Reporting by Calendar Year from January 01, 2013 to December 31, 2015

Hate Crimes
2015: No hate crimes reported.
2014: No hate crimes reported.
2013: No hate crimes reported.

1 Total of On Campus (Non-Housing) and On Campus Housing, which is a subcategory of On Campus.
2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.
3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.
4 There are no non-campus facilities associated with this campus.
5 The Handbook for Campus Safety and Security Reporting, 2016 Edition, states that disciplinary referrals for “possession of a small amount of marijuana in states that have decriminalized this conduct” should not be counted for Clery Act reporting purposes. In November 2014, District of Columbia voters approved the Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative (commonly known as Initiative 71). The new law became effective on February 26, 2015, and decriminalized possession of small amounts of marijuana for personal use in the District of Columbia. As such, disciplinary referrals for possession of small amounts of marijuana after February 26, 2015 have not been included in the Clery statistics for calendar year 2015. However, possession, use, and distribution of marijuana remains prohibited by federal law and is not permitted under Georgetown policy.
### Hate Crimes

**2015:** No hate crimes reported.
**2014:** No hate crimes reported.
**2013:** No hate crimes reported.

1 Total of On Campus (Non-Residential) and On Campus Housing
2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.
3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.
4 There are no non-campus facilities associated with this campus.
5 There are no on-campus housing facilities associated with this campus.
6 The Handbook for Campus Safety and Security Reporting, 2016 Edition, states that disciplinary referrals for “possession of a small amount of marijuana in states that have decriminalized this conduct” should not be counted for Clery Act reporting purposes. In November 2014, District of Columbia voters approved the Legalization of Possession of Minimal Amounts of Marijuana for Personal Use Initiative (commonly known as Initiative 71). The new law became effective on February 26, 2015, and decriminalized possession of small amounts of marijuana for personal use in the District of Columbia. As such, disciplinary referrals for possession of small amounts of marijuana after February 26, 2015 have not been included in the Clery statistics for calendar year 2015. However, possession, use, and distribution of marijuana remains prohibited by federal law and is not permitted under Georgetown policy.
Georgetown University’s Overseas Property:
Villa Le Balze, Fiesole (Florence), Italy

Annual Crime Statistics as Reported to Campus Security Authorities
Reporting by Calendar Year from January 01, 2013 to December 31, 2015

Hate Crimes
2015: No hate crimes reported.
2014: No hate crimes reported.
2013: No hate crimes reported.

1 Total of On Campus (Non-Housing) and On Campus Residential
2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.
3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes
4 There are no non-campus facilities associated with this campus.
Georgetown University's Overseas Property: McGhee Center for Eastern Mediterranean Studies
Alanya, Turkey

Annual Crime Statistics as Reported to Campus Security Authorities
Reporting by Calendar Year from January 01, 2013 to December 31, 2015

<table>
<thead>
<tr>
<th>McGhee Center for Eastern Mediterranean Studies</th>
<th>On Campus (Non-Housing)</th>
<th>On-Campus Housing</th>
<th>On-Campus Totals</th>
<th>Non-Campus</th>
<th>Public</th>
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<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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</tbody>
</table>

Hate Crimes
2015: No hate crimes reported.
2014: No hate crimes reported.
2013: No hate crimes reported.

1 Total of On Campus (Non-Housing) and On Campus Housing
2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.
3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.
4 There are no non-campus facilities associated with this campus.
5 There are no on-campus housing facilities associated with this campus.
Georgetown University’s Overseas Property: Georgetown University Qatar

Annual Crime Statistics as Reported to Campus Security Authorities
Reporting by Calendar Year from January 01, 2013 to December 31, 2015

<table>
<thead>
<tr>
<th></th>
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Hate Crimes
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1 Total of On Campus (Non-Housing) and On Campus Housing
2 Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.
3 Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.
4 There are no non-campus facilities associated with this campus.
Georgetown University’s Overseas Property:  
London Center for Transnational Legal Studies

Annual Crime Statistics as Reported to Campus Security Authorities  
Reporting by Calendar Year from January 01, 2013 to December 31, 2015

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¹ Total of On Campus (Non-Housing) and On Campus Housing  
² Reporting year 2013 only; superseded by new sex offense categories for 2014 crime data.  
³ Reporting year 2013 first year for reporting Violence Against Women Act (VAWA) crimes.  
⁴ There are no non-campus facilities associated with this campus.  
⁵ There are no on-campus housing facilities associated with this campus.
Updates to 2011-2015 Annual Security Reports

Georgetown University conducted an internal review of records relating to certain reportable offenses that occurred in calendar years 2010-2014 on the Main Campus. Consistent with this review, Georgetown's 2011-2015 Annual Security Report Main Campus crime statistics have been updated as follows:

2014: 1 Motor Vehicle Theft on Non-Campus Property was removed.
2013: 1 On Campus Burglary was reclassified as a Non-Campus Burglary; 1 Public Property Motor Vehicle Theft was reclassified as an On Campus Motor Vehicle Theft.
2012: 3 On Campus Burglaries and 5 Residential Burglaries were added; 1 On Campus Motor Vehicle Theft was added; 2 On Campus Aggravated Assaults were removed, 3 Residential Aggravated Assaults were added.
2011: 1 Public Property Motor Vehicle Theft was reclassified as a Main Campus Motor Vehicle Theft; 3 Main Campus Burglaries were added; 1 Residential Burglary was removed.
2010: 3 On Campus Burglaries were added; 1 Residential Burglary was removed.
Appendix A

Georgetown University Campus Grievance Procedures to Investigate Allegations of Sexual Misconduct

1. Georgetown University Main Campus, Office of Student Conduct: Sexual Misconduct Policies and Procedures (A-2 through A-30)


4. Georgetown University Law Center: Notice of Law Center Community Regarding Disciplinary Proceedings Involving Sexual Misconduct (A-46 through A-54)
SEXUAL MISCONDUCT
POLICIES AND PROCEDURES
2016-2017

530 Leavey Center
(202) 687-4553

Judy D. Johnson
Director

Whitney M. Maddox
Judicial Coordinator
Table of Contents

I. Introduction ................................................................................................................................. 4
II. Definitions ................................................................................................................................ 4
III. Jurisdiction ............................................................................................................................... 6
IV. Sexual Misconduct Policy ........................................................................................................... 6
    A. Sexual Misconduct .................................................................................................................... 6
    B. Sexual Harassment .................................................................................................................. 7
    C. Sexual Assault ....................................................................................................................... 7
    D. Relationship Violence .............................................................................................................. 9
    E. Stalking ................................................................................................................................... 10
V. Sexual Misconduct Procedures ..................................................................................................... 10
    A. Filing a Formal Complaint ....................................................................................................... 10
    B. Responding to a Formal Complaint ....................................................................................... 11
    C. Investigation .......................................................................................................................... 12
    D. Investigative Report ............................................................................................................... 12
    E. Hearing .................................................................................................................................. 13
    F. Sanctioning ............................................................................................................................. 15
    G. Notice of Outcome and Letter of Explanation ....................................................................... 15
    H. Appealing a Decision ............................................................................................................. 16
VI. Sexual Misconduct Hearing and Appeal Committee ..................................................................... 19
    A. Pool of Candidates ................................................................................................................... 19
    B. Hearing Panels ....................................................................................................................... 19
    C. Appeals Committee ............................................................................................................... 20
VII. Protective Measures and Remedies ........................................................................................... 21
VIII. Advisors .................................................................................................................................. 22
IX. Prohibited Testimony, Prior Sexual History, and Dress .............................................................. 22
X. Alcohol and Drug Use ................................................................................................................. 23
XI. Non-Retaliation .......................................................................................................................... 23
XII. Timeframe for Resolution ......................................................................................................... 23
XIII. Requests for Anonymity and/or Non-Pursuit of a Complaint ..................................................... 24
XIV. Informal Methods of Resolution ............................................................................................. 25
XV. Consolidated Cases .................................................................................................................... 25
XVI. Confidentiality ........................................................................................................................... 25
XVII. Written Statement Guidelines ................................................................. 26

XVIII. Audio Recordings .................................................................................. 26

XIX. Procedural Alterations ........................................................................... 27

XX. Reporting Contact Information ............................................................... 27

A. Office of Student Conduct ........................................................................ 27

B. Director for Student Conduct .................................................................... 27

C. Associate Director for Student Conduct .................................................. 27

XXI. University Support Resources ................................................................. 27

A. Confidential Resources ............................................................................. 27

1. Counseling and Psychiatric Services (CAPS) ........................................... 27

2. Sexual Assault Response and Prevention Services .................................. 27

B. Non-Confidential Resources ..................................................................... 28

1. Title IX Coordinator – University System ................................................. 28

2. Deputy Title IX Coordinator – Undergraduate Students ....................... 28

3. Deputy Title IX Coordinator – Graduate Students ................................ 28

4. Deputy Title IX Coordinator – School of Continuing Studies ............. 28

5. Deputy Title IX Coordinator – School of Foreign Service in Qatar ........ 28

Appendix A: Hearing Agenda ......................................................................... 29
I. INTRODUCTION

In recognition of Georgetown University’s commitment to provide a safe and hospitable environment for all members of our community to work and study, the University prohibits sexual misconduct that constitutes sexual harassment, sexual assault, relationship violence, stalking, and related claims of retaliation. Sexual misconduct subverts the University’s mission, diminishes the dignity of both Complainant and Respondent, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff.

Sexual harassment is a form of sex discrimination and is prohibited by University policy, Title VII of the Civil Rights Act of 1964 (“Title VII”), Title IX of the Education Amendments of 1972 (“Title IX”), and the District of Columbia Human Rights Act. Sexual assault, relationship violence and stalking are also forms of sexual misconduct, and are prohibited by law and this policy.

The Sexual Misconduct Policies and Procedures are a supplement to the Code of Student Conduct and the Standard Hearing Policies and Procedures. They are designed to provide for prompt, thorough, and equitable investigation and resolution of complaints that involve allegations of sexual misconduct filed against University students through the student conduct system. The University will conduct a reliable and impartial investigation of sexual misconduct complaints to determine the relevant facts from which a well-informed decision can be made and an appropriate resolution reached. The Georgetown University student conduct procedures are conducted by officials who receive annual and ongoing training on the dynamics of trauma associated with allegations of sexual misconduct.

Both women and men may be victims of sexual misconduct. Sexual misconduct may occur between persons of the same or opposite sex. In the case of sexual harassment, the injured party does not have to be the person harassed but could be anyone affected by the offensive conduct.

The student conduct system is designed to fit within the University’s larger education system and does not function as a court of law. As such, the Office of Student Conduct utilizes language that is designed to be both educationally-focused and procedurally neutral when describing its policies and procedures. Additionally, procedural issues, including the introduction and consideration of information, are handled in a manner consistent with the University’s educational focus. The student conduct system is not a substitute for the criminal and civil courts, but it is an additional option for Complainants to resolve his/her complaint when the Respondent is a Georgetown University student.

For more information and resources related to sexual misconduct at Georgetown University, please visit: http://sexualassault.georgetown.edu/.

II. DEFINITIONS

The following selected terms are defined in an effort to facilitate a better understanding of the Office of Student Conduct’s Sexual Misconduct Policies and Procedures:
A. “Complainant” refers to an individual(s) who has filed a formal complaint against a Georgetown University student through the student conduct system. In cases when the University serves as the “Complainant,” this term may be used to describe both the University and/or the alleged Victim(s).

B. “Director for Student Conduct” refers to the individual responsible for properly implementing fair conduct procedures and overseeing the administration of the student conduct system. The Director may designate any other appropriate individual to perform these duties.

C. “Formal Complaint” refers to the written statement from an individual indicating his/her intent to pursue a complaint through the Georgetown University student conduct system.

D. “Investigator” refers to an individual(s) appointed by the University to conduct a prompt, thorough, and equitable investigation into a complaint involving allegations of sexual misconduct. The Investigator will have specific training and expertise related to the dynamics of trauma associated with sexual misconduct investigations and the University’s student conduct procedures.

E. “Respondent” refers to a Georgetown student who has been alleged of violating the Code of Student Conduct while he/she was a Georgetown student through the Georgetown University student conduct system.

F. “Judicial Coordinator for Student Conduct” refers to the individual responsible for attending any Hearing and/or Appeals meeting to ensure that these procedures are conducted in an efficient and orderly fashion. The Judicial Coordinator may interject in cases of clear procedural error, as well as answer questions of the Panels regarding procedures. The Judicial Coordinator will not vote on any decision by a Sexual Misconduct Hearing and/or Appeals Committee. The Director may designate any other appropriate individual to perform these duties.

G. “Appeals Committee” refers to the standing Appeals Committee comprised of a senior administrator from Residential Living, a faculty/staff representative, and a student representative. The Appeals Committee is responsible for reviewing all appeals through the student conduct system. The Appeals Committee will have specific training and expertise related to the dynamics of trauma associated with sexual misconduct investigations and the University’s student conduct procedures.

H. “Sexual Misconduct Hearing Panel” refers to a Hearing Panel comprised of two (2) faculty/staff members and one (1) student that hears cases involving allegations of sexual misconduct. At the written request of both the Complainant and Respondent, the Office of Student Conduct will substitute a faculty/staff member in place of the one (1) student member of the panel for Sexual Misconduct cases. If this request is not submitted, in writing, by both the Complainant and Respondent, the Hearing Panel will remain two (2) faculty/staff members and one (1) student. The Hearing Panel will have specific training.
and expertise related to the dynamics of trauma associated with sexual misconduct investigations and the University’s student conduct procedures.

I. “Sexual Misconduct Policy” refers to the Office of Student Conduct’s policies on sexual harassment, sexual assault, relationship violence, and stalking (see also: Sexual Misconduct Policy, p. 6).

J. “Sexual Misconduct Procedures” refers to the Office of Student Conduct’s procedures to address complaints involving allegations of sexual harassment, sexual assault, relationship violence, and stalking (see also: Sexual Misconduct Procedures, p. 10).

K. “Student” refers to an individual admitted into an undergraduate, graduate, or School of Continuing Studies course or program at Georgetown University.

III. **Jurisdiction**

A. These policies and procedures apply for an individual or the University (“Complainant”) filing a complaint involving allegations of sexual misconduct against a current Georgetown University student (“Respondent”). These policies and procedures are applicable to behaviors regardless if they occur on-campus, off-campus, or while studying abroad.

1. If a complaint involves allegations of both sexual misconduct and non-sexual misconduct (e.g. Sexual Misconduct and Physical Assault), these policies and procedures may be utilized to resolve all charges associated with the incident.

2. For cases when the University is serving at the Complainant, or when there are multiple Complainant(s) and/or Respondent(s) involved, the Director for Student Conduct may make reasonable alterations to these procedures in the spirit of providing a prompt, thorough, and equitable process for all parties involved in the student conduct process (see also: Consolidated Cases, p. 25; Procedural Alterations, p. 27).

B. These policies and procedures are not applicable for complaints against faculty/staff, School of Medicine students, or Law Center students. For more information regarding those grievance procedures, please visit: http://sexualassault.georgetown.edu/.

IV. **Sexual Misconduct Policy**

Georgetown University has adopted a Policy Statement on Sexual Misconduct in recognition of our commitment to provide a safe and hospitable environment for all members of our community to work and study. The Office of Student Conduct has adopted the following policies, based on the University’s Policy Statement on Sexual Misconduct:

A. Sexual Misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), or stalking, and includes related acts of retaliation.
B. **Sexual Harassment** is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender-based nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic relationship; or
2. Submission to or rejection of such conduct is used as a basis for making an employment or academic decision affecting an individual; or
3. Such conduct has the purpose or effect of interfering with an individual’s work or academic performance, denying or limiting an individual’s ability to participate in or benefit from the University’s education programs, or creating an intimidating, hostile, or offensive environment for work or academic pursuit.

C. **Sexual Assault** is a forcible or non-forcible sexual act or sexual contact that occurs without the consent or permission of the other person. Sexual assault is divided into five categories, described below. Sanctions may vary depending on the category of offense.

1. Engaging in a sexual act with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.

2. Engaging in a sexual act where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).

3. Engaging in sexual contact with another person with the use of force; use of threats or fear; after rendering the person unconscious; or by administering a drug, intoxicant, or other substance that substantially impairs the ability of the other person to appraise or control his or her conduct.

4. Engaging in sexual contact where the person knows or reasonably should know that the other person is incapable of appraising the nature of the conduct; incapable of declining participation in the sexual conduct; incapable of communicating unwillingness to engage in the sexual conduct; or incapable of giving consent (such as when the person is incapacitated due to alcohol use).

5. Engaging in a sexual act or sexual contact with another person with knowledge or reason to know that the sexual act or sexual contact was unwanted and committed without the person’s permission or consent.
For purposes of this definition, the following terms are defined:

1. **Sexual act** is penetration, however slight, of the anus or vulva of another by a penis; contact between the mouth and the penis, vulva, or anus; or the penetration, however slight, of the anus or vulva by a hand or finger or by any object. The emission of semen is not required to be considered a sexual act.

2. **Sexual contact** means the touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

3. **Consent** is words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question.

An Administrator’s or Hearing Panel’s use of interpretative guidance in determining consent in a case includes, but is not limited to:

a. The willingness to participate must be clearly indicated prior to any sexual act or sexual contact.

b. If at any time during the sexual act or sexual contact any confusion or ambiguity should arise on the issue of consent, it is incumbent upon the individual to stop the activity and clarify, verbally, the other’s willingness to continue.

c. A verbal "no," even if it may sound indecisive or insincere, constitutes lack of consent.

d. The absence of an overt action or an explicit verbal response to a verbal request for consent constitutes lack of consent.

e. It is expected that, once consent has been established, a person who changes his/her mind during the sexual act or sexual contact will communicate through words or overt actions his/her decision to no longer proceed.

f. Past consent to sexual act or sexual contact does not imply future ongoing consent, and the fact that two persons are in an on-going relationship shall not preclude the possibility that sexual misconduct might occur within that relationship.

g. A person’s use of alcohol and/or other drugs shall not diminish such person’s responsibility to obtain consent.

h. Lack of verbal or physical resistance, or submission by the unwilling participant, when such submission results from the use of force, threats, or coercion by the respondent shall not constitute consent.
1. A person is considered incapable of giving consent if he/she is asleep, unconscious, and/or losing and regaining consciousness, or clearly mentally or physically incapacitated, for example, by alcohol and/or other drugs (signs of incapacitation include, but are not limited to, difficulty walking, inability to speak in a coherent manner, vomiting or the presence of vomit, etc.)

4. Force means the use or threatened use of a weapon; the use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or the use of a threat of harm sufficient to coerce or compel submission by another person.

5. Forcible is defined as any sexual act or sexual contact directed against another person, with force and/or against that person’s will; or without force or against the person’s will where the victim is incapable of giving consent.

D. **Relationship Violence** means a violent or threatening familial or intimate partner relationship that causes one to fear for his/her safety or causes physical or psychological injury, pain, or illness. Relationship violence includes, but may not be limited to:

1. **Dating violence**: an offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

2. **Domestic violence**: an intrafamily offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

An Administrator’s or Hearing Panel’s use of interpretative guidance in determining relationship violence in a case includes, but is not limited to:

a. **Intimate Partner** refers to individuals who share a current or former romantic, dating, or sexual involvement. Consideration should be given to the duration, nature, and frequency of interaction between the individuals.

b. **Intrafamily** refers to individuals who share a biological or legally established ancestral connection (e.g. sibling, parent, or spouse).

c. Physical or psychological injury, pain or illness should be given consideration for both domestic and dating violence cases.

d. A reasonable fear for one’s safety can result from the use of physical force and/or abusive behavior intended, or reasonably anticipated to intimidate, manipulate, humiliate, isolate, or coerce another into doing something against his/her will or self-interest. Such behavior includes, but is not limited to physical, verbal, sexual, emotional, technological, or financial forms of abuse.
E. **Stalking** means a course of conduct directed at a specific individual that places that individual in reasonable fear for his or her safety or the safety of another person; to feel seriously alarmed, disturbed, or frightened; or suffer emotional distress. Such behaviors or activities may include, but are not limited to, the following:

1. Unwelcomed communication of any type, including but not limited to face-to-face, telephone calls, voice messages, electronic, written letters or notes, unwanted gifts, etc;

2. Use of threatening words and/or conduct;

3. Pursuing, following, observing, and/or surveillance.

V. **Sexual Misconduct Procedures**

A. **FILING A FORMAL COMPLAINT**

1. In order to initiate a formal complaint, an individual (Complainant) must submit a written statement ("Statement of Complaint") detailing the allegations of sexual misconduct to the Office of Student Conduct (see also: Reporting Contact Information, p. 27). While the Statement of Complaint is not meant to be an exhaustive account of the incident(s), the statement should state the name or clear identifier of the Respondent and describe with reasonable specificity any of the alleged incident(s) that he/she wants to be addressed by the Office of Student Conduct, including the date and place of the incident(s).

   a. The Statement of Complaint may not exceed five (5) pages (see also: Written Statement Guidelines, p. 26).

   b. While prompt reporting may aid an investigation, there is no time limit imposed as to when a formal complaint may be initiated against a current student, provided he/she was a Georgetown University student at the time of the alleged incident.

   c. If a Complainant wishes to remain anonymous and/or does not wish to initiate a formal complaint, the University will strive to accommodate the Complainant’s wishes. However, due to the University’s commitment to provide a reasonably safe and non-discriminatory environment for all students, the Director for Student Conduct may investigate any allegations brought to his/her attention. For more information, please see: Requests for Anonymity and/or Non-Pursuit of a Complaint, p. 24.

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1 For Hearing procedures that are used to resolve complaints that do not involve allegations of sexual misconduct, please refer to the Standard Hearing Policies and Procedures.
B. RESPONDING TO A FORMAL COMPLAINT

1. The Office of Student Conduct will issue a “No Contact Order” between the Complainant and Respondent.

2. The Respondent will be notified that a formal complaint has been submitted to the Office of Student Conduct and a mandatory initial intake meeting will be scheduled with the Director for Student Conduct to review the sexual misconduct adjudication process.

3. The Respondent will be provided access to the Statement of Complaint. He/she will be granted seven (7) calendar days from receipt of the Statement of Complaint to submit his/her written response (“Statement of Response”) to the complaint. Submission of the Statement of Response is not mandatory.

   a. The Statement of Response may not exceed five (5) pages (see also: Written Statement Guidelines, p. 26).

   b. If the Respondent acknowledges responsibility for the alleged behaviors identified in the formal complaint in his/her Statement of Response, the Director for Student Conduct may resolve the incident via Administrative
Action. For more information regarding Administrative Action, please refer to the Code of Student Conduct.

c. If the Respondent fails to submit a Statement of Response and/or denies responsibility for the alleged behaviors identified in the Statement of Complaint, the Director for Student Conduct will appoint an Investigator(s) ("Investigator") to conduct a prompt, thorough, and equitable investigation into the complaint.

d. The Complainant will be provided access to the Respondent's Statement of Response, when applicable, prior to the Complainant's meeting with the Investigator.

C. INVESTIGATION

1. The Director for Student Conduct will provide the finalized Statement of Complaint and the Statement of Response, when applicable, to the Investigator, Complainant, and Respondent.

2. The Investigator will contact the Complainant and Respondent to conduct separate interviews with each party. To facilitate the scheduling of these interviews, the Office of Student Conduct will provide the Investigator with the class schedules for the Complainant and Respondent.

   a. Parties are expected to have their initial interview within seven (7) calendar days of their initial contact by the Investigator.

   b. During the interviews, the Investigator will ask the parties to identify possible factual witnesses related to the complaint.

3. The Investigator may request any additional documentation and/or information that he/she deems relevant to the investigation.

4. In order to ensure a prompt, thorough, and equitable investigation, parties are expected to adhere to the Investigator's requested deadlines for any follow up interviews and/or submission of materials.

5. The Investigator has the discretion to determine what information he/she deems relevant to be included in the Investigative Report.

D. INVESTIGATIVE REPORT

1. Upon completing the investigation, the Investigator will compile the Investigative Report ("Report"). Within the Report, the Investigator will describe the relevant information learned during the investigation and summarize all interviews conducted by the Investigator. The Investigator may not offer any
recommendations as to whether a violation of the Code of Student Conduct occurred.

2. The Report will be provided to the Director for Student Conduct, who will ensure that it follows the process’ established policies and procedures. The Complainant and Respondent will receive access to the Report from the Director and may each submit a written response to the Report.

   a. The written response may not exceed five (5) pages and must be submitted within seven (7) calendar days after receiving access to the Report (see also: Written Statement Guidelines, p. 26).

   b. Complainants and Respondents are not permitted to share the Report with any individual(s) other than his/her advisor and/or parent(s), provided the parent(s) is not serving as a witness (see also: Advisors, p. 22).

3. The Complainant and Respondent may also submit an additional written statement regarding the impact ("Impact Statement") of the complaint and/or requested remedies by two (2) calendar days before the scheduled Hearing.

   a. The Impact Statement may not exceed five (5) pages and may not be included in the official Case File. The Hearing Panel may only consider the Impact Statement during sanctioning if a Respondent is found "Responsible" (see also: Sanctioning, p. 15; Written Statement Guidelines, p. 26).

4. Once all deadlines have passed to submit materials, the Director for Student Conduct may review all documents to ensure that they follow the process’ established policies and procedures. The Director for Student Conduct will compile the Report, written responses, and any other materials into the official Case File ("Case File").

5. The inclusion of any materials into the Case File is at the discretion of the Director for Student Conduct. The Director for Student Conduct may remove and/or redact any materials that he/she deems necessary to ensure a fair and equitable process, such as, but not limited to: character assessments, prejudicial testimony, and/or duplicative information.

E. HEARING

1. A Sexual Misconduct Hearing Panel ("Hearing Panel") will be assembled to review the Case File, conduct a Hearing, and determine if the Respondent violated a policy of the Code of Student Conduct (see also: Hearing Panels, p. 19).

   a. For all allegations of behaviors included under the policy definition of Sexual Misconduct, the Hearing Panel will use a standard of "More Likely than Not" to determine if a violation occurred.
b. For allegations of on-campus behaviors not included under the policy definition of Sexual Misconduct, the Hearing Panel will use a standard of “Clear and Convincing” to determine if a violation occurred.

c. For allegations of off-campus behaviors not included under the policy definition of Sexual Misconduct, the Hearing Panel will use a standard of “More Likely than Not” to determine if a violation occurred.

2. The Complainant and Respondent will be notified of the time and place of the Hearing at least seven (7) calendar days prior to the Hearing.

   a. The Director for Student Conduct will provide access to the Case File for the Hearing Panel, Complainant, and Respondent at least two (2) calendar days prior to the Hearing.

      i. Any hard copies of the Case File must be returned to the Judicial Coordinator for Student Conduct at the conclusion of the Hearing.

      ii. If a digital copy of the Case File is made available to the parties, the parties will lose access to the digital copy at the conclusion of the Hearing.

      iii. Complainants and Respondents are not permitted to share the Case File with any individual(s) other than his/her advisor and/or parent(s), provided the parent(s) is not serving as a witness (see also: Advisors, p. 22).

3. During the Hearing, the Hearing Panel will conduct separate interviews with the Complainant and Respondent regarding the information in the Case File (see also: Hearing Agenda, p. 29).

   a. The Complainant and Respondent may not be present in the Hearing room at the same time. However, each party may listen to and/or watch the other individual’s interview from another room via audio and/or visual technology.

   b. In the event of technical difficulties, the Office of Student Conduct will make appropriate adjustments to ensure a prompt, thorough, and equitable hearing. These reasonable adjustments may include, but would not be limited to, having the parties in the same room and using a physical barrier to separate and limit interaction between the parties.

4. It is expected that the Hearing Panel will rely on the Case File and interviews with the Complainant and Respondent for its determination of the relevant facts of the case.

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2For more information about the Standard of Proof, please refer to the Code of Student Conduct.
However, at its discretion, the Hearing Panel may request, in advance of the Hearing, additional information referenced in the Case File to be presented at the Hearing.

5. A finding of responsibility must be determined by a majority vote of the Hearing Panel.

F. SANCTIONING

1. If the Hearing Panel finds the Respondent “Responsible,” the Hearing Panel will impose sanctions. The Hearing Panel will receive access to each party’s Impact Statement, if applicable, to review while deliberating sanctions.

2. Due to the serious nature of a sexual misconduct violation, a Hearing Panel will first consider if the Respondent should be removed from the University community to protect the Complainant and/or the common good of University community. There are no minimum sanctions that must be assigned to a Respondent; however, sanctions may likely include Disciplinary Suspension or Dismissal (see also: University Sanctioning Guidelines).

3. In considering the appropriate sanction(s), the Hearing Panel may take into account several factors, including but not limited to:
   a. Nature of the violation;
   b. University Sanctioning Guidelines;
   c. Respondent’s conduct history;
   d. Impact Statements by the Complainant and Respondent; and/or
   e. Any other aggravating, mitigating, or relevant factors.

4. Any sanction(s) must be decided by a majority vote of the Hearing Panel.

G. NOTICE OF OUTCOME AND LETTER OF EXPLANATION

1. Every reasonable effort will be made for the Hearing Panel to reach its decision within one (1) business day after the Hearing. However, a failure to announce a decision within that time period does not constitute grounds for appeal.

2. After the Hearing Panel reaches its decision, the Judicial Coordinator for Student Conduct will compile two documents detailing the outcome of the complaint:
   a. Notice of Outcome
   b. Letter of Explanation

3. Notice of Outcome
a. Approximately one (1) business day after the Hearing Panel's decision, the Judicial Coordinator for Student Conduct and/or Director for Student Conduct will disclose, in writing, the Notice of Outcome to the Respondent and Complainant at approximately the same time.

b. The Notice of Outcome for the Respondent may include, but is not limited to:

   i. The Hearing Panel’s findings for each alleged violation;

   ii. Sanction(s);

   iii. Protective Measures and/or additional remedies that directly relate to the Respondent; and

   iv. Appeal rights.

c. The Notice of Outcome for the Complainant may include, but is not limited to:

   i. The Hearing Panel’s findings for each alleged violation;

   ii. Sanction(s) imposed on the Respondent that directly relate to the Complainant;

   iii. Protective Measures and/or additional remedies offered or provided to the Complainant (see also: Protective Measures and Remedies, p. 21);

   iv. Other steps the University has taken to eliminate any hostile environment, if the University finds one to exist, and prevent the recurrence of misconduct (see also: Protective Measures and Remedies, p. 21); and

   v. Appeal rights.

4. Letter of Explanation

   a. Within 10 business days of distributing the Notice of Outcome to both parties, the Judicial Coordinator for Student Conduct and/or Director for Student Conduct will distribute a Letter of Explanation to the Complainant and Respondent. The Letter of Explanation will offer a more detailed rationale regarding the Hearing Panel’s decision.

H. APPEALING A DECISION

1. Overview

   a. The outcome of a formal complaint may be appealed by the Complainant and/or Respondent by submitting a Statement of Appeal to the Office of
Student Conduct. A Complainant and/or Respondent who submits a Statement of Appeal is called an “Appellant.”

b. An Appellant must submit his/her Statement of Appeal within seven (7) calendar days of the date on his/her Letter of Explanation. An Appellant may not submit more than 20 pages of materials in support of his/her Appeal (see also: Written Statement Guidelines, p. 26).

i. A Complainant and/or Respondent may request to review the original Case File while he/she prepares a Statement of Appeal. The Complainant and/or Respondent must return any hard copies of the Case File to the Director for Student Conduct upon submission of an Appeal. If a digital copy of the Case File is made available to the Complainant and/or Respondent, he/she will lose access to the digital copy upon submission of an Appeal.

c. Complainants and/or Respondents may appeal on the following grounds in cases involving sexual misconduct:

i. **Substantial Procedural Error:** A specified procedural error or error in interpretation of University regulations may have substantially affected the process, such that the Complainant and/or Respondent was denied a fair process.

ii. **New Information of a Substantive Nature:** New, significant or relevant information becomes available that could not have been discovered by a properly diligent Investigator at the time of the original decision and that may have substantially affected and/or changed the decision of the Hearing Panel.

iii. **Substantial Disproportionate Sanction:** The sanction appears to be substantially disproportionately lenient and/or severe based on the facts of the case, as determined by the Hearing Panel.

d. After a Statement of Appeal has been submitted by a Complainant and/or Respondent, the Director for Student Conduct will review the document to ensure that it follows the process’ established policies and procedures. After review, the Director for Student Conduct will allow the Complainant and/or Respondent access to the other party’s Statement of Appeal, in addition to any other information that the Director deems relevant to the Appeal.

e. Each party may submit to the Director for Student Conduct a written response to the other party’s Statement of Appeal within two (2) calendar days of receiving access to the Statement of Appeal. The response must respond to the specific ground(s) for appeal raised in the other party’s Statement of Appeal. The response may not include more than 10 pages of
materials. The Director for Student Conduct will allow the other party to review the response (see also: Written Statement Guidelines, p. 26).

i. The Complainant and/or Respondent must return any hard copies of the other party’s Statement of Appeal to the Director for Student Conduct upon his/her deadline to submit a written response. If a digital copy of the other party’s Statement of Appeal is made available to the Complainant and/or Respondent, he/she will lose access to the digital copy upon his/her deadline to submit a written response.

f. Once all deadlines have passed to submit materials, the Director for Student Conduct will review all materials to ensure that they follow the process’ established policies and procedures. The Director for Student Conduct will compile the Statement of Appeal and any other materials (e.g. the original Case File, the other party’s written response) into the official Appeal Case File. The inclusion of any materials into the Appeal Case File is at the discretion of the Director for Student Conduct.

g. The burden of proof rests on the Appellant to establish that the original decision by the Hearing Panel was flawed by a “clear and convincing” standard of proof.

h. The Appeals Committee will review the Appeal Case File and make a decision (see also: Appeals Committee, p. 20). Appeals will not consist of any live testimony or interviews.

2. Appeals Committee Outcome

a. The following actions may be taken by the Appeals Committee:

i. Affirm the finding of “Responsibility” and the original sanctions;

ii. Affirm the finding of “Responsibility” and alter the original sanctions; or

iii. Overturn the initial findings and sanctions and return the matter to the Office of Student Conduct for action consistent with the Appeals Committee’s determination.

b. Any decision must be determined by a majority vote of the Appeals Committee.

3. Notice of Appeal Outcome

a. The Chair of the Appeals Committee will be responsible for compiling the Notice of Appeal Outcome.
b. The Chair of the Appeals Committee and/or the Director for Student Conduct will disclose, in writing, the Notice of Appeal Outcome to the Appellant and the other party at approximately the same time.

c. Every reasonable effort will be made to issue the Notice of Appeal Outcome within 15 business days of the deadline for submission of the Statement of Appeal.

d. The Notice of Appeal Outcome may include, but is not limited to:
   i. Findings for each ground on which the Appellant appealed;
   ii. Any alterations to sanction(s) that impact the respective party;
   iii. Appeals Committee’s rationale for its decision; and
   iv. Information if the case was referred back to the Office of Student Conduct.

e. The Appeals Committee’s decision is final and binding on all parties.

VI. **SEXUAL MISCONDUCT HEARING AND APPEAL COMMITTEE**

A. **POOL OF CANDIDATES**

   1. The Office of Student Conduct will maintain a Sexual Misconduct Panel pool of students and faculty/staff members to resolve incidents that include allegations of sexual misconduct. In addition to being trained in the policies and procedures of the Georgetown University student conduct system, these members will receive annual training on the dynamics of trauma associated with sexual misconduct.

B. **HEARING PANELS**

   1. A Sexual Misconduct Hearing Panel will be assembled from the available pool of candidates and may comprise two (2) faculty/staff members and one (1) student to hear a case involving allegations of sexual misconduct.

   a. To ensure a student perspective is taken into account during the adjudication of the case, the Office of Student Conduct will typically assign a currently enrolled student to a Hearing Panel. However, in certain circumstances, the Office of Student Conduct may assign a recently graduated student, if he or she graduated within one semester prior to the Hearing.

   b. Typically, an undergraduate student will be assigned to the Hearing Panel if the allegations are against an undergraduate student.
Typically, a graduate student will be assigned to the Hearing Panel if the allegations are against a graduate student.

a. At the written request of both the Complainant and Respondent, the Office of Student Conduct will substitute a faculty/staff member in place of the one (1) student member of the panel for Sexual Misconduct cases. If this request is not submitted, in writing, by both the Complainant and Respondent, the Hearing Panel will remain two (2) faculty/staff members and one (1) student.

2. The Director for Student Conduct will appoint a Chair of the Hearing Panel. The Chair of the Hearing Panel must be a faculty or staff member. The Chair of the Hearing Panel is charged with the responsibility for ensuring the orderly administration of the Hearing interviews and deliberations.

3. The Judicial Coordinator for Student Conduct will attend the Hearing and deliberations. The Judicial Coordinator will not vote on any decision, but will work with the Chair of the Hearing Panel to ensure that these procedures are conducted in an efficient and orderly fashion. The Judicial Coordinator may interject in cases of clear procedural error, as well as answer questions of the Hearing Panel regarding procedures.

4. The Director for Student Conduct may request University legal counsel to be present at the Hearing and during deliberations. Legal counsel will not vote on any decisions.

C. APPEALS COMMITTEE

1. The Appeals Committee is a standing committee of the Office of the Vice President for Student Affairs. The Appeals Committee will consist of:

   a. Senior Administrator from Residential Living;

   b. Faculty/staff representative; and

   c. Student representative.

2. Appeal Committee members are not permitted to hear appeals for cases if they served on the original Hearing Panel adjudicating the case.

3. The Director for Student Conduct may appoint a non-voting Chair of the Appeals Committee, typically the Judicial Coordinator for Student Conduct, to assure that University procedures are followed throughout the appeal process.

4. The Director for Student Conduct may request University legal counsel to be present at Appeals Committee deliberations. Legal counsel will not vote on any decisions.
VII. Protective Measures and Remedies

A. The University is committed to preventing the recurrence of any sexual misconduct and correcting its discriminatory effects on the Complainant and University community.

B. A Hearing Panel, the Title IX Coordinator, Deputy Title IX Coordinator(s), and/or the Director for Student Conduct may determine that Protective Measures and/or additional remedies are necessary and appropriate in order to eliminate a hostile environment, prevent the recurrence of sexual misconduct, and, as appropriate, remedy the effects of sexual misconduct. To ensure equal access to the University’s educational programs and activities for all students, Protective Measures and/or additional remedies may be implemented before, during, and after the processing of a student conduct complaint.

C. Since these measures are meant to protect and support all parties involved in the student conduct process and the University community, they may not be considered sanctions and may be implemented regardless of a finding of responsibility.

D. The Director for Student Conduct may determine the most appropriate Protective Measures and/or remedies to implement for each specific incident. The Director for Student Conduct may also refer individuals to other offices at the University to discuss Protective Measures and/or remedies outside the purview of the Office of Student Conduct.

E. Protective Measures and/or remedies for individual students may include, but are not limited to:

1. No-contact orders;
2. Temporary housing and dining changes;
3. Employment and/or co-curricular accommodations;
4. Temporary course changes;
5. Medical and counseling services;
6. Academic support services and accommodations; and
7. Additional training and education for students.

F. Remedies for the entire University community may include, but are not limited to:

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*Protective Measures and remedies are not considered an Interim Suspension. Pursuant to the Code of Student Conduct, if an individual appears to pose a risk of danger or disruption to the community or any individual, an individual may be temporarily suspended from the University through an Interim Suspension. A student on Interim Suspension is prohibited from being on campus and is completely separated from all University sponsored activities, facilities and grounds. For more information regarding Interim Suspension, please refer to the [Code of Student Conduct](#).*
1. Training or retraining employees on the University’s responsibilities to address allegations of sexual misconduct;

2. Developing materials on sexual misconduct, which could be distributed to University community members; and/or

3. Conducting bystander intervention and sexual misconduct prevention programs.

viii. Advisors

A. Each Complainant and Respondent may be accompanied by one advisor of his/her choosing during all aspects of their case preparation up to and throughout the hearing proceedings. The advisor is not an advocate, but rather a source of personal and moral support to the student.

B. An advisor may not be a witness, speak, or otherwise participate on behalf of the student. All information concerning all aspects of the case will be communicated by the Office of Student Conduct directly to the student. Timelines and/or deadlines for submission of materials may not be altered to accommodate an advisor’s schedule.

ix. Prohibited Testimony, Prior Sexual History, and Dress

A. Prohibited Evidence and Testimony

1. Evidence and testimony provided by any party during the student conduct process should be limited to first-hand factual or circumstantial knowledge of the matter. The Director for Student Conduct may remove and/or redact any evidence that he/she deems necessary to ensure a fair and equitable process, such as, but not limited to: character assessments, prejudicial testimony, and/or duplicative information. Additionally, information from either a privately hired investigator and/or polygraph examination is not permitted.

B. Prior Sexual History and Dress

1. Information regarding either the Complainant’s or Respondent’s prior sexual history with other persons may not be included in the Investigative Report and/or discussed during the Hearing, unless a party makes a specific claim about his/her own prior sexual history.

   a. Consent to engage in one form of sexual act or contact does not imply consent to another sexual act or contact.

   i. The willingness to participate in a sexual act or contact must be clearly indicated prior to each sexual act or contact. If any confusion or ambiguity should arise on the issue of consent at any time, it is
incumbent upon all parties involved to stop and clarify, verbally, the other party’s willingness to continue.

2. Prior consent to a sexual act or contact does not imply consent to future sexual acts or contact.

3. The style of dress of either the Complainant or Respondent may not be considered in reference to either party giving consent for an alleged act.

x. **ALCOHOL AND DRUG USE**

In cases of alleged sexual misconduct, Code of Student Conduct charges will not be brought against a Complainant or Respondent related to his/her own consumption of alcohol and/or use of illegal or counterfeit drugs or controlled substance.

xi. **NON-RETAIATION**

It is illegal and contrary to University policy for any individual to engage, whether directly or indirectly, in retaliatory conduct directed against a person who files a sexual misconduct complaint or gives testimony during an investigation of such a complaint.

As used in the above paragraph, "retaliatory conduct" means conduct that adversely and unjustifiably affects another’s terms and conditions of employment, educational experience, or quality of life, and that is motivated by an intent to cause harm because of the targeted individual’s involvement in the filing or investigation of a sexual misconduct complaint. Any individual who believes that retaliatory actions have been taken against him or her for having filed a complaint or provided testimony in an investigation of sexual misconduct is encouraged to contact the Director for Student Conduct immediately.

xii. **TIMEFRAME FOR RESOLUTION**

A. Georgetown University strives to resolve complaints involving allegations of sexual misconduct within 60 calendar days after receipt of a complaint.

B. Since each case has its own unique complexities, the following time frames are not rigid requirements. Depending on the circumstances of the case, these guidelines may need to be adjusted to appropriately balance promptness with the principles of thoroughness and fundamental fairness throughout the student conduct process.

C. The following table offers general guidelines as to the length of each step in the Office of Student Conduct’s sexual misconduct process.

<table>
<thead>
<tr>
<th>Process</th>
<th># of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaint Issued</td>
<td>--</td>
</tr>
<tr>
<td>Initial Intake Meeting &amp; Statement of Response</td>
<td>10</td>
</tr>
<tr>
<td>Investigation &amp; Investigative Report</td>
<td>30</td>
</tr>
</tbody>
</table>
xiii. REQUESTS FOR ANONYMITY AND/OR NON-
PURSUIT OF A COMPLAINT

A. The University will strive to accommodate a Complainant’s wishes to remain anonymous and/or to not pursue a formal complaint for incidents involving allegations of sexual misconduct.

   1. When considering whether he/she wishes to remain anonymous and/or to not pursue a formal complaint, Complainants are advised that the University’s ability to respond to the alleged behavior may be limited if the Complainant chooses not to participate in the process. Additionally, Complainants are advised that the University strictly forbids retaliatory conduct against students who choose to file a complaint and/or participate in an investigation of sexual misconduct (see also: Non- Retaliation, p. 23).

B. If the Complainant wishes to remain anonymous and/or not pursue a formal complaint, he/she may submit a written request to the Director for Student Conduct.

C. Consistent with the University’s commitment to provide a reasonably safe and non- discriminatory environment for all students, the Director for Student Conduct may be unable to honor a Complainant’s request and may pursue a case with the University serving as the Complainant. When weighing a Complainant’s request, the Director for Student Conduct may consult with numerous campus partners (e.g. Deputy Title IX Coordinator(s), Threat Assessment, Student Health Services, GUPD, and/or Office of the General Counsel) to consider a range of factors including, but not limited to:

   1. circumstances that suggest that the Respondent may likely commit additional acts of sexual misconduct;

   2. circumstances that suggest there is an increased risk of future acts of sexual misconduct under similar circumstances;

   3. whether the sexual misconduct was perpetrated with a weapon; and

   4. whether the University possesses other means to obtain relevant evidence.

D. In cases where the Director for Student Conduct is able to honor the Complainant’s request and does not pursue a complaint against the Respondent, the Director for Student Conduct may still retain information regarding the incident. This information may be reintroduced into a future complaint against the Respondent.
xiv. Informal Methods of Resolution

A. In cases that do not involve sexual assault and/or relationship violence, the Complainant and/or Director for Student Conduct may suggest attempting to resolve the complaint via an informal method of resolution, such as mediation, before an Investigator is appointed to conduct a formal investigation.

B. The Complainant and Respondent must agree, voluntarily, to the informal method of resolution. The University will never compel a Complainant and/or Respondent to engage in any type of informal resolution and/or to directly confront the other party. Participation in informal resolution is voluntary and either party can request a formal investigation at any point in the process.

C. Informal methods of conflict resolution may never be used for complaints that involve sexual assault and/or relationship violence.

xv. Consolidated Cases

A. The Director for Student Conduct may consolidate multiple cases and/or incidents to resolve as a single case under the following circumstances:

   a. The Respondent is alleged to have been involved in multiple incidents of sexual misconduct with the same Complainant;

   b. The Respondent is alleged to have been involved in incident(s) of sexual misconduct with multiple Complainants;

   c. More than one Respondent is alleged to have been involved in incident(s) of sexual misconduct with the same Complainant.

B. For cases involving multiple Complainant(s) and/or Respondent(s), the Director for Student Conduct may make reasonable alterations to these procedures in the spirit of providing a prompt, thorough, and equitable process for all parties involved in the student conduct process (see also: Procedural Alterations, p. 27).

xvi. Confidentiality

A. Due to the sensitive nature of grievances, in order to facilitate open and honest testimony, all information presented during a student conduct proceeding is confidential and may not be disclosed to the public. Specifically, the testimony, whether written or oral, presented by the Respondent, Complainant, or witnesses during the conduct proceedings and all documents provided in preparation for or during the conduct proceeding may not be disclosed to any other party, except for one's Advisor.

B. The Office of Student Conduct will preserve the confidentiality of information provided in connection with a complaint to the extent possible, consistent with the Code of Student
Conduct's Record Retention Policy and the goals of a prompt, thorough, and equitable process. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about Complainants and other alleged victims who choose not to file a formal complaint, to the extent permissible by law.

xiv. **Written Statement Guidelines**

All written materials (e.g., Statements of Complaint, Statements of Response, Impact Statements, Statements of Appeal) submitted to the Investigator and/or Office of Student Conduct should be typed with an easily legible font on standard-sized paper (8.5” x 11”) with 1” margins on all sides. The Office of Student Conduct recommends Calibri or Times New Roman in a 12-point font size. Written materials must be in the individual’s own words and may not be authored by advisors, including attorneys.

xviii. **Audio Recordings**

A. Hearings may be recorded by the Office of Student Conduct. No other recording of the Hearing is permitted. The recording may be used in deliberations by the Hearing Panel and/or by the Appeals Committee.

B. No other recording or use of any technology during student conduct meetings and/or interviews is permitted by the Complainant, Respondent, witnesses, and/or advisors.

C. If a Complainant and/or Respondent decides to appeal a Hearing Panel decision and he/she wishes to access the Hearing recording, a request for access to the recording must be submitted within two (2) calendar days from the date of the Hearing Panel’s Letter of Explanation.

1. The Appellant's Statement of Appeal must be submitted within seven (7) calendar days from the date in which the Appellant received access to the Hearing recording.

2. If copies of the recording are made available to the Appellant, it is the responsibility of the Appellant to cover any costs and/or supply materials needed to copy the recording. Copying or attempting to copy the recording without the permission of the Office of Student Conduct is prohibited. The recording and all copies of the recording must be returned to the Office of Student Conduct upon the deadline to submit the Appeal.

3. If a digital file of the recording is made available to the Appellant, the Appellant will lose access to the recording upon the deadline to submit the Appeal. Copying or attempting to copy a digital copy of the recording without the permission of the Office of Student Conduct is prohibited.
xix. **Procedural Alterations**

The Office of Student Conduct is committed to providing a prompt, thorough, and equitable investigation and resolution of complaints involving allegations of sexual misconduct. As such, the Director for Student Conduct may make reasonable alterations to any of these procedures in the spirit of providing a prompt, thorough, and equitable process for all parties involved in the student conduct process.

xx. **Reporting Contact Information**

A. **Office of Student Conduct**

1. **Location:** 530 Leavey Center  
   **Phone:** (202) 687-4553  
   **Email:** studentconduct@georgetown.edu

B. **Director for Student Conduct**

1. Judy D. Johnson  
   **Location:** 530 Leavey Center  
   **Phone:** (202) 687-8302  
   **Email:** johnsojd@georgetown.edu

xxi. **University Support Resources**

A. **Confidential Resources**

1. **Counseling and Psychiatric Services (CAPS)**
   a. **Location:** Main Campus: Ground Floor, East side of Darnall Hall  
      **Phone:** (202) 687-6985  
      **After Hours Phone:** (202) 444-7243 and ask for the on-call CAPS clinician

2. **Sexual Assault Response and Prevention Services**
   a. Jen Luettel Schweer, MA, LPC  
      **Location:** 1437 Poulton Hall, Suite 101  
      **Phone:** (202) 687-0323  
      **Email:** jls242@georgetown.edu
B. NON-CONFIDENTIAL RESOURCES

1. Title IX Coordinator – University System
   a. Laura M. Cutway, Title IX Coordinator
      Office of Institutional Diversity, Equity, and Affirmative Action
      Location: M-36 Darnall Hall
      37th and O Streets, NW Washington, D.C.
      Phone: (202) 687-4798
      Email: titleixideaa@georgetown.edu

2. Deputy Title IX Coordinator – Undergraduate Students
   a. Jeanne Lord, Associate Vice President for Student Affairs
      Location: 530 Leavey Center
      Phone: (202) 687-8302
      Email: titleixundergrad@georgetown.edu

3. Deputy Title IX Coordinator – Graduate Students
   a. Shelia McMullan, Associate Dean for Administrative and Finance
      Location: 3520 Prospect Street, N.W. Car Barn Suite 400
      Phone: (202) 687-3514
      Email: titleixgrad@georgetown.edu

4. Deputy Title IX Coordinator – School of Continuing Studies
   a. Michele MacKie, Associate Dean, Academic Affairs and Compliance
      Location: 640 Massachusetts Avenue N.W.
      Phone: (202) 784-7368
      Email: titleixscs@georgetown.edu

5. Deputy Title IX Coordinator – School of Foreign Service in Qatar
   a. Mary Anne Mahin, CHRO and Senior Advisor to the Dean
      Location: School of Foreign Service in Qatar
      Phone: + (974) 3398-0054
      Email: titleixsfsq@georgetown.edu

For more resources and updated contact information related to sexual misconduct and Title IX at Georgetown University, please visit: http://sexualassault.georgetown.edu.
APPENDIX A: HEARING AGENDA

The following agenda is offered as a general guideline to facilitate a better understanding of the structure of a Hearing. However, the Office of Student Conduct may make reasonable alterations to this agenda to ensure a prompt, thorough, and equitable Hearing for all parties.

1. Introduction

2. Opening Statements
   a. Opening Statement by Complainant (10 Minutes)
   b. Opening Statement by Respondent (10 Minutes)

3. Interviews
   a. Hearing Panel questions the Complainant
   b. Hearing Panel questions the Respondent

4. Additional Interviews (if necessary)

5. Hearing Break (15 Minutes)
   a. The Complainant and Respondent are provided 15 minutes to prepare questions regarding any of the preceding interviews conducted by the Hearing Panel. The written questions are collected by the Judicial Coordinator for Student Conduct and submitted to the Hearing Panel for the Panel’s consideration.
   b. After deliberating and reviewing the proposed questions, the Hearing Panel may request to interview the Complainant, Respondent, and/or any other parties again. At its discretion, the Hearing Panel may formulate additional questions independently and/or based on the questions submitted by the Complainant and Respondent.

6. Follow Up Interviews
   a. Hearing Panel questions the Complainant
   b. Hearing Panel questions the Respondent
   c. Hearing Panel questions any other parties

7. Closing Statements
   a. Closing Statement by Complainant (10 minutes)
   b. Closing Statement by Respondent (10 minutes)
Introduction

Georgetown University complies with federal laws and regulations and the District of Columbia Human Rights Act and acts in accordance with the University’s Affirmative Action Plan. Therefore, the University has established these grievance procedures for the Office of Institutional Diversity, Equity, and Affirmative Action (“IDEAA”) to review, investigate, and resolve alleged violations of the University’s Equal Opportunity and Non-Discrimination in Employment and Non Discrimination in Education Policies, Affirmative Action Policy, the Policy Statement on Harassment, and the Policy Statement on Sexual Misconduct1.

These procedures cover allegations of unlawful discrimination and harassment in employment or education on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran status and other factors prohibited by law.

These internal Grievance Procedures to Investigate Allegations of Discrimination and Harassment provide a mechanism for faculty, staff, students, third parties and applicants for employment and admission to receive a prompt, fair, and impartial investigation and resolution on grievances of discrimination, harassment, and related retaliation. Proceedings involving grievances of sexual misconduct shall be conducted by officials who receive training on issues related to sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence) and stalking and how to conduct a grievance process that protects the safety of injured parties and promotes accountability.

With respect to allegations of sexual misconduct, these procedures apply to situations in which a faculty or staff member is the accused. Students may also use these procedures to address off-campus behaviors, which may violate the policies on harassment and discrimination as they relate to educational and employment opportunities. If a student is the accused, the disciplinary codes of conduct of each of the campuses shall govern.2 If an outside third party is the accused, IDEAA may refer the grievance to an appropriate authority for resolution and coordinate necessary corrective actions. A complainant may report a violation of the Policy on Sexual Misconduct to IDEAA or any Deputy Title IX Coordinator identified below, regardless of the identity of the accused individual or the place

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1 The definitions in the Policy Statement on Harassment and the Policy Statement on Sexual Misconduct are incorporated in this procedure.

2 If the alleged perpetrator is both a University student and an employee, IDEAA will coordinate with the student’s campus to determine the grievance procedures to apply. If an employee is the complainant and a student is the accused, the employee may consult with IDEAA in the investigation of the complaint, and IDEAA will coordinate with the student’s campus to determine any sanctions.
of occurrence of the alleged conduct, and IDEAA or the Deputy Title IX Coordinator will ensure that the report is forwarded to the correct individual.

The University strongly encourages any victim of unlawful discrimination, harassment, and/or related retaliation to report the incident and seek redress through IDEAA’s Grievance Procedures. The University will provide a prompt investigation and thorough and careful resolution.

Complainants are encouraged to exhaust these procedures with regard to any grievance before pursuing remedies outside the University. However the University acknowledges the rights of Complainants to seek redress from any external enforcement agency including the District of Columbia Human Rights Commission, the Equal Employment Opportunity Commission, the Office of Civil Rights of the United States Department of Education and the United States Department of Labor’s Office of Federal Contract Compliance. Complainants may also file a criminal complaint with the Metropolitan Police Department. The filing of an external complaint or investigation will not preclude the University from investigating and addressing issues or concerns raised to the University.

It is a violation of this policy to file a discrimination or harassment complaint for the purpose of injuring the reputation or causing harm to another person. Without minimizing the injury that can be suffered by the victim of discrimination or harassment, the University also recognizes that the filing of a discrimination or harassment complaint can have serious consequences for the person accused. That person, too, has rights that the policies on discrimination and harassment must preserve and protect. Therefore, any person who abuses this policy by knowingly filing a false complaint will be subject to discipline if IDEAA determines that the complaint was filed in bad faith. This provision is not meant in any way to discourage legitimate complaints. All complaints will be treated as confidential, as described further below.

Confidentiality

IDEAA expects complainants, respondents, and witnesses who participate in this process to maintain confidentiality due to the sensitive nature of grievances. IDEAA will preserve the confidentiality of information provided in connection with a grievance to the extent possible, consistent with the goals of a prompt and thorough investigation and resolution as well as compliance with the law. Educational Rights & Privacy Act (FERPA) / Health Insurance Portability and Accountability Act (HIPAA) at all times in the course of investigations. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other victims who choose not to file a grievance, to the extent permissible by law.

Requirements for Filing Grievances

1) Any applicant for employment or admission, current or former employee or student, or third party (hereinafter referred to as “Complainant”) of Georgetown University may file a
discrimination or harassment complaint with IDEAA. With respect to complaints of sexual misconduct where the accused is a student, a Complainant should contact the Deputy Title IX Coordinator of the student’s campus who will explain the process for filing a complaint.

2) Complainants must file a grievance in writing within 180 days following the alleged act of discrimination, harassment, or related retaliation or the date on which the Complainant knew or reasonably should have known of the act. Nevertheless, individuals are encouraged to report acts immediately in order to maximize the University’s ability to obtain evidence, and conduct a thorough, impartial investigation. Failure to report promptly may impair the University’s ability to enforce its policies. IDEAA may, in its sole discretion, review grievances filed after one year under special circumstances.

3) A grievance must be filed in writing with IDEAA at M-36 Darnall Hall, electronically at ideaa@georgetown.edu, or by fax at (202) 687-7778.

Provisions on Time Limits

All of the time limits contained within these grievance procedures may be extended solely at the discretion of IDEAA. Any party requesting an extension must do so in writing. In cases of sexual misconduct complaints, IDEAA will make every effort to be reasonably prompt in investigating and resolving complaints. A typical investigation will conclude within ninety days from receipt of the grievance. IDEAA’s investigation may be temporarily delayed while criminal investigators gather evidence. In the event any time frames need to be extended, IDEAA will inform both parties.

Retaliation Prohibited

University policies prohibit retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment/discrimination or otherwise exercising rights protected by law. University policies further prohibit taking any adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of Prohibited Conduct. Retaliation should be reported promptly to IDEAA or the Deputy Title IX Coordinators and may result in disciplinary action up to and including dismissal. The University encourages individuals to make good faith reports.

Administrative Review

IDEAA has the authority to initiate an administrative review at any time when, in the judgment of the Vice President for Institutional Diversity and Equity (who is also the Title IX Coordinator), such action is warranted. A department head or other University official may also request IDEAA to conduct an administrative review, if this official becomes aware of alleged discrimination, harassment, or related retaliation. In cases where IDEAA conducts an administrative review and a respondent is identified, IDEAA will proceed to Step II of the Procedures for Processing Grievances below³.

Conflict of Interest

³ These procedures will proceed without a Complainant.
If there is a conflict of interest between the fact-finder or decision-maker and the Complainant or the accused (hereinafter referred to as the “Respondent”), the Director of Affirmative Action Programs will designate an alternate fact-finder or decision-maker. If the Director of Affirmative Action Programs has a conflict of interest, the Vice President of IDEAA will designate an alternate fact-finder or decision-maker. If the Vice President of IDEAA has an actual conflict of interest, the matter shall be referred to the Office of the President, which will designate an alternate fact-finder or decision-maker.

Procedures for Processing Grievances

Intake

1) IDEAA staff shall schedule an intake meeting with a potential complainant in order to provide the individual with a general understanding of the relevant policy and this grievance procedure, as well as University support resources, as appropriate. The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the individual’s academic, University housing, and/or University employment arrangements.

2) At the request of the individual, IDEAA staff shall proceed to Step I Mediation, or the Step II Investigation process detailed below. Mediation shall not be used to resolve allegations of sexual misconduct, except in instances of alleged sexual harassment where both the individual and the accused request to proceed to Step I Mediation. If the individual wishes to proceed with Step I Mediation or Step II Investigation, then IDEAA staff will meet with the respondent (hereinafter, the “Respondent”) to provide the Respondent a general understanding of the relevant policy and this procedure.

If the individual does not wish to pursue resolution or requests that his or her complaint remain confidential, IDEAA staff will inform the Complainant that the University’s ability to respond may be limited. In certain circumstances, IDEAA may determine that a Step II Investigation is necessary, even if the Complainant elects a different course of action. In such cases, the Step II Investigation will proceed as an Administrative Review, as outlined above.

In the event the Respondent is a member of a collective bargaining unit, IDEAA will coordinate with Human Resources or the appropriate administrative unit to ensure that all required notices are provided to the union. Questioning of a witness or party who is a member of a collective bargaining unit will proceed in accordance with applicable law, policies, and collective bargaining agreements.

Step I. Mediation

1) IDEAA shall propose mediation to a Complainant desiring to resolve a dispute between himself/herself and a potential Respondent. If the Complainant agrees to mediate, the potential Respondent will be informed about the issue and asked to participate in mediation. If there is no agreement to mediate, the Complainant may proceed to Step II. In cases where sexual misconduct is alleged related to a student, IDEAA will not offer mediation to resolve Complainant’s allegations, except in instances of alleged sexual harassment where
both the Complainant and the Respondent request to mediate, and the Complainant will not be asked to resolve his or her concerns directly with the alleged perpetrator.

2) If both parties agree to mediate, IDEAA’s staff or a representative chosen by IDEAA will conduct the mediation within a prompt and reasonable time frame.

3) If a mutually acceptable resolution is achieved through mediation, a written agreement between the parties will reflect the resolution and shall be signed and dated by the parties. Copies will be provided to both parties and IDEAA will monitor compliance with the terms of the agreement by both parties. The case will then be closed.

4) If mediation fails, IDEAA will inform the Complainant about the option to proceed to Step II.

5) All Complainants and Respondents have a right to end the Step I Mediation process at any time and can ask in writing for IDEAA to begin a Step II Investigation.

*Step II. Investigation by IDEAA*

1) An individual or group of individuals may initiate a formal complaint by providing IDEAA a written and signed statement and any supporting documentation detailing the allegations of discrimination, harassment or related retaliation and identifying the individuals who engaged in the alleged conduct (the Respondent(s)).

2) IDEAA shall provide the Respondent and his/her supervisor, if applicable, a copy of the formal complaint and its supporting documents. The Respondent shall have an opportunity to submit a written response to the allegations and any supporting documents within twenty days of receipt of the formal complaint and its supporting documents. The Complainant will be provided a copy of this response and given the opportunity to submit a written rebuttal to Respondent’s statement within ten days of receipt of the response. Respondent will be given a final opportunity to respond in writing to Complainant’s written rebuttal within ten days of receipt of the rebuttal. Both Complainant and Respondent may present evidence and identify witnesses who can provide information relevant to the allegations.

3) IDEAA shall within a prompt and reasonable time frame investigate the complaint and shall have access to all necessary information to do so and the opportunity to interview witnesses, as well as Complainant and Respondent.

4) Upon completion of the investigation, IDEAA shall prepare a written report. IDEAA uses the standard of preponderance of the evidence to ascertain if the University’s policies have been violated. IDEAA shall maintain documentation to support the findings in its report, including, as applicable written findings of fact, and at the discretion of IDEAA, transcripts, and audio recordings.

*Step III. Notification*

1) When IDEAA finds that no violation of policies governing harassment or discrimination has occurred, IDEAA will provide notice of the results to the parties on the same day, which
shall be within thirty days of the conclusion of its investigation. Such notification will include an explanation of the appeal procedures in Step V.

2) When IDEAA finds that a violation of policies governing harassment or discrimination has occurred, IDEAA will:

a) Provide notice of the results to the parties on the same day, to the extent consistent with the confidentiality accorded to University personnel actions, and within thirty days of the conclusion of its investigation. Such notification will include an explanation of the appeal procedures in Step V.

b) Forward its report to the Respondent’s Executive Vice President or Senior Vice President, or his or her designee, or other University officials on a need-to-know basis, consistent with the above provisions addressing confidentiality.

c) Direct that prompt remedial action be taken to correct the situation. Any sanction that is fair and proportionate to the violation may be imposed. In determining an appropriate sanction, any record of past violations of University policies, as well as the nature and severity of such past violations, may be considered. Sanctions will be determined with consideration given to applicable University policies.

Step IV. Corrective Action

If corrective actions are imposed, IDEAA shall monitor their implementation. The appropriate Executive Vice President or Senior Vice President shall ensure that the approved corrective actions are smoothly implemented and take measures to protect against retaliatory actions related to the allegations resulting in the corrective actions.

Step V. Appeal

An appeal may be made by Complainant or Respondent within 14 business days of IDEAA’s notification of the results.

1) Grounds for Appeal

There are certain limited circumstances under which a case may be appealed. The appellant must demonstrate:

a) A material failure to follow these Grievance Procedures during the investigation.

b) Significant evidence was not considered, which would have altered the outcome of the investigation.

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4 Where IDEAA finds a violation of the Policy Statement on Sexual Misconduct, IDEAA may notify the Complainant of the sanction or remedial action imposed on the Respondent where the sanction or remedial action relates to the Complainant.

5 For purposes of these procedures, if the Executive Vice President or Senior Vice President is a party to the matter, the President will be informed of the results and take the required actions.
The other party (ies) will be given a chance to respond to the request for an appeal within [5] business days. The Vice President for Institutional Diversity & Equity, or her/his designee, will determine whether the request for an appeal is warranted. The parties will be informed of the decision within ten business days of receiving the request for appeal.

2) Appeal Procedures

a) If the request for an appeal is granted, IDEAA shall notify the appropriate Vice President, Executive Vice President or Senior Vice President. This notification shall include a copy of the formal complaint naming the Complainant and Respondent and will explain the grounds on which the appeal was granted.

b) IDEAA shall then initiate the selection procedures to form a three member Grievance Panel selected from the Equal Opportunity Examining Board made up of Georgetown University administrators, faculty and staff. Grievances involving discriminatory denials of tenure, promotion or reappointment of faculty members shall be heard by panels composed of faculty or academic administrators only. The three member Grievance Panel to serve on an appeal shall be selected in the following manner:

i) Within five days from the date of IDEAA’s decision to grant an appeal, the Complainant shall select one member of the Equal Opportunity Examining Board, and the Respondent shall select another.

ii) IDEAA shall promptly convene a meeting of these two selected panelists who shall choose the third member from the Equal Opportunity Examining Board to form the Grievance Panel.

c) A member of IDEAA’s staff shall present information about the complaint to the panel members who shall recuse themselves if they have prior knowledge of the complaint, the circumstances surrounding the incidents, or any other reason which might prevent them from rendering an impartial decision. If the panelist selected by the Complainant is recused, then Complainant shall select another panelist. If the panelist selected by Respondent is recused, then Respondent shall select another panelist. If the panelist selected by the two selected panelists is recused, than the two selected panelists shall select another panelist.

d) The Grievance Panel is charged with reviewing IDEAA’s investigation and determining whether the procedures were properly followed and that significant evidence was properly considered and weighed.

e) The Grievance Panel shall have access to all relevant information and the opportunity to interview witnesses, including the opportunity to interview the IDEAA investigator(s), Complainant, and Respondent separately.

f) The information presented to the Grievance Panel and its deliberations is confidential.

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6 The members of the Equal Opportunity Examining Board are selected by IDEAA and include a diverse cross section of University employees. The Faculty Senate will also appoint at least two members to this Board.
g) Each party may choose an Advisor to accompany him/her to meet with the Grievance Panel. The Advisor may not speak on behalf of the party or otherwise represent the party, but may provide support and consult with the party outside of the presence of the Grievance Panel. Any party who will be accompanied by an Advisor who is an attorney must notify the Grievance Panel at least three business days prior to the meeting, so that arrangements may be made for the University’s attorney to attend.

h) The Grievance Panel shall by majority vote reach one of the following results:

i) support the full results of IDEAA’s investigation;

ii) ) support the results but recommend different corrective actions than those recommended by IDEAA; or

iii) each different results and, if necessary, recommend different corrective actions than those recommended by IDEAA.

i) Within 45 business days from its formation, the Grievance Panel shall submit a report of its results to the Vice President for Institutional Diversity & Equity, or his/her designee, who will forward it with his or her approval and/or comments (if, for example, the Panel has not supported the full results of IDEAA’s investigation) to the appropriate Executive Vice President or Senior Vice President. The appropriate Executive Officer may accept the Panel’s recommendations or may reasonably modify the results with the concurrence of the Vice President for Institutional Diversity & Equity, or his/her designee. This official’s decision is final and will be made within ten business days of receipt of the Grievance Panel’s report. IDEAA shall provide notice on the same day to the Complainant, Respondent, and his/her supervisor, if applicable, of the final result.

j) If corrective actions are imposed, IDEAA shall monitor their implementation. The appropriate Executive Vice President or Senior Vice President shall ensure that the approved corrective actions are smoothly implemented and take measures to protect against retaliatory actions relating to the appeal or the underlying investigation or allegations.
Appendix D:
Grievance Procedures to Investigate Allegations of Sexual Misconduct

Introduction

Georgetown University has adopted a Policy Statement on Sexual Misconduct in recognition of our commitment to provide a safe and hospitable environment for all members of our community to work and study. Sexual misconduct subverts the University's mission, diminishes the dignity of both victim and perpetrator, and threatens permanent damage to the careers, educational experience, and well-being of our students, faculty and staff. This policy prohibits sexual misconduct that constitutes sexual harassment, sexual assault, relationship violence, stalking, and related claims of retaliation.

Georgetown University School of Medicine has established the following grievance procedures to review, investigate, and resolve allegations of sexual misconduct, including sexual harassment and sexual assault. These procedures cover the School of Medicine’s obligations to investigate sexual misconduct allegations in accordance with Title IX of the Education Amendments of 1972 (“Title IX”).

These internal grievance procedures provide a mechanism for prompt, fair, and impartial investigations and resolution of grievances of sexual misconduct by School of Medicine students and related claims of retaliation. Proceedings shall be conducted by officials who receive training on issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct a grievance process that protects the safety of victims and promotes accountability.

Article I. Mechanisms for Reporting Sexual Misconduct

A. Jurisdiction

These procedures apply where the accused individual is a student at the School of Medicine. If the accused individual is a staff, faculty, or third party to the University, the Georgetown University Institutional Diversity, Equity, and Affirmative Action Grievance Procedures to Investigate Allegations of Discrimination and Harassment shall apply. If the accused individual is a student at the Law Center or another University campus, the grievance procedures of that campus shall apply.

A complainant may report alleged sexual misconduct to the Deputy Title IX Coordinator for School of Medicine Students identified below or to the Medical Student Life Advisory Committee (“MSLAC”), regardless of the identity of the accused individual or the place of occurrence of the alleged conduct. The Deputy Title IX Coordinator and MSLAC will ensure that the report is forwarded to the correct individual.
B. Timeframe for Reporting to the School of Medicine

Complainants must file an internal grievance in writing to the Deputy Title IX Coordinator within one year following the alleged act of misconduct or the date on which the complainant knew or reasonably should have known of the act. Nevertheless, individuals are encouraged to report acts immediately in order to maximize the School of Medicine’s ability to obtain evidence, and conduct a thorough, impartial investigation. Failure to report promptly may impair the School of Medicine’s ability to enforce its policies. The School of Medicine may, in its sole discretion, review grievances filed after one year under special circumstances.

C. Title IX Coordinator

The following individual has been designated as the Deputy Title IX Coordinator for School of Medicine students:

Cameron Jones, MSc  
Associate Dean for Student Affairs  
3900 Reservoir Road, NW  
Medical Dental Building, Room NW111  
Washington, D.C. 20057  
Phone: 202-687-5171  
Email: chw9@georgetown.edu OR titleix.medschool@georgetown.edu

D. Medical Student Life Advisory Committee

Students may also report a concern to any member MSLAC, which includes the Deputy Title IX Coordinator. The list of MSLAC members is available at:  
http://som.georgetown.edu/studentservices/mslac/.  
The MSLAC member will refer the concern to the Deputy Title IX Coordinator.

Article II. Procedures for Addressing Sexual Misconduct Grievances

Intake

1) The Deputy Title IX Coordinator shall have an intake meeting with an individual concerned about possible sexual misconduct in order to provide him or her with a general understanding of the University’s support resources, the applicable policy, and available procedures to pursue a complaint. The intake meeting may also involve a discussion of any interim measures that may be appropriate concerning the individual’s academic arrangements.

2) The complaint shall be a written and signed statement by the concerned individual (hereinafter, the “Complainant”) and any supporting documentation detailing the allegations of sexual misconduct and identifying the individuals who engaged in the alleged conduct (the “Respondent(s)”).
The Deputy Title IX Coordinator will then meet with the Respondent to provide the Respondent a general understanding of the applicable policy and this procedure.

**Administrative Review**

If the concerned individual does not wish to pursue resolution or requests that his or her complaint remain confidential, the Deputy Title IX Coordinator will inform the individual that the School of Medicine’s ability to respond may be limited. In certain circumstances, the Deputy Title IX Coordinator may determine that an investigation is necessary, even if the individual requests a different course of action. In such cases, the Deputy Title IX Coordinator will conduct an administrative review. When deciding whether to conduct an administrative review, the School of Medicine will consider the seriousness of the alleged misconduct, whether there have been complaints against the same accused individual, the Respondent’s rights to receive information about the allegations, and other factors. The University reserves the authority to take reasonably necessary action.

In cases where the Deputy Title IX Coordinator conducts an administrative review and a respondent is identified, the investigation will proceed pursuant to the “Investigation by Subcommittee” procedures described below, with the exception that there will be no individual serving as a Complainant.

**Investigation by Subcommittee**

If the concerned individual does wish to pursue formal resolution, there will be an investigation by subcommittee. The Committee on Students ("COS") has established the Sexual Misconduct Subcommittee (the “Subcommittee”), consisting of four to six faculty members of the COS, to investigate allegations of sexual misconduct and to determine resolution. Three members of the Subcommittee must be present to hold a formal investigation meeting.

1) The Deputy Title IX Coordinator shall provide the Respondent a copy of the formal complaint and its supporting documents. The Respondent shall have an opportunity to submit a written response to the allegations and any supporting documents within fourteen days of receipt of the formal complaint and its supporting documents. The Complainant will be provided a copy of this response and given the opportunity to submit a written rebuttal to Respondent’s statement within seven days of receipt of the response. Respondent will be given a final opportunity to respond in writing to Complainant’s written rebuttal within four days of receipt of the rebuttal. Both Complainant and Respondent may present evidence and identify witnesses who can provide information relevant to the allegations. At any time, in its discretion, the Deputy Title IX Coordinator may appointment a University-approved investigator whose duties may include interviewing the witnesses and gathering evidence relevant to the allegations. The investigator will provide a written report to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator and/or the appointed investigator reserve the discretion to determine what evidence is relevant to include in the written report.

2) The Deputy Title IX Coordinator shall forward the Complainant and Respondent’s statements, accompanying evidence including, if applicable, the report from the investigator, and witness
lists to the Subcommittee for investigation. The Deputy Title IX Coordinator will also forward a copy of the written report and all supporting documentation to both the complainant and respondent in advance of the meeting.

3) The Deputy Title IX Coordinator shall schedule an investigatory meeting for the Subcommittee to question and consider oral presentations by the Complainant, Respondent, and, if the Subcommittee determines appropriate, any respective witnesses.

The Deputy Title IX Coordinator shall provide notification to the Complainant and Respondent of the time and place of the investigatory meeting at least seven days in advance of the investigatory meeting.

The Complainant and the Respondent shall meet separately with the Subcommittee. During the investigatory meeting, the Subcommittee shall give the Complainant and the Respondent the opportunity to review and respond to any evidence the Subcommittee deems relevant to its determination. The burden of proof rests with the Complainant, who must establish by preponderance of the evidence that University policy has been violated.

If either party fails to appear for the investigatory meeting, the party waives the ability to present information and/or witnesses on his or her behalf. The Deputy Title IX Coordinator will then conduct a follow-up investigation to determine whether or not the party had a legitimate reason to miss the investigatory meeting and whether or not another investigatory meeting should be held.

4) Upon completion of the investigation, the Subcommittee will vote as to whether a violation of University policy occurred. A majority vote of the Subcommittee members present at the investigation is required. The Subcommittee shall then determine sanctions.

5) During the course of an investigation, the Deputy Title IX Coordinator will take appropriate steps to protect the Complainant from any deleterious acts related to the complaint.

6) Each Complainant and Respondent has the right to be accompanied by one advisor of his/her choosing during all aspects of the investigation. The advisor is not an advocate, but rather a source of support. An advisor may not be a witness, speak, or otherwise participate on behalf of the Complainant or Respondent. All information concerning all aspects of the investigation will be communicated by the Deputy Title IX Coordinator or Subcommittee directly to the Complainant and Respondent.

**Corrective Action**

Where the subcommittee finds the Respondent responsible for violation of University Policy, the Subcommittee may impose any sanction that is fair and proportionate to the violation. In determining an appropriate sanction, any record of past violations of School of Medicine policies, as well as the nature and severity of such past violations, may be considered.

Possible sanctions include, but are not limited to:
1. Issue an oral reprimand to the Respondent;

2. Issue a written reprimand to the Respondent to be placed in his/her academic file. This reprimand may remain in the academic file or may be removed after the completion of some form of restitution or remediation;

3. Suspend the Respondent from the School of Medicine for a specified period of time;

4. Expel the Respondent from the School of Medicine.

In addition, the Subcommittee and/or the Title IX Coordinator will take steps to prevent recurrence of any sexual misconduct and related retaliation and to correct its effects on the Complainant or otherwise, as appropriate. Such steps may include:

1. Require the Respondent to participate in educational classes or project, such as an on-line sexual misconduct class.

2. Institute a no-contact order for the Respondent to cease contact with the Complainant and any other affected individuals.

3. Referral of the Respondent to appropriate community resources such as individual sexual misconduct counseling or training.

Notification

1) The Deputy Title IX Coordinator will notify both parties of the results by the next business day after the decision is made. A more detailed written explanation will be provided to both parties within ten days of the initial notification of the results. Such explanation will include notice of the appeal procedures in Appendix N and in the provisions governing appeals below.

Appeal

The provisions in Appendix N: Committee of Student Appeals (COSA) shall govern appeals of the results, with the following exceptions:

1) Grounds for Appeal. An appeal may be made by Complainant or Respondent within 7 days of the date of the Subcommittee’s written decision letter. A request for appeal may seek review only on one or more of the following grounds:

   • Material error in process;
   • New facts are presented that warrant a modification of the action of the Subcommittee;
   • Exceptional circumstances exist that warrant modifying the action of the Subcommittee.

2) Other Party’s Response. A request of an appeal and any supporting documents by an appellant shall be distributed to the other party by the Deputy Title IX Coordinator upon the Deputy Title
IX Coordinator’s receipt. The other party shall have 10 days to submit a written response to the request for appeal.

3) Time Frame for Decision. The COSA will provide a written explanation of its determination to the Complainant, Respondent, Senior Associate Dean for Students, and Dean for Medical Education within 30 days of the request for appeal.

Time Limits

All of the time limits contained within these grievance procedures may be extended solely at the discretion of the Deputy Title IX Coordinator. Any party requesting an extension must do so in writing. The Subcommittee will make every effort to be reasonably prompt in investigating and resolving complaints. A typical investigation will conclude within sixty days from the Title IX Coordinator’s receipt of the complaint, and a typical resolution within ten business days from conclusion of the Subcommittee’s investigatory meeting. In the event the time frame for complaints needs to be extended, the Deputy Title IX Coordinator will inform both parties.

Conflict of Interest

If there is any actual conflict of interest between the fact-finder or decision-maker (including members of the Subcommittee and members of the COSA, if the decision is appealed) and the Complainant or Respondent, an alternate fact-finder or decision-maker will be arranged by the Deputy Title IX Coordinator.

Article III. Other Procedures and Principles of Addressing Allegations of Sexual Misconduct

A. Confidentiality

All investigations pursuant to these grievance procedures are treated as confidential. The School of Medicine expects complainants, respondents, and witnesses who participate in this process to maintain confidentiality due to the sensitive nature of grievances. The School of Medicine will preserve the confidentiality of information provided in connection with a grievance to the extent possible, consistent with the goals of prompt and thorough investigation and resolution as well as compliance with the law. The School of Medicine will also ensure that it is in compliance with the Family Educational Rights & Privacy Act (FERPA) / Health Insurance Portability and Accountability Act (HIPAA) at all times in the course of investigations. All publicly available records required to be maintained by law will omit the names and other personally identifiable information about complainants and other victims who choose not to file a grievance, to the extent permissible by law.

B. Retaliation Prohibited

The University prohibits retaliation, harassment, or other adverse action against an individual for making a complaint in good faith, assisting in an investigation, opposing harassment or otherwise exercising rights protected by law. The University further prohibits taking any
adverse academic or employment related action against an individual based on an unsubstantiated allegation or rumor of Prohibited Conduct. Retaliation should be reported promptly to the Deputy Title IX coordinator or the Senior Associate Dean for Students and may result in disciplinary action up to and including dismissal. The School of Medicine encourages individuals to make good faith reports.
end, and generally. The rule should rather be that each discrete subportion of the material thus used receive its own recognition, in quite precise form, including page citation.

Of course, matters of general knowledge, and terms so commonly employed as to have entered the public domain need not be footnoted, just as this brief essay does not footnote the widely recognized truths appearing in the foregoing lines. But we strongly agree that, in any case involving the slightest doubt, you will be better served to grant rather than to withhold recognition of your dependency on the work of another. Attributions that are arguably unnecessary in these marginal instances will at the very least direct the reader to material which could be useful, and so advance the possibility for learning.

Finally, note that plagiarism can be said to have occurred without any affirmative showing that the student’s use of another’s work was intentional. Intent is presumed in any disciplinary case where the source of the material is both plain and unattributed. It will be for the affected student to demonstrate that the copying or restatement was, in any such case, innocent.

Forewarned is forarmed (no citation needed).

> **NOTICE TO LAW CENTER COMMUNITY REGARDING DISCIPLINARY PROCEEDINGS INVOLVING SEXUAL MISCONDUCT**

The “Clery Act,” 20 U.S.C. § 1092f, the Department of Education (DOE) regulations promulgated thereunder, 34 C.F.R. §§ 668 et. seq., Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et. seq., the Violence Against Women Reauthorization Act of 2013, Pub. Law 113-4, and regulations promulgated thereunder, as interpreted by DOE’s Office for Civil Rights, require the University to implement particular procedures in certain disciplinary proceedings. In order to ensure compliance with the law and fair and responsive processes, the Law Center hereby directs the following:

In all disciplinary cases involving alleged conduct that implicate Georgetown University’s Policy Statement on Sexual Misconduct,1 including allegations of sexual harassment, sexual assault, relationship violence, domestic violence, and stalking, in which the accused is a Law Center student, the following procedures shall be implemented. These policies and procedures are designed to provide for prompt, thorough, and equitable investigation and resolution of complaints involving sexual misconduct filed against Law Center students.

### Initiation of a Complaint

- **a. Complaint.** Individuals (Complainants) may submit a complaint of violations of the University’s Policy on Sexual Misconduct by a Law Center student by providing a written statement setting forth the allegations of sexual misconduct to the Ethics Counsel.2

- **b. Notification to the Accused.** Upon the receipt of a complaint against a Law Center student, Ethics Counsel will promptly notify the accused (Respondent) of the existence of the complaint.

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2 As described more fully in the University Policy on Sexual Misconduct, individuals may also choose to file a criminal complaint with the Metropolitan Police Department.

3 The Ethics Counsel may also initiate a complaint against a student on behalf of the Law Center.
c. **Protective Measures and Interim Accommodations.** At the initiation of a complaint, the Ethics Counsel will notify the Deputy Title IX Coordinator, and the Deputy Title IX Coordinator will determine what protective measures and interim accommodations are to be put in place during the pendency of the disciplinary investigation. The Deputy Title IX Coordinator may direct that both the Complainant and the Respondent refrain from contact with the other, either directly or indirectly, during the pendency of the disciplinary investigation and at any other times as appropriate. In addition, upon request of the Complainant or Respondent, they may change the student’s academic and/or University-controlled living conditions, if the changes are deemed to be reasonable.

d. **Right to Counsel.** Both the Complainant (if a student or employee of Georgetown University) and the Respondent shall be entitled to counsel to represent them in these proceedings. If either side requests that the Law Center provide counsel to them, the Chair of the Professional Responsibility Committee will secure counsel at Law Center expense. The determination of the counsel to be secured at Law Center expense shall be a Law Center decision. Both Complainant and Respondent shall have the right to have their counsel present at the disciplinary hearing, appeal, and other proceedings. If the Complainant is not a student or employee of Georgetown University, he/she may be represented by counsel at his/her own expense. In addition, Complainants and Respondents may have an advisor of their choosing accompany them throughout all aspects of the disciplinary proceedings.

**Investigation and Hearing**

e. **Investigation.** The Ethics Counsel, and/or an appointed investigator, shall investigate complaints. The investigation may include interviews of the parties, relevant witnesses, statements submitted by the parties or witnesses or other evidence in the discretion of the investigator. The investigator may provide the parties timelines for submitting their information or testimony. At the conclusion of the investigation, the investigator will submit an investigative report to the parties and the Hearing Panel at least five days prior to the hearing. The investigative report shall not make recommendations or findings. No documents may be submitted by either party after the conclusion of the investigation, unless otherwise permitted by the Hearing Panel.

f. **The Hearing.** The hearing will be conducted by a Hearing Panel, consisting of two faculty, one of whom will be designated as the panel Chair, and one student from the Professional Responsibility Committee and named by the Committee Chair. The Committee Chair will take steps to ensure there are no conflicts of interest between the members of the Hearing Panel and any party. The Hearing Panel Chair will determine the date, time, and manner of conducting the hearing. The parties will be provided with advance notice of the identities of witnesses that are scheduled to appear at the hearing, the right to present witnesses and relevant evidence, the right to cross-examine adverse witnesses, the right to propose a particular sanction. Under no circumstances shall the Respondent be allowed to personally question or cross-examine the Complainant, nor shall the Complainant student be allowed to personally question or cross-examine the Respondent, at any disciplinary proceeding. In addition, information regarding the Complainant’s sexual history with anyone other than the Respondent is not permitted to be introduced. Furthermore, when requested by either party, the Hearing Panel Chair will arrange the hearing such that the Complainant and Respondent do not have to be present in the same room at the same time. The Hearing Panel shall be permitted to question the

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4 The requirement that counsel be a faculty member that previously was provided here and otherwise exists under the Code is no longer in force here. The Chair of the Professional Responsibility Committee may request that the Dean provide reasonable compensation to attorneys who are not members of the faculty and accept appointments under this provision.
g. **Informal Resolution of Complaint.** All forms of sexual misconduct, with the exception of sexual harassment or stalking must be resolved via a hearing. In cases of sexual harassment or stalking, the Complainant and Respondent may choose to resolve the complaint via an informal method of resolution, such as mediation. In such cases where both parties choose to resolve the complaint in this manner, the Ethics Counsel will work with the parties to determine the appropriate means of resolution. Either party may choose to stop pursuing informal resolution at any time.

h. **Training.** The Hearing Panel and Ethics Counsel will receive training on handling sexual violence complaints, as well as the Policy Statement on Sexual Misconduct and the rules relating to disciplinary proceedings.

i. **Confidentiality.** The investigation, the investigative report, and the disciplinary hearing shall be confidential and not open to the public.

j. **Timing of Resolution.** The hearing panel must conduct its hearing within 45 days of the filing of a complaint and render its report within 15 days of the conclusion of the hearing. This time limit, and all time limits contained herein, are not jurisdictional and may be extended for good cause shown by the Chair of the Professional Responsibility Committee.

k. **Outcome and Sanctions.** The Hearing Panel may acquit the student, or find the student guilty of a disciplinary or administrative violation, including a violating the Policy Statement on Sexual Misconduct, and may impose an appropriate sanction or sanctions. Sanctions for findings of violation include expulsion, suspension, and any sanction that appropriately addresses the nature and severity of the conduct as determined by the Hearing Panel.

l. **Notice of Outcome.** Both the Complainant and the Respondent shall be concurrently notified of the outcome of the disciplinary proceeding, including any sanctions imposed, in writing.

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**Appeal**

m. **Right to Appeal.** The Complainant and the Respondent shall both have the right to appeal as provided by Sections 303 and 304 of the Student Disciplinary Code. An appeal must be resolved within 15 days after all briefs have been filed or after oral argument is concluded, whichever occurs later. These time limits are not jurisdictional and may be extended for good cause shown by the Chair of the Professional Responsibility Committee. Both the Complainant and the Respondent shall be concurrently notified of the outcome of any appeal proceedings in writing.

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**Other Rules and Procedures**

Past and future guidance directives from the Department of Education and the Office for Civil Rights, such as the April, 2011 “Dear Colleague” letter, are incorporated into these provisions by reference and shall be followed by hearing panels to the extent that they impose requirements not otherwise provided here or in the Student Disciplinary Code.

To the extent that any of these provisions is inconsistent with provisions of the Student Disciplinary Code, the Code is hereby overridden, as authorized by the Code “if special circumstances so require.” These superseding provisions shall take effect immediately and apply to all disciplinary proceedings pending at this time or arising thereafter, regardless of when the
underlying conduct occurred. This announcement shall be distributed to the Law Center Community and included in the next published Handbook.

**On-Campus Resources for Students**

The Law Center offers resources for students who have experienced sexual misconduct.

1. **Confidential Counselors**

Counselors are available to assist students in accessing medical care, crisis support, navigating disciplinary proceedings, safety planning, academic modifications, support groups, and housing relocation:

**Sexual Assault and Relationship Violence Liaison (SARVL)**
Nicole M. Sandoz, J.D., McDonough Hall 212, 202-662-9293, ns1028@law.georgetown.edu
http://www.law.georgetown.edu/campus-life/advising-counseling/personal-counseling/sarvl/

**Counseling and Psychiatric Services (CAPS)**
Dr. Laura Lokker and Dr. Jamila Cunningham, Gewirz Center, Room L-101-G, 202-687-6985; after hours 202-444-7243 to reach the on-call clinician

2. **Additional Resources**

**Deputy Title IX Coordinator for Law Center Students**
Consistent with Title IX of the Education Amendments of 1972, Georgetown will respond to reported incidents of sexual misconduct in order to protect and maintain the safety of the University community.

To report an incident of sexual misconduct, or to receive guidance, law students may contact the Deputy Title IX Coordinator for the Law Center, Mitchell Bailin, Dean of Students, 202-662-4066, titleixdan@georgetown.edu

**Title IX Coordinator for Georgetown University**
Laura M. Cutway
Office of Institutional Diversity, Equity, and Affirmative Action
M-36 Darnall Hall
37th and O Streets, NW
Washington, D.C. 20057
Phone: 202-687-4798

For more information about resources for students, confidentiality and employees’ duty to report, and how you can help prevent sexual misconduct, please visit sexualassault.georgetown.edu.

**DISCIPLINARY HEARING PROCEDURES FOR SEXUAL MISCONDUCT CASES**
(as approved by the Professional Responsibility Committee, April 2016)

**Introduction**

These procedures apply to sexual misconduct disciplinary cases. The Professional Responsibility Committee adopted them to help implement the Law Center policies and procedures that apply to Disciplinary Proceedings Involving Sexual Misconduct, as amended through June 1, 2015 (hereinafter, “Sexual Misconduct Procedures”). Those policies and procedures are published in the Student Handbook (“Notice to Law Center Community Regarding Disciplinary Proceedings Involving Sexual Misconduct”) and are available at: http://www.law.georgetown.edu/campus-services/registrar/handbook/upload/conduct_policies.pdf.
Any conflict between these rules and published procedures shall be resolved in favor of the published procedures.

1. The Hearing Panel and Its Mandate

A hearing panel will be named by the Committee Chair within five calendar days of the filing of the investigative report. Every effort will be made to conduct hearings as soon as practicable following the conclusion of the investigation, ideally within 21 calendar days after the hearing panel is named.

The hearing panel determines whether the Student Disciplinary Code has been violated, and, if so, imposes appropriate sanctions. The hearing panel consists of three Committee members (two faculty and one student member) trained in evaluating sexual misconduct cases.¹

The hearing panel submits its decision in writing to the Chair of the Professional Responsibility Committee at the conclusion of the case. The parties shall receive copies of the decision.

2. Sexual Misconduct Hearings-Course of Proceedings

The hearing panel will have the opportunity to thoroughly review the investigative report and documentation submitted by the investigator(s) prior to the hearing. It may request that the investigator(s) conduct further investigation or gather additional evidence before or after a hearing has commenced. Notice of such requests shall be given to the parties. Whenever possible, the hearing panel chair should give the complainant and respondent at least five calendar days’ notice to prepare for the hearing. The hearing is a closed proceeding.

The general course of the hearing in sexual misconduct cases will be as follows, whenever possible:

- Chair of the hearing panel will start the proceeding, identify everyone in the room, and announce that the hearing will be recorded.
- Complainant statement (oral—may be made by counsel)
- Respondent statement (oral—may be made by counsel)
- Questions to the complainant from the hearing panel
- Questions to the respondent from the hearing panel
- Witness testimony and questioning by the hearing panel (if the hearing panel determines it is necessary)
- Clarification from the investigator (if the hearing panel determines it is necessary)
- Follow-up questions to the parties from the hearing panel
- Closing statement by respondent (oral—may be made by counsel)
- Closing statement by complainant (oral—may be made by counsel)
- Any rebuttal statements permitted by the hearing panel

The hearing panel may impose reasonable time limits on any stage of the hearing process.

¹ The Sexual Misconduct Procedures provide that “The Hearing Panel and Ethics Counsel will receive training on handling sexual violence complaints, as well as the Policy Statement on Sexual Misconduct and the rules relating to disciplinary proceedings.” (¶ h).
3. Guidelines for Sexual Misconduct Hearings

A. GENERAL

Unless otherwise noted here or allowed by the hearing panel, all submissions from parties will be in writing and provided to the hearing panel and opposing party on a timetable established by the panel. Whenever a party is represented by counsel, service of written submissions shall be through counsel and in a manner that protects confidentiality.2

The hearing is designed to supplement the investigative report, and the hearing panel shall determine what evidence it needs in addition to the statements from the parties. When the complainant, respondent, or witnesses are not able to be present for the hearing, the hearing panel may make arrangements for them to participate via alternate means (e.g., phone).

Only the panel may ask questions at the hearing. Both parties shall have the opportunity to propose questions to be posed to parties or witnesses by submitting the questions to the panel in writing prior to the hearing. The parties are not required to serve proposed questions on the other party, but copies of the submissions will be made available to the parties after the panel determines whether the charged student is culpable. The hearing panel reserves the right to revise or decline to ask submitted questions on the grounds that they are irrelevant or duplicative.

An audio recording of the hearing (guilt and penalty phase (if any)) will be kept for the use of the panel and for purposes of appeal. This recording may be transcribed at the request of the Committee Chair if needed for an appeal.

B. WITNESSES

The parties may request in writing that witnesses be called, but the request must include an explanation for why that testimony is needed. The hearing panel by majority vote will then determine the witnesses (if any) that will be asked to testify.

C. EVIDENCE

Before the hearing, parties may submit evidence to the investigator and identify potential witnesses to be contacted as part of the investigation. Additional testimony and evidence may be submitted at the hearing to the extent the hearing panel deems it necessary or appropriate.

D. EVIDENCE OF SEXUAL HISTORY

The Sexual Misconduct Procedures (¶ 1 f), provide that “information regarding the Complainant’s sexual history with anyone other than the Respondent is not permitted to be introduced.”3

E. SUPPORTER AND COUNSEL

Both the respondent and the complainant are entitled to have counsel and/or another supporter present at the hearing and during any pre-hearing meetings with the Hearing Panel. The Committee Chair will arrange for counsel for a student who is a party to the proceedings and requests this assistance. The central function of counsel is to provide advice to the student

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2 If filing and/or service is by email, care should be taken to not use the names of the parties in the e-mail transmission. The case number may be used in the subject line.

3 Although the Sexual Misconduct Procedures do not address the sexual history of the defendant, it would appear that the same rule should apply to both parties but that question is not addressed here.
about the hearing process and ensure that all relevant evidence and testimony is presented to the hearing panel.

**F. Penalty Proceedings**

At the conclusion of the hearing, either before or after a finding of culpability, the parties shall have the opportunity to address the issue of appropriate sanctions and answer any questions from the hearing panel.

**STUDENT CONDUCT IN THE JOB SEARCH PROCESS**

Students are expected to exhibit high standards of professional responsibility in all of their job-seeking activities. Students are cautioned to avoid even the appearance of impropriety in the preparation of their job resumes, letters, and application forms. The inclusion of material that is misleading, inaccurate, or false may be a violation of the Student Disciplinary Code. Students are expected to attend all scheduled interviews, unless the student cancels in a timely and appropriate manner. Students should view the acceptance of an offer, whether for a paid or unpaid position, as a binding commitment, and after accepting an offer, students should withdraw from consideration any applications(s) that are pending with other employers. Failure to honor commitments may have implications for the student’s reputation and that of the Law Center. If unusual or extenuating circumstances arise following an acceptance of an offer, students should consult with a career advisor at the Law Center before taking actions that may violate this policy.

**STUDENT DISCRIMINATION GRIEVANCE PROCEDURES RELATING TO THE JOB SEARCH PROCESS**

This policy is administered by the Office of Career Strategy, the Office of Public Interest and Community Service, and Graduate Career and Professional Development.

**Policy Statement**

The policy of Georgetown University Law Center is to provide equal opportunity in its programs, activities, and employment practices; to prohibit discrimination and harassment in education and employment because of race, color, religion, national origin, sex, age, handicap or disability, or sexual orientation, personal appearance, family responsibility, gender identity or expression, genetic information, marital status, political affiliation, veteran’s status, or any other factor prohibited by law; and to promote the realization of equality of opportunity in education and employment throughout the Law Center in accordance with the policy expressed in the University-wide Affirmative Action Plan.

This internal grievance procedure has been established to provide a mechanism for any Law Center degree candidate who believes that under the standards stated in the above policy he or she has been the subject of discrimination by a prospective employer recruiting students to fill part-time, temporary, and full-time positions.

Students who have a question about whether a particular action or statement might constitute improper conduct should speak with a counselor in the Office of Career Strategy, the Office of Public Interest and Community Service, or Graduate Career and Professional Development.