

RESIDENTIAL COMMUNITY CONDUCT
GUIDELINES AND ADMINISTRATIVE POLICIES

FALL 2009 - SPRING 2010



THE GEORGE
WASHINGTON
UNIVERSITY

WASHINGTON DC

Residential Community Conduct Guidelines and Administrative Policies

| | |
|---|--|
| <p>Community Accountability 2</p> <p>Residential Community Conduct Guidelines 2</p> <p>I. Community Standards 2-5</p> <p>1. Conduct Guidelines 2</p> <p style="padding-left: 20px;">A. <i>Depriving Others of Their Rights</i> 2</p> <p style="padding-left: 20px;">B. <i>Damaging Another Person's Property or University Property</i> 2</p> <p style="padding-left: 20px;">C. <i>Verbal Abuse</i> 2-3</p> <p style="padding-left: 20px;">D. <i>Chronic Misbehavior</i> 3</p> <p>2. Theft, Unauthorized Possession 3</p> <p>3. Noise 3</p> <p>4. The Playing of Sports 3</p> <p>5. Visitors and Guests 3-4</p> <p style="padding-left: 20px;">A. <i>Entry for Guests</i> 4</p> <p style="padding-left: 20px;">B. <i>Guest Behavior</i> 4</p> <p style="padding-left: 20px;">C. <i>Host or Hostess Responsibility</i> 4</p> <p style="padding-left: 20px;">D. <i>Rules of Visitation</i> 4</p> <p style="padding-left: 20px;">E. <i>Private or Intimate Behavior</i> 4</p> <p style="padding-left: 20px;">F. <i>Limitations on Hosting Guests</i> 4</p> <p style="padding-left: 20px;">G. <i>Signing In Unknown Persons</i> 4</p> <p style="padding-left: 20px;">H. <i>Additional Sign-in Procedures</i> 4</p> <p>6. Animals 4-5</p> <p>7. Smoking Policy 5</p> <p>II. Alcohol and Drugs 5-6</p> <p>1. Alcohol 5</p> <p style="padding-left: 20px;">Recommended Minimum Sanctions 5</p> <p style="padding-left: 20px;">Parental Notification 5</p> <p style="padding-left: 40px;">A. <i>Common Areas</i> 5</p> <p style="padding-left: 40px;">B. <i>Kegs & Bulk Containers</i> 5</p> <p style="padding-left: 40px;">C. <i>Alcoholic Beverage & Consumption Policy</i> 5</p> <p style="padding-left: 40px;">D. <i>Possession of Alcoholic Beverages</i> 5</p> <p style="padding-left: 40px;">E. <i>Drinking Games</i> 5</p> <p style="padding-left: 40px;">F. <i>Student Organizations</i> 5-6</p> <p>2. Drugs 6</p> <p style="padding-left: 20px;">Recommended Minimum Sanctions 6</p> <p style="padding-left: 20px;">Parental Notification 6</p> <p>III. Health, Safety, and Security 6-9</p> <p>1. Identification 6</p> <p>2. Misuse of Non-Transferable Documents or Instruments 6-7</p> <p>3. Creating Life or Fire Safety Hazards 7</p> | <p>4. Fire and Safety 7-8</p> <p style="padding-left: 20px;">A. <i>Tampering with Fire Safety Equipment</i> 7-8</p> <p style="padding-left: 20px;">B. <i>Tampering with Smoke Detectors</i> 8</p> <p style="padding-left: 20px;">C. <i>Bomb Threats</i> 8</p> <p style="padding-left: 20px;">D. <i>Arson</i> 8</p> <p>5. Fire Drills 8</p> <p>6. Electrical Equipment 8</p> <p>7. Endangering Behavior 8</p> <p>8. Excessively Aggressive Recruitment Tactics 8-9</p> <p>9. Throwing or Dropping Objects from Windows, Balconies or Rooftop Decks 9</p> <p>10. Health and Safety Inspections & Administrative Searches 9</p> <p>IV. Violation of Law 9</p> <p>V. Residence Halls & University Facilities ... 9-10</p> <p>1. Screens and Balconies 9</p> <p>2. Furnishing of Rooms 9</p> <p>3. Care of Rooms 9-10</p> <p>4. Responsibility for Damage and Loss of University Property 10</p> <p>5. Responsibility for Damage and Loss of Student Property 10-11</p> <p>6. Lock-out Policy 11</p> <p>7. Storage of Personal Effects 11</p> <p>8. Bicycle Storage 11</p> <p>9. Solicitation 11</p> <p>10. Postering in the Residence Halls 11</p> <p>VI. Administrative Policies 11-15</p> <p>1. Termination of the Housing License Agreement 11</p> <p>2. Cancellation of the Housing License Agreement 11-12</p> <p>3. Eligibility for Campus Housing 12-13</p> <p>4. Vacation Periods and Hall Closures 13</p> <p>5. Room/Hall Swaps and Changes 13-14</p> <p>6. Psychological Distress 14</p> <p>7. Telephone Service 14</p> <p>8. On-Campus Parking Restriction 14-15</p> |
|---|--|

Community Accountability

The Senior Assistant Dean of Students is responsible for all residential community regulations and policies. These regulations and policies are part of the **Housing License Agreement** between the University and the resident. Each resident should be familiar with these and other regulations that may be published later.

Each resident student is responsible for helping to maintain an acceptable residential environment, with the assistance of residence hall councils, community meetings, community agreements and residence hall staff. The residence halls help to round out the academic experience at GW by providing an atmosphere that can be academically as well as socially stimulating and supportive.

Violation of regulations will result in administrative and/or disciplinary action by the University through the Office of Student Judicial Services (SJS) or its designee. These Residential Community Conduct Guidelines and Administrative Policies (RCCGs) shall apply to all residential communities owned or leased by the University through GW Housing Programs, including residence halls and townhouses. It is expected that students living in other housing situations not owned or leased by the University will comply with laws, rules and regulations applicable to such housing. Failure to comply may at the discretion of the University result in disciplinary action. A student who is accused of being an accessory to a violation is subject to the same charges as the perpetrator of the violation. Disciplinary action could result in a range of sanctions, including suspension or termination of the Housing License Agreement for the remainder of the current academic year and/or for an indefinite time period and/or revocation of the privilege to reside in University-owned/controlled housing for successive year(s).

Serious violations of regulations may result in the imposition of an interim removal from University Housing and/or suspension from the University, pending the outcome of a hearing. Violations of the "Code of Student Conduct" ("Code") in a residence hall may also lead to suspension or expulsion from the University.

Residential Community Conduct Guidelines

I. Community Standards

1. Conduct Guidelines

All University students are subject to the following conduct guidelines that are particularly applicable to conduct in the residence halls. A student's conduct at the University should always be governed by respect for the rights of others. The following types of conduct are unacceptable:

A. Depriving Others of Their Rights

Students are free to express themselves in a responsible manner. Such expression is unacceptable when the expression impinges on the rights of others, or when it disrupts administrative activities or approved programs or events. A roommate who subjects others in the room to systematic stress and harassment will be subject to disciplinary action. In cases where it becomes clear that roommates have irreconcilable differences, an immediate administrative move of some or all parties may be made in addition to possible disciplinary action.

B. Damaging Another Person's Property or University Property

In instances where damage to property occurs (including littering and defacement of property with graffiti), the student causing the damage will be expected to compensate the owner for the loss of the property and will be subject to disciplinary action. When University property is damaged, the student will be required to make restitution regardless of further disciplinary action. Students living in residence hall rooms will be held responsible for damage to the rooms and/or furnishings. Repair of GW property will be completed by The George Washington University or a contractor selected by the University. Students are not permitted to make repairs themselves or contract the repair work.

C. Verbal Abuse

Verbal abuse, threat of force or intimidation of others is unacceptable and is subject to disciplinary action.

D. Chronic Misbehavior

A resident establishes an unacceptable pattern of misconduct when he or she frequently violates University Policy, although individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct or manifest immaturity may be interpreted as a significant disciplinary problem. Students must comply with the directives of University personnel, including hall staff, University Police officers and others appointed by GW Housing Programs staff and/or the GW Police Department (GWPD). Failure to comply with disciplinary sanctions imposed by proper authority is unacceptable conduct and will result in severe disciplinary measures. **Generally, the third violation of any policy may result in a referral for termination of the Housing License Agreement.**

Students who occupy an inordinate amount of staff time and energy reflecting their dissatisfaction with residence hall living, and/or who exhibit behaviors that signify their inability to live in a residential community may be required to meet with GW Housing Programs staff to discuss whether the student should be moved to another hall, continue in residence and/or whether their Housing License Agreement shall be renewed for a future academic year. The University reserves the right to revoke or not renew a Housing License Agreement or to move a student at its sole discretion.

2. Theft, Unauthorized Possession

Any type of theft, attempted theft, unauthorized appropriation or unauthorized possession of the property of another, including "theft of services" is unacceptable behavior and will result in disciplinary action. "Theft of services" includes, but is not limited to: such activity as tampering with coin-operated vending machines or laundry facilities in order to use them without paying the proper amounts and unauthorized use of GWorld cards, ATM cards, credit cards, checks or

computer systems. Theft of personal and University property is a violation of the law and may be dealt with by both University and local law enforcement authorities.

3. Noise

All students will be respectful of others within their community. All students have the right to sleep and study without undue interference. Noise that interferes with or has the potential to interfere with those rights is considered a violation. All students are expected to help maintain an atmosphere suitable for study during those hours when their roommates or other students are studying or sleeping. Students should respond to requests from other students or staff members to lower the noise level of their activity, and to adhere to hall quiet hour rules. Excessive noise may be defined as, but is not limited to, the following: blaring stereos, banging on doors or walls, shouting out windows or down hallways, music, and shouting or talking that is audible beyond the confines of the room. Failure to respond to requests to lower the noise or music level will result in disciplinary action. During reading days and final exams quiet hours will be in effect 24 hours per day, unless expressly authorized by GW Housing Programs. **In general, a student's right to quiet supersedes any other student's right to make noise.**

4. The Playing of Sports

The playing of sports of any kind in the hallways and/or other common areas of the residence halls is prohibited. This includes, but is not limited to: water fights, biking, in-line skating, skateboarding, or "hall ball" of any kind.

5. Visitors and Guests

Students will be held responsible for the behavior of their guests and for their guests' adherence to hall and University regulations. A primary obligation of GW Housing Programs is to attempt to ensure adequate study and sleep conditions for resident students. These priorities take precedence over students' social activities.

Two important overall considerations govern in permitting visitors and guests in halls and rooms. One is the need to provide for the rights of roommates and neighbors not having company,

and the other is the need to protect students from access to the halls and rooms by unauthorized individuals.

Visitors are non-residents of a room or hall, including, but not limited to, GW students who reside in other halls. Under typical circumstances, there are no restrictions governing hours when authorized visitors may be admitted to halls. **Visitation policies are not intended to provide for overnight accommodations. However, where visiting hours are determined by a community compact or other University directives, these policies must be followed.**

Overnight guests are not to be issued keys by staff or given keys by their host or hostess. A resident may not have overnight guests for more than 8 days per month. Hosts are limited to no more than two overnight guests per resident in each room, and by approval of all roommates prior to the guest's arrival. Overnight guests may stay for no more than four consecutive nights in any two week period. No guests will be permitted during reading and examination periods, or during vacation periods.

The following rules apply to visitors and guests:

A. Persons wishing to visit a resident of a hall must gain entry through use of the Automatic Door Answering Service (ADAS). All visitors and guests must present IDs and register with staff if instructed to do so. Students being visited must come down to the desk to sign in their visitors and guests.

B. Students will be held responsible for the behavior of their visitors and guests and for their adherence to hall and University regulations.

C. Hosts or hostesses must escort their non-resident guests at all times. The University reserves the right for GW Housing Programs or GWPD staff to require proof of identity from and to remove any unescorted non-resident.

D. Visitation must not interfere with sleep or study of roommates and neighbors. Students

must be considerate of the rights and feelings of others and must respect the privacy of roommates.

E. Private and/or intimate behavior that may make others uncomfortable is not acceptable in a group living situation that is necessarily semi-public.

F. Additional limitations may be placed on the number of visitors and guests a resident may have at any one time. A hall may be closed to non-students at any time in order to ensure the safety and welfare of the resident population.

G. Students may not admit to the halls individuals who are not known by them nor are their own personal visitors. University personnel, including University Police officers and others appointed by GW Housing Programs staff and/or GWPD are instructed to prevent admittance of unauthorized individuals when they observe it. Cooperation with this rule is essential to the safety of persons and property.

H. Additional sign-in procedures, which may include requests to show additional forms of identification, may be put in place in any hall where deemed necessary to maintain a safe and secure environment. A copy of these procedures will be available in the hall.

Conflicts or problems regarding visitation and infractions of visitation or guest policies or procedures will be handled through disciplinary action, as appropriate.

Additionally, visitors and guests in violation of stated policies may be escorted from the premises and barred from further entry into a residence halls or campus, after which their re-entry may subject them to criminal prosecution for unauthorized entry.

6. Animals

No animals of any kind, other than properly attended service animals for individuals with disabilities (registered through the Office of Disability Support Services) are permitted in University residence halls. In the event animals, including laboratory specimens, are found in a

residence hall, the University reserves the right to have them removed and to bill the student(s) responsible for required extermination and cleaning services. Disciplinary action may be taken.

7. Smoking Policy

Smoking is prohibited in all University owned and operated residential facilities, including residence halls and townhouses. Students may not smoke tobacco, cloves or any other item inside a residential facility. Students are prohibited from smoking cigarettes, cigars, pipes, hookahs or utilizing any other method to smoke inside a residential facility.

II. Alcohol and Drugs

1. Alcohol

The possession and consumption of alcoholic beverages in residence halls at The George Washington University is permitted only if the individual consuming alcohol is at least 21 years of age. Students can not provide alcoholic beverages or a place to consume alcoholic beverages to any individual under the age of 21. In addition to the restrictions and obligations imposed by law regarding the use of alcohol, students must give due consideration to other students' rights to an alcohol-free environment. Staff will confiscate or ask students to dispose of alcohol in the possession of underage students. If items are confiscated from rooms and no resident accepts responsibility for the items, all students of the room may be held accountable. Students found to be "in violation" of Section II.1, shall, at a minimum, be fined and referred to an educational program. Violation of Section II.1 may also result in termination of the Housing License Agreement, and/or possible suspension or expulsion from the University. See Section VI.1 regarding termination of the Housing License Agreement.

George Washington University students are required to abide by District of Columbia Alcoholic Beverage Control laws.

The following are recommended **minimum** sanctions for violation of the Alcohol Policy, as outlined in the "Code of Student Conduct":

1st offense: \$50 fine and required participation in an alcohol education program;

2nd offense: \$100 fine and required assessment by a certified service at the student's expense;

3rd offense: Conference with the Dean of Students or a designee to determine the viability of the student's remaining at the University.

Parental notification will be implemented for alcohol offenses as allowed by law.

- A. Possession of alcohol in common areas is not permitted.
- B. Kegs and other bulk or common source containers, as well as large quantities of alcohol are prohibited. Possessions of kegs or other bulk/common source containers may result in termination of the Housing License Agreement, in addition to other sanctions.
- C. The possession, sale, service and consumption of alcoholic beverages elsewhere in University housing is prohibited except as provided in the Alcoholic Beverage Consumption and Distribution Policy.
- D. Possession of alcoholic beverages by those of legal age is permitted as follows:
 - i. Alcoholic beverages are permitted in University housing only in the rooms of students who are of legal age to possess such beverages.
 - ii. Alcoholic beverages must be in a closed and concealed container when transported to, from and within any residence hall.
 - iii. Underage guests/occupants shall not be served nor permitted to consume alcoholic beverages.
- E. Drinking games or contests of any kind are prohibited.
- F. Student organizations holding events in University residence halls shall comply with GW's Alcoholic Beverage Consumption and Distribution Policy. Clubs and organizations

must also abide by any policies imposed by organizations with which they are affiliated, provided these policies are not inconsistent with University policy.

G. Sanctions for alcohol offenses will be issued on a case-by-case basis. Different sanctions may apply to individuals who have a history of disciplinary action or, in addition to an alcohol violation, exhibit other violent or disruptive behaviors. For a complete list of sanctions for violations of the University Drug and Alcohol Policy, see the “Code of Student Conduct” available on the Student Judicial Services web site at <http://gwired.gwu.edu/sjs>. Additional information regarding the Alcoholic Consumption and Distribution Policy can be found by visiting the Center for Alcohol and Drug Education web site at <http://gwired.gwu.edu/cade>.

2. Drugs

Possession, use, distribution, manufacture or sale of illegal drugs or controlled substances is prohibited. The possession of paraphernalia in conjunction with drugs or drug residue is prohibited. The University may deem any prohibited substance found in a student’s room to be in the student’s “possession.” Distribution includes the sharing in any way of illegal drugs, controlled substances or prescription medication. In addition to the restrictions and obligations imposed by law regarding the use of drugs, students must give due consideration to other students’ rights to a drug-free environment. University Police will confiscate drugs and paraphernalia in the possession of students. If items are confiscated from rooms and no resident accepts responsibility for the items, all students of the room may be held accountable. Violators may also be referred to local law enforcement authorities for prosecution. Students found to be “in violation” of Section II.2 shall, at a minimum, be fined and referred for evaluation and/or an educational program. Violation of Section II.2 may also result in the termination of the Housing License Agreement and possible suspension or expulsion from the University. See Section VI.1 regarding termination of the Housing License Agreement.

The following are recommended **minimum** sanctions for possession and/or use, as outlined in the “Code of Student Conduct”:

1st offense: \$50 fine, required participation in a drug abuse education program and eviction from residence halls;

2nd offense: \$100 fine and required evaluation by a certified service at the student’s expense;

3rd offense: Conference with the Dean of Students or a designee to determine the viability of the student’s remaining at the University.

Manufacture, distribution, possession with intent to distribute drugs: One year suspension.

Parental notification will be implemented for drug offenses as allowed by law.

Sanctions for drug offenses will be issued on a case-by-case basis. The type of drug involved may also impact the sanction issued. For a complete list of sanctions for violations of the University Drug and Alcohol Policy, see the “Code of Student Conduct”.

III. Health, Safety, and Security

1. Identification

Upon entering a residence hall, all persons will be required to either swipe their GWorld card or present photo identification. All students and non-students must present proper identification on request of any hall staff or University official. Failure to do so, or presentation of altered identification, will result in disciplinary action taken by the University. Please note that it is a violation for any student to lend his or her GWorld card to someone else. A student found using another person’s GWorld card will be subject to disciplinary action.

2. Misuse of Non-Transferable Documents or Instruments

The misuse of non-transferable documents or instruments, including I.D. cards and GWorld cards, and the unauthorized use of authorization

or access codes for telephones, ATM cards, and the like will result in a judicial charge. An owner of a non-transferable document or instrument will be in violation of this section if the student willingly transfers or duplicates the document or instrument to another individual.

3. Creating Life or Safety Hazards

There is need for constant vigilance against the possibility of fire or other hazardous conditions in any group living situation. GW staff will conduct periodic Health and Safety inspections to monitor compliance with University policy on safety hazards. A violation of Section III.6 may result in termination of the Housing License Agreement, suspension, or expulsion.

Prohibited life or fire safety hazards include, but are not limited to, the following: Candles, incense, lanterns, oil lamps, flammable liquids for cleaning, burners for heating or any other purpose (objects with open flames), halogen lamps of any shape or style and any other potentially dangerous materials. Halogen lamps are illuminated by a tubular halogen bulb they present a serious fire hazard because they operate at temperatures much higher than regular bulbs. Exceptions for public use of candles for purposes of religious ceremonies/traditions must be made only in accordance with the local fire code and only if approved in advance and in writing by the Community Director, Director of GW Housing Programs, and/or the Senior Assistant Dean of Students. Possession of firearms, ammunition, explosives, fireworks or other dangerous implements on the premises of the University without the specific authorization of the University, whether or not a Federal or State license to possess the same has been issued to the possessor, is prohibited. Use of heat-producing appliances for food preparation in resident rooms or in any other area not specifically designated for this purpose is prohibited. Hanging sheets or similar combustible materials is prohibited.

University buildings and office areas are to be entered only during scheduled hours. It is prohibited for a person to enter any area where access is limited only to authorized personnel (e.g. attics, roofs, tunnels, equipment and storage rooms, private housekeeping closets, private

office areas, unoccupied student residence hall rooms, unoccupied University-owned apartments, etc.) except where permission has been granted in each instance. Climbing, rappelling, or any related activity is prohibited on campus residential buildings or structures. Alarms and emergency stop buttons located in elevators are to be used only in cases that dictate an emergency. Elevator maximum capacity limits are to be followed. Jumping, shaking and related activity is prohibited in elevators. Sanctions for violations of this article will be issued on a case-by-case basis. If students are charged, sanctions can range from censure to termination of the Housing License Agreement, suspension and/or prosecution in the District of Columbia. The University strongly discourages possession and use of fire ladders. All students are advised that the University will bear no responsibility for the use of these ladders under any circumstances and that non-emergency use of such ladders will result in disciplinary action.

4. Fire and Safety

Fire safety equipment in the halls includes fire extinguishers, smoke detectors, "EXIT" signs, fire extinguisher cases, and all components of the sprinkler systems. Tampering with fire safety equipment is an offense against the residential community and the University. Students who engage in activities listed in this section will be responsible for the cost of restoring the equipment to its normal operation and for the cost of any damage to the building and its contents, whether owned by the University or by the other occupants of the building. They may also be fined and/or have their Housing License Agreement terminated. They may also be charged and prosecuted for these offenses under the laws of the District of Columbia.

A. Tampering with Fire and Safety Equipment: Regardless of whether fire apparatus responds or not, students shall not knowingly or negligently cause or attempt to cause a false alarm by setting off a fire alarm system or give any other common or recognized alarm of fire or bomb threat. Such action endangers the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms.

Activating the emergency alarm in an elevator when no emergency exists is considered tampering with safety equipment, as well as a violation of the noise regulation, and will result in disciplinary action.

- B. Tampering with, abusing, misusing or in any way reducing or eliminating the efficiency of smoke or fire detectors located in hallways, other common areas, or in residence hall rooms, and misuse or tampering with or purposefully or accidentally damaging fire extinguishers, sprinkler systems, security cameras, or any other fire or safety equipment is prohibited. **Do not touch or hang objects from sprinkler heads.**
- C. Bomb Threats: Regardless of whether fire apparatus responds or not, students shall not make and/or communicate to another by any means any threat to bomb, burn, destroy or in any manner damage any place of assembly, building or other structure or any means of transportation. Students shall also not communicate to another, by any means of information, knowing the same to be false, as to the existence of any peril of bombing, burning, destruction or damage to any such place of assembly, building or other structure, or any means of transportation.
- D. Arson: Students shall not knowingly or negligently cause or attempt to cause a fire in a University building. Such action endangers the lives of other people and may cause property damage or loss. Students must adequately monitor items being heated in ovens. Students may also be charged and prosecuted for these offenses under the laws of the District of Columbia.

5. Fire Drills

Immediately upon moving into a hall, every student should become familiar with fire exit routes and locations of fire extinguishers. Detailed instructions and procedures to be followed in case of fire and for fire drills are posted in every room. When a fire alarm sounds, all persons must immediately evacuate the building, exiting by the most direct safe route. Occupants must evacuate the building to points

sufficient to ensure their personal safety. All students must report to their designated evacuation points. All occupants must evacuate in a timely manner. Disciplinary action may be taken in cases of failure to evacuate in a timely manner.

6. Electrical Equipment - *in relation to the use of heat-producing appliances for food preparation in resident rooms and other areas not designated for this purpose.*

Each residential room is provided with a microwave and refrigerator unit. Therefore, students may not bring additional refrigerators or microwave ovens into residential properties owned/controlled by The George Washington University. Hot plates, George Foreman grills, sandwich makers, and the like are strictly prohibited in residential properties owned/controlled by The George Washington University without private kitchens in the unit. Although the University will not provide them, it is permissible to bring the appliances mentioned above into residence halls with private kitchens. Coffee makers equipped with an automatic shut-off feature are permitted in any residential properties owned/controlled by The George Washington University. All appliances must be Underwriters Laboratories (UL)-approved.

7. Endangering Behavior

Behavior of any kind that imperils or jeopardizes the health or safety of any person or persons is prohibited. This includes any actions that are endangering to self or to others.

8. Excessively Aggressive Recruitment Tactics

All students, groups, campus organizations, nationally affiliated organizations and religious-affiliated groups must follow University policies and procedures regarding the recruitment of individuals in the residence halls. Recruitment of students as potential new members of any group or organization shall not be conducted in an excessively aggressive manner. Recruitment activities that rise to the level of harassment shall be considered excessively aggressive. In the event recruitment activities are directed toward an individual after the individual has indicated that he/she does not wish to join the group or organization, the activities will be considered

excessively aggressive. Continued visits, phone calls, e-mails, and unreasonable pressure to join any group or organization are behaviors included within, but not limited to, the scope of this section.

9. Throwing or Dropping Objects from Windows, Balconies, or Rooftop Decks

Intentional or unintentional throwing, dropping, allowing to fall, lowering or in any way putting any object, solid or liquid, out of a residence hall window or from a residence hall balcony or rooftop deck is strictly prohibited. If the offender cannot be determined, charges may be assessed and equally billed to all students of the residence hall where the damage occurred. When such acts seriously threaten or injure the life, safety or property of others, a violator may have their Housing License Agreement terminated.

10. Health and Safety Inspections & Administrative Searches

The Senior Assistant Dean of Students or designee may authorize a thorough inspection or administrative search of a room and its contents for health and safety reasons and/or when there is reason to believe a violation of law or University or hall regulations exists. Such reasons include, but are not limited to, possession of illegal substances or weapons, or conduct that could endanger the life, safety, or welfare of members of the University population.

The George Washington University will conduct periodic health and safety inspections in all residence hall rooms to ensure compliance with safety, security and housekeeping regulations. The inspection will involve examining the integrity of electrical plugs, applying locking devices to prohibited electrical devices and appliances and other prohibited items, a visual inspection of sprinkler heads, smoke detectors, and other life safety systems, and a general assessment of storage and cleanliness of the room.

There are a number of items that are prohibited in the residence halls without private kitchens in the units, including but not limited to: hot plates, coffee makers not equipped with an automatic shut-off feature, George Foreman grills, and sandwich makers. It is permissible to bring the

appliances mentioned above into residence halls with private kitchens, although the University will not provide them. Additionally, candles, incense, lanterns, oil lamps, flammable liquids for cleaning, burners for heating or any other purpose (objects with open flames), halogen lamps of any shape or style and any other potentially dangerous materials are strictly prohibited in all residence hall locations. While this is not an exhaustive list, it is intended to be representative of the prohibited items.

All prohibited electrical appliances found during inspections will be disabled by a locking device labeled with a serial number. The locking device is designed to eliminate the use of potentially dangerous items while at the university. Students must bring their locked items to the Office of Environmental Health & Safety, located at 2025 F Street, Suite 101, before the end of the semester in order to avoid a monetary fine of \$25.00 dollars to their Banner accounts. All other prohibited items will be confiscated immediately and disposed of without reimbursement. GWPD will be contacted for items found that pose a substantial threat to person or property (drugs, weapons, explosives, etc.) and a thorough administrative search will then be conducted.

IV. Violation of the Law

The University is a part of the larger community, and students enjoy no special status in that community. As citizens, students retain their full rights and, likewise, they are also expected to obey all federal and local laws, including drug and alcohol laws. The University cannot and will not protect students from the consequences of violations of the law. When appropriate, cases of student misconduct will be referred for prosecution by local law enforcement authorities, in addition to being subject to University disciplinary action. Violation of the law will result in disciplinary action independent of any action by local law enforcement authorities.

V. Residence Halls & University Facilities

1. Screens and Balconies

Screens are to be left in and closed at all times. Doors to balconies that the University has

prohibited access to may not be tampered with by students to permit access.

2. Furnishing of Rooms

Students are responsible for all furniture and furnishings provided by the University. University furnishings may not be removed or disassembled. Students will be assessed for damage repair costs and/or replacement of damaged or missing University furnishings assigned to their room. Room furniture may not be stored on balconies or patios.

Public area furniture is not to be moved into student rooms or other non-designated areas. Students who deprive others by such moves may be referred for judicial action. Waterbeds, hot tubs, spas, loft beds, platform beds (and the like), door installation or removal and construction of any kind are forbidden. Any student found doing so will be required to remove it immediately and will be held financially responsible for any and all damage sustained by the University through its presence and costs associated with removal and/or repair.

3. Care of Rooms

Students are responsible for the care and condition of their rooms. Students have the responsibility for the cleanliness of their rooms and apartments. Rooms that become excessively unsanitary so as to create health hazards will be ordered to be cleaned by the students or by specific assignment of housekeeping personnel, if necessary. In the event students fail to adequately complete the cleaning so ordered or fail to complete it within the time period established by the University, the University reserves the right to complete the cleaning and to assess students for the associated costs to complete the cleaning. Students will be charged for these additional services and may be subject to disciplinary action up to termination of the Housing License Agreement. Students are responsible for reporting repair items immediately upon discovery.

Clothing, banners, posters, lights, lit signs or the like must not be hung in the windows or outside of the buildings. Food, plants, or other items are not to be kept on outside windowsills. (As stated in Section V.1, screens are to be left in and closed at all times.)

4. Responsibility for Damage and Loss of University Property

Students are responsible for damage beyond normal wear and tear to University property. At check-in each student is given a room inventory form. This form is to be completed, listing the furnishings and describing the condition of the room. Before the student leaves the hall, this form will be used by a staff member, sometimes in the company of the student, to assess the condition of the room. Any discrepancies not attributable to normal use will be charged to the student. Students who fail to check out or clean their rooms properly will be assessed a fee, in addition to the cost of damages or losses attributed to them. The room inventory and damage assessment process is managed by Residential Property Management (RPM).

Students, individually and collectively, are also responsible for maintaining the condition of common-use areas and furnishings therein. Littering and defacement of property with graffiti will not be tolerated. Students littering, defacing, or damaging common-use areas and areas surrounding the residence hall will be charged for the cost of increased cleaning services required, or repairs and replacements as necessary. Negligent students may also be subject to disciplinary action. Charges for damage to common-use areas may be assessed and billed equally to all students of the residence hall where the damage occurred. If damage by a student or otherwise should occur in the residence hall room or common space, students may not hire outside contractors or vendors to perform repairs.

Non-payment of damage assessments or fees will result in an encumbrance being placed on the student's record. Grades, future registration, transcripts, diplomas, participation in future Housing Selection processes, and other academic information will be encumbered until accounts are settled. Please see Section VI.3.

5. Responsibility for Damage and Loss of Student Property

The University does not accept responsibility for damage, theft, or loss of money, valuables or personal property as stated in the Housing

License Agreement. **The protection of personal property is the individual's responsibility. Students should obtain insurance on property and possessions being brought to the residence halls.** Serial numbers of such articles as stereos, computers, cameras, tape recorders, TVs bicycles, and the like should be recorded. To guard against such loss, students are advised to make special arrangements for the protection of valuables when they expect to be absent for extended periods. If a loss occurs, students are to report the incident immediately to a residence hall staff member and to the University Police. The student's insurer should then be contacted and notified of any losses. Please see Section V.4.

6. Lock-out Policy

All students will be responsible for adhering to the lock-out guidelines for the residential community in which they reside. Continuous requests for "loaners," or spare keys, may incur a fee, and that fee may increase incrementally per request, and/or a re-core charge. Lost key re-cores should be requested immediately. Students will be charged for these replacements.

7. Storage of Personal Effects

During the academic year, storage is not available. Summer storage is not provided, although the University does provide information to students regarding storage and shipping services from a local vendor(s). Cost for storage is the responsibility of the student.

8. Bicycle Storage

Students must store bicycles only in designated bicycle racks. See the *Living@GW* web site for available bicycle racks and storage rooms. Bicycles may not block any building's ingress/egress, including any exterior handrails and fences, or be parked or secured inside any lobbies, hallways, or common areas within residence halls. Any bicycle in violation of this is subject to removal by the University at any time, including the destruction of any lock, and owners will be liable for any associated expenses, including storage.

9. Solicitation

Soliciting and selling in residential properties owned/controlled by GW Housing Programs is

strictly forbidden. Students are not allowed to conduct private businesses or to use their hall telephones or computers for this purpose. Students engaged in such activities will be subject to disciplinary action. This includes conducting business from an on-line service provided by the University over the Internet from a residential property. Students must follow the Code of Conduct for Users of Computing Systems and Services, and Network Publishing Guidelines. Both documents can be found on the Student Judicial Services web site at: <http://gwired.gwu.edu/sjs>.

Fund-raising activities by recognized student groups may be authorized within specific guidelines approved by the Senior Assistant Dean of Students or designee, and enforced by each hall council and GW Housing Programs staff.

10. Postering in the Residence Halls

Postering and palm carding is subject to specific guidelines and only approved materials may be posted. Posters and palm cards may not be placed on any painted wall surface and must be on hall bulletin boards. Copies of postering guidelines are available at the GW Housing Programs Front Desk.

Posters and palm cards must be approved by the GW Housing Programs, located in the John Quincy Adams House at 2129 Eye Street. Students and/or student organizations found postering, distributing, or littering unapproved fliers, posters or palm cards may be charged through the judicial process.

VI. Administrative Policies

1. Termination of the Housing License Agreement

A student whose Housing License Agreement is terminated is not entitled to a refund for housing, and all payments are forfeited. A student whose Housing License Agreement is terminated is *Persona Non Grata* (PNG) to all University residence halls and University-owned or controlled rental properties. Students who are PNG to the residence halls may not visit in nor be seen around any such buildings. If a student violates a PNG directive, he or she will be trespassing. No refunds will be made for unused Colonial Cash.

2. Cancellation of the Housing License Agreement

Each student requesting space in the residence halls is required to submit either electronically or by paper, a Housing License Agreement for an academic year, Fall and Spring semesters. Generally, students submitting a Housing License Agreement will remain in residence for consecutive semesters.

Students not required to reside in housing by Section VI.4 may cancel their Housing License Agreements under the circumstances listed in subsections A-D of that section. Such a student must notify the GW Housing Programs in writing by completing the "Request to Cancel the Housing License Agreement" form. In the event of cancellation, the student will be assessed a cancellation fee set forth in the Housing License Agreement.

The Housing License Agreement terminates automatically 24 hours after the student's last examination in the Spring, or as of the date shown on the Housing License Agreement, whichever occurs earlier. The Housing License Agreement also terminates within 24 hours of the established dates by when students must be registered with the University. Except in unusual circumstances or pursuant to arrangements approved in advance by a Community Director, all students and their property must be moved from the halls within 24 hours after their last examination.

For undergraduate students, the closing of the Fall 2009 semester is noon, December 20, 2009 and the closing of the Spring 2010 semester is noon, May 12, 2010. Students are responsible for ensuring that they are properly checked out of their halls. Graduating Fourth-Year students may remain until noon of the day following Commencement exercises, Monday, May 17, 2010.

Items left in a student's room after termination of the Housing License Agreement shall be treated as abandoned property and disposed of by the University in its sole discretion. Any costs associated with such disposal will be the responsibility of the resident abandoning the property.

The use of student rooms, apartments and townhouses is limited to residential student housing use, and is not to be used for any business or commercial use or any social organization, groups, including but not limited to Greek social organizations, associations, clubs or non-Greek organizations, etc. Exceptions to this policy may be made at the University's sole discretion.

3. Eligibility for Campus Housing and the First- and Second-Year Student Residency Requirement

Campus Housing is available to matriculated undergraduate students who are registered for coursework for a minimum of 12 credits (or for a minimum of 3 credits when enrolled in the last semester culminating in graduation). Additionally, Campus Housing is available to matriculated graduate student, who are classified as "full time" by their college or program.

- Pursuant to an order of the DC Zoning Commission (DCZC), the University requires all first-year and second-year students to reside in on-campus housing in compliance with local D.C. zoning laws. Exemptions to this residency requirement may be made by completing the "Residency Requirement Exemption Request" form. Exemptions are only considered if submitted by the published deadlines, and they are reviewed on a case-by-case basis and are only considered pursuant to the criteria set forth in the Housing License Agreement.

Guidelines for exemption from the University housing requirement are available through GW Housing Programs.

Other students may petition GW Housing Programs to be allowed to remain in residence as non-degree seeking students or as degree-seeking students enrolled in fewer than the requisite 12 hours of academic work during each of the Fall and Spring semesters and three or more hours of academic work during a Summer session.

Students with unsatisfactory disciplinary records indicative of chronic disrespect for the rules and regulations may be excluded from the room

selection process for the subsequent year. Students with outstanding damage assessments may also be excluded from the housing assignment process. Students who owe the University \$500.00 or more may be excluded from future housing assignment processes if not required to live in campus housing under Section VI.4.

4. Vacation Periods and Hall Closures

The University reserves the right to close residence halls during stated University vacation periods and closure periods for health and safety reasons. Students must leave the halls within 24 hours after their last exams or by noon of the last day before the Winter Break, whichever occurs earlier. They may not return until noon of the first day the halls are opened for spring semester.

The Undergraduate Housing License Agreement is valid for one academic year, consisting of Fall 2009 and Spring 2010, and will continuously be in effect throughout the Fall 2009 and Spring 2010 semesters as defined by the University Academic Calendar. Housing between the Fall and Spring semesters is available to undergraduate students on a limited basis. The student cannot remain in residence after the termination date of this Housing License Agreement.

Fall 2009 Closing is noon, Dec. 20, 2009, and Spring 2010 Closing is noon, May 12, 2010.

The University will designate specific undergraduate residence halls to remain open between the Fall 2009 and Spring 2010 semesters. Only students permanently assigned to these facilities who formally request winter break housing, by completing the "Winter Break Housing License Agreement" form, may take advantage of the winter break housing option. An additional charge may be billed to the student's account for such winter break housing. The terms and conditions of the Housing License Agreement continue between Fall 2009 and Spring 2010 for a student who makes such winter break housing arrangements.

The Graduate Housing License Agreement is valid for one academic year, consisting of Fall

2009 and Spring 2010 and will continuously be in effect throughout the Fall 2009 and Spring 2010 semesters. For the purposes of Graduate Housing, the Fall 2009 semester is defined as Aug. 1, 2009 through Dec. 31, 2009, and the Spring 2010 semester is defined as Jan. 1, 2010 through May 31, 2010. Graduate Housing is open continuously from the start date to the end date, including dates that are otherwise defined as break periods by the University (Thanksgiving, Winter and Spring Break).

During vacation sessions, there will be a reduction in services which will affect mail distribution and other administrative services. GWPD will be open 24 hours a day in case of emergencies.

5. Room/Hall Swaps and Changes

As a general rule, room/hall swaps and changes requested by students will be considered based on a timeline published by GW Housing Programs. Prior to that time, changes can be made only if under special circumstances and if the alternative space desired is determined to be vacant. GW Housing Programs oversees the room swap and change processes for all residence halls. **Unauthorized moves will result in disciplinary action, a return to the original room, and possible loss of future participation in Housing Assignment processes, if the student is not required to live in campus housing pursuant to Section VI.4.**

Students who move into rooms not fully occupied should anticipate having roommates assigned to vacant spaces at some point during the academic year. The University expects students will welcome other students also assigned (or considering re-assignment) to their rooms with the utmost courtesy and consideration. Students with vacancies in their room should anticipate having a roommate(s) assigned to said vacant space at some point during the academic year. Students who inhibit or dissuade other students from moving into their rooms, and/or physically occupy the vacant space within their rooms are in violation of the terms and conditions of the Housing License Agreement and submit themselves to administrative, financial and/or judicial action up to and including administrative moves and/or

termination of the Housing License Agreement. Students who discourage prospective new roommate(s) from moving in may also be charged for the extra space in their room. The same penalties apply to students who, through devious, coercive, or unacceptable means, encourage their roommate(s) to move out. Inasmuch as possible, students will be given 72 hours notice prior to receiving a new roommate.

Students may be asked to move within the building or assigned a roommate by GW Housing Programs. **GW Housing Programs can and will, at its sole discretion, consolidate spaces to allow for wholly vacant rooms.** In units where vacancies exist, a student may be asked to relocate to a similar room within housing. Consolidation may occur within the same residence hall or between residence halls.

Hall changes are made after the beginning of the semester and are based on the date of receipt of a Room Change Request form and/or priority of request as determined by GW Housing Programs staff. All students are eligible to participate, but changes are made only as spaces become available and are allocated by GW Housing Programs. Approved room changes to be made between the Fall and Spring semesters must be made before departure for winter vacation, if the new space is available. The space being vacated must be cleared in order to permit assignment of a new student entering the hall for the second semester. Students who fail to move before vacation, or fail to clear their spaces for incoming students, will be charged for occupying the space as well as the labor and time expended by staff and housekeeping personnel to clear spaces for them. The University will assume no responsibility for loss or damage of articles in the accomplishment of this action.

6. Psychological Distress

Students who exhibit suicidal behaviors, are subject to emergency psychological intervention, and/or are hospitalized must receive clearance from the Director of the University Counseling Center and the Senior Assistant Dean of Students or designee prior to returning to the residential community. Immediate or eventual return to the residential community is at the sole discretion of University officials. Should any students'

behaviors or actions related to illness or psychological distress disturb the peace of the residential community or require excessive or continuing intervention from hall and/or University staff, that resident may be charged under the "Code", and if found in violation, be removed from the residence hall.

7. Telephone Service

Students in all GW Residence Halls are provided with one telephone line per apartment. Students will need to bring their own single line "analog" telephone for on-campus and off-campus calls and for use with the Automatic Door Answering Service (ADAS). Calls to the local D.C. calling area are made by dialing 9 and then the number (within the (202) area code, or the area code and number for Virginia, and Maryland calls). Local Area codes include 202, 301, and 703. Students wishing to place long distance calls from their campus phone will need to sign up with CampusLink for a long distance authorization code. For details please visit <https://www.campuslink.paetec.com/>. Local calls and calls to on-campus telephones are free. Charges for long distance calls are billed electronically by CampusLink at the end of each month. Students may also use other long distance credit cards or place collect or third-party calls from residence halls.

Telephone facilities are installed for student convenience; thus, any abuse or fraudulent use may result in the removal of the facility and/or disciplinary action by the University. **Attempting to access long distance service with another student's access number is strictly prohibited.** Costs for repairing vandalized jacks, and related communications equipment will be billed to the responsible student.

No long-distance telephone calls or telegrams are to be charged to University public areas or administrative telephones. **Students charging calls to University telephones will be subject to disciplinary action.**

8. On Campus Parking Restriction

The University discourages all students from bringing vehicles to the Foggy Bottom or Mount Vernon campuses. Freshmen and sophomores in

particular are prohibited from bringing vehicles and parking them in the Foggy Bottom/West End Area other than in exceptional circumstances where an exception is documented and granted by the University. For those few granted exceptions, the vehicle must be parked in a University parking facility.

Guidelines for an exemption from the University parking restriction policy are available through the Office of Parking Services. Detailed information regarding the On-Campus Parking Restriction Policy is available at the Living web site at: <http://living.gwu.edu>.

ALLEGED VIOLATIONS OF DISCIPLINARY REGULATIONS CONTAINED IN THIS DOCUMENT WILL BE RESOLVED IN ACCORDANCE WITH THE “CODE OF STUDENT CONDUCT”.

STUDENTS ARE ACCOUNTABLE FOR COMPLYING WITH ALL UNIVERSITY RULES, REGULATIONS AND POLICIES. ANY STUDENT NOT IN POSSESSION OF A COPY OF THE GUIDE TO STUDENT RIGHTS AND RESPONSIBILITIES IS ENCOURAGED TO CONTACT THE OFFICE OF STUDENT JUDICIAL SERVICES AT 202-994-6757 OR VIA E-MAIL AT SJS@GWU.EDU.

Revised July 2009