

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

November 20, 2018

District of Columbia Zoning Commission
Office of Zoning
441 4th St NW #200,
Washington, DC 20001

RECEIVED
D.C. OFFICE OF ZONING
2018 NOV 20 PM 12: 26

VIA COURIER

Re: Foggy Bottom Campus Plan Compliance Report

Office of Zoning:

Enclosed please find a copy of the University's Foggy Bottom Campus Plan report, as required under the 2007 Foggy Bottom Campus Plan (ZC Order No. 06-11/06-12).

This report will also be made publicly available to other interested parties on the University's website at www.neighborhood.gwu.edu.

If you have questions regarding the attached, please feel free to contact me at 202-870-0302 or at scora@gwu.edu.

Sincerely,



Susi Cora
Director, Campus Planning
Division of Operations
The George Washington University

THE GEORGE
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UNIVERSITY
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THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

**Foggy Bottom Campus Plan Compliance Report
Foggy Bottom Campus Plan (2007)
Zoning Commission Case Nos. 06-11 and 06-12
as directed by Condition C-15**

The George Washington University

November 20, 2018

**Foggy Bottom Campus Plan Compliance Report
Foggy Bottom Campus Plan (2007)
as directed by Condition C-15
November 20, 2018**

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Condition C-4: Foggy Bottom Campus Student Population

Condition:

For the duration of this Plan, Foggy Bottom student headcount shall not exceed 20,000 students, and Foggy Bottom student full-time equivalent shall not exceed 16,553.

a. For the purposes of these Conditions,

i. **"Foggy Bottom student headcount"** shall be defined as the number of GW students in the "Foggy Bottom/Mount Vernon Campus Total Student Body", minus: study abroad students, continuous enrollment students, students that reside at the Mount Vernon Campus, students that take all of their courses at the Mount Vernon Campus, and Foggy Bottom faculty and staff accounted for pursuant to Condition C-5 herein who are also enrolled in one or more courses at the Foggy Bottom campus. Notwithstanding the foregoing, students who reside in on-campus beds on the Foggy Bottom Campus shall each be counted toward the Foggy Bottom student headcount.

Note that students taking all of their courses at the Corcoran are not specifically deducted from this number as they are not included in the "Foggy Bottom/Mount Vernon Campus Total Student Body" by virtue of their courses not being located on the Foggy Bottom or Mount Vernon campuses.¹

ii. **"Foggy Bottom student full-time equivalent"** shall be determined by assigning a fraction to part-time students included in the Foggy Bottom student headcount number based on the number of credits they are taking compared to a full-time course load and adding the number of full-time students. Currently, the full-time course load for undergraduates is 12 credits, and the full-time course load for graduate and professional students is 9 credits. Formulas for determining full-time equivalents may change over the term of the proposed Foggy Bottom Campus Plan depending on program requirements or the restructuring of the academic calendar.

b. An audit of the Foggy Bottom student headcount and Foggy Bottom student full-time equivalent reported pursuant to Condition C-15 herein shall be conducted in a manner and by a firm previously approved by the Zoning Administrator and reported to the Advisory Committee. The audit shall be completed by January 10 of the year following each report submitted pursuant to Condition C-15 herein.

c. Compliance with this condition shall be based upon the data reported for the most recent semester in either the Foggy Bottom Campus Plan Compliance Report required in Condition C-15 or in the Interim Foggy Bottom Campus Plan Compliance Report required by Condition C-16.

GW Response:

	Spring 2018 ²	Fall 2018 ³
Foggy Bottom Student Headcount	17,265	18,043
Foggy Bottom Student Full-Time Equivalent (FTE)	15,223	16,302

For the methodology for calculation of Foggy Bottom campus student populations see Attachment A.

Note 1 – Language that is underscored represents text that was approved on May 4, 2015, Zoning Commission Case No. 06-11N

Note 2 – Data as of the GW census date, February 24, 2018.

Note 3 – Data as of the GW census date, October 6, 2018.

Condition C-5: Foggy Bottom Campus Faculty & Staff Population

Condition:

For the duration of this Plan, the Foggy Bottom faculty and staff population shall not exceed a total of 12,529 on a headcount basis, and 10,550 on a full-time equivalent basis.

- a. For the purposes of these Conditions,
 - i. **"Foggy Bottom faculty and staff headcount"** shall include: regular full-time faculty and staff; regular part-time faculty and staff; wage account staff that are not Foggy Bottom students accounted for pursuant to Condition C-4; temporary part-time faculty (excluding part-time clinical faculty who are not paid employees of the University); affiliated faculty employed by the Medical Faculty Associates; and visiting instructional and research faculty. For the purposes of these Conditions, Foggy Bottom faculty and staff shall not include faculty and staff whose primary office locations are not on the Foggy Bottom campus; employees of non-GW owned or controlled entities which are located on the Foggy Bottom campus; and contractors that provide ancillary campus-related service functions who are not employees of the University.
 - ii. **"Foggy Bottom faculty and staff full-time equivalent"** shall be determined by assigning a fraction to part-time employees included in the Foggy Bottom faculty and staff headcount number based generally on the number of hours worked as compared to the standard full-time 40 hour work week.
- b. Compliance with this condition shall be based upon the data reported for the most recent semester in either the Foggy Bottom Campus Plan Compliance Report required in Condition C-15 or in the Interim Foggy Bottom Campus Plan Compliance Report required by Condition C-16, whichever is the most current.

GW Response:

	Spring 2018 ¹	Fall 2018 ²
Foggy Bottom Faculty & Staff Headcount	6,808	6,601
Foggy Bottom Faculty & Staff Full-Time Equivalent (FTE)	5,314	5,292

For the methodology for calculation of Foggy Bottom campus faculty and staff populations see Attachment B.

Notes:

Note 1 – Data as of the GW census date, February 24, 2018.

Note 2 – Data as of the GW census date, October 6, 2018.

Condition C-6 and Condition 15: On-Campus Undergraduate Student Housing

Condition:

For the duration of the Plan, the University shall make available on-campus beds for full-time Foggy Bottom undergraduate students equivalent to 70% of the full-time Foggy Bottom undergraduate student population up to an enrollment of 8,000, plus one bed per full-time Foggy Bottom undergraduate student over 8,000. Compliance with this condition shall be based upon the data reported for the most recent semester in either the Foggy Bottom Campus Plan Compliance Report required in Condition C-15 or in the Interim Foggy Bottom Campus Plan Compliance Report required by Condition C-16, whichever is the most current.

- a. For the purposes of this Condition,
 - i. "full-time Foggy Bottom undergraduate students" shall be defined as follows:
 - A. Until the fall 2010 semester or until the completion and occupancy of the next University residence hall project proposed in accordance with the Foggy Bottom or Mount Vernon Campus Plans, whichever event first occurs, the term shall mean the number of students in the "Foggy Bottom/Mount Vernon Campus Total Student Body"¹ minus graduate students, first professionals (JDs and MDs), undergraduates taking fewer than 12 credit hours at the Foggy Bottom campus, non-degree students, full-time undergraduate study abroad students, undergraduate continuous enrollment students, and full-time undergraduate students accounted for under the Mount Vernon Campus Plan Order (BZA Order No. 16505), which does not differentiate between resident and non-resident students.
 - B. Once either of the above-described events occurs, the terms shall have the same meaning as above, except only full-time undergraduate students who reside on the Mount Vernon Campus plan will be subtracted from the "Foggy Bottom/Mount Vernon Campus Total Student Body."
 - ii. The term "**on-campus beds**" shall include beds available to full-time Foggy Bottom undergraduate students in any property in which the University has an ownership, leasehold, or contractual interest, or beds otherwise occupied by full-time Foggy Bottom undergraduate students in fraternities, sororities, or other programs recognized by or affiliated with the University and located within the campus plan boundary.

The University's efforts with respect to this Condition shall be monitored by the Advisory Committee.

GW Response:

	Spring 2018 ¹	Fall 2018 ²
Full-Time Foggy Bottom Undergraduate Students	8,121	9,275
On-Campus Beds Available to Full-Time Foggy Bottom Undergraduates³	7,076	7,073
On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduates⁴	6,223	6,648

University-Supplied Off-Campus Beds WITHIN the FB/WE Area	259	257
University-Supplied Off-Campus Beds WITHIN the FB/WE Area Occupied by FT Foggy Bottom Undergraduates	0	16 ⁵
University-Supplied Off-Campus Beds OUTSIDE the Foggy Bottom/West End Area	0	0
University-Supplied Off-Campus Beds OUTSIDE the Foggy Bottom/West End Area Occupied by FT Foggy Bottom Undergraduates	0	0

For the methodology supporting undergraduate student housing numbers see Attachment C.

Notes:

Note 1 – Data as of the GW census date, February 24, 2018.

Note 2 – Data as of the GW census date, October 6, 2018.

Note 3 – Based on the number of full-time Foggy Bottom Undergraduate Students, GW is required to make available 5,721 beds to full-time Foggy Bottom Undergraduates in Spring 2018 and **6,875 beds in Fall 2018.**

Note 4 – GW housed 50 part-time undergraduates in Foggy Bottom residence halls in Fall 2018. These students are not included in the full-time GW bed counts as they are taking less than 12 credits. These students are typically completing their last semester at GW, are exchange students, or students with medical or personal conditions that preclude full-time attendance during a given semester.

Note 5 – A significant water leak at Guthridge Hall (an on-campus residence hall) required GW to immediately re-house 16 students to the Aston (off-campus housing) for the remainder of the Fall 2018 term. Notices of this emergency action were shared with ANC2A and the DC Zoning Administrator. The remaining beds were made available to GW graduate students.

Evidence of Compliance with Condition C-8 (Off-Campus Housing Information Program)

Condition:

The University shall maintain a program to provide its students who are eligible to live off-campus with information about housing opportunities outside the Foggy Bottom/West End Area. The University's efforts with respect to this Condition shall be monitored by the Advisory Committee."

GW Response:

Information regarding housing opportunities both within and outside the Foggy Bottom/West End area is provided on the off-campus student affairs website, as well as through the Center for Student Engagement office located in the Marvin Center. These functions are managed through several offices in Enrollment and Student Engagement, including Health Promotions & Education, and GW Housing.

Apartment listings and other off campus housing opportunities may be found at <http://www.gwoffcampus.com>.

The off-campus student affairs website can be found at: <https://offcampus.students.gwu.edu>
The current edition of the Guide to Living Off-Campus is also posted on this webpage.

For screen prints from the off-campus student affairs website see Attachment D.

Evidence of Compliance with Condition C-9 (Student Conduct Programs)

Condition:

The University shall use disciplinary interventions for acts of misconduct by students living off-campus in the Foggy Bottom/West End Area, even if the students are not in properties owned or controlled by the University. The University shall act on incident reports by residents, ANC 2A, community associations, building management, building association boards, University security officers, and the Metropolitan Police Department. The University shall maintain an outreach program with neighboring apartment buildings to education management companies and tenant associations on the University's disciplinary program and its reporting requirements to facilitate effective use of its programs. The University's efforts with respect to this Condition shall be monitored by the Advisory Committee.

GW Response:

All incident reports where students are identified are acted on through the Office of Student Rights & Responsibilities. Responses ranging from warning letters and conversations to student conduct charges and hearings have been implemented. The University's Code of Student Conduct treats off-campus violations with the same seriousness as on-campus violations (i.e., there is no lesser conduct charge for violations off-campus than on-campus). The Code of Student Conduct holds students to same level of accountability regarding charging and sanctioning regardless of their on or off-campus status.

GW representatives from the Office of Government & Community Relations regularly attend meetings of ANC 2A and community associations as requested. The University hosts "Building Managers Meetings" throughout the academic year in order to keep open the lines of communication between the University and properties where students reside.

Evidence of Compliance with Condition C-10 (24/7 Hotline)

Condition:

The University shall maintain and publicize (through appropriate written and/or electronic publications) a hotline available 24 hours per day, seven days per week to receive calls about student conduct issues and safety and security concerns. The University shall maintain a log of all calls received and all actions taken, including all referrals made. The University shall maintain its Crimes Tips Hotline (presently 994-TIPS), where calls can be made anonymously to a recorded "tip" line. Calls needing a more immediate response shall be directed to the University police (presently 994-6110) 24 hours per day, seven days per week. The University police will aid off-campus complainants in obtaining assistance from the Metropolitan Police Department. Reports of improper off-campus student conduct will also be referred to the appropriate University departments for their attention. This process shall be fully described on the University website, published catalogs, and student handbooks. The University's efforts with respect to this Condition shall be monitored by the Advisory Committee."

GW Response:

The best way for community members to bring GW-related concerns to our attention is to use the online reporting tool located at <https://neighborhood.gwu.edu/online-reporting-form-0>. If a community member prefers to call, they may dial the 24-Hour Community Concern Hotline (202-994-6110), which is monitored by the GW Police Department (GWPD). The University is committed to being a good neighbor and working with members of the community to respond to complaints regarding student behavior. When the complaint involves student behavior that occurs off campus, which is outside of GWPD's jurisdictional boundaries, GWPD will enlist the assistance of the Metropolitan Police ("MPD") to respond to the complaint. If a community members wishes to offer information anonymously, the University maintains a Crimes Tips Hotline 202-994-TIPS, which monitored directly by the GW Superintendent of Police.

For both on-campus and off-campus concerns, the University will follow up with the community member regarding the complaint if contact information is provided. The GW Community Concern Policy serves as a tool to address misconduct and quality of life issues. The Policy is posted online: <https://police.gwu.edu/community-concern-policy>. The Hotline is advertised and described online by visiting: <http://neighborhood.gwu.edu/community-concern-hotline>.

The University's trash policy allows off-campus trash violations to be processed as violations to the Code of Student Conduct as defined by the Office of Student Rights & Responsibilities (SRR). Potential violations reported to the university are elevated by the Office of Government & Community Relations (OGCR) and SSR then communicates with student-residents when they fail to meet their responsibilities within the community.

OGCR and SRR upholds a Repetitive Concern Policy that outlines proactive outreach to landlords who own private property near the Foggy Bottom Campus that house GW students for which the University has received repeated complaints of misconduct from members of the community. The outreach letter is included in Attachment D.

GW publishes an annual Community Concern Report, which can be found online here at <https://offcampus.students.gwu.edu/annual-reports>, as well as the OGCR website at this location <http://neighborhood.gwu.edu/community-concern-reports>.

For screen prints from the Off-Campus Student Affairs website see Attachment D.

Attachment E provides screen prints from the Neighborhood.gwu.edu website.

Evidence of Compliance with Condition C-11 (Good Neighbor Program)

Condition:

The University will maintain a mandatory program for its students that will address “good neighbor” issues, educating students about appropriate conduct in the off-campus community. This program will especially emphasize objectionable noise both inside and outside of buildings, restricted parking in the Foggy Bottom/West End Area, illegal underage drinking, and respect for personal and real property of the residential and private business communities. The University’s efforts with respect to this Condition shall be monitored by the Advisory Committee”

GW Response:

Every student at GW is held accountable through the student conduct process as stated in the Code of Student Conduct, which addresses both on and off-campus behavior. Furthermore, all students who make the transition from on-campus to off-campus housing have copies of the GW Guide to Living Off-Campus and the Code of Student Conduct made available to them at the graduate student services fair, the off campus housing fair, or at graduate orientation. It is also accessible through a link on the off campus student affairs website: <https://offcampus.students.gwu.edu/guide-living-campus>. The Code of Student Conduct is included in Attachment F.

The university has developed and launched a “Being a Good Neighbor” online orientation that has been delivered to undergraduate students who either live on or off-campus. This required orientation addresses issues that include, but are not limited to, objectionable noise, restricted parking in the Foggy Bottom/West End Area, illegal underage drinking, and respect for personal and real property of the residential and private business communities.

Each year the GW Housing office works with GW and DC partners to host an Off-Campus Student Services Fair. The GW Police Department, Office of Student Rights & Responsibilities, and several off campus partners were some of the participants during the Spring 2018 Fair. Students attended the event and were provided with different types of information pertaining to living off campus, including how to be a good neighbor.

Furthermore, each fall, The Government & Community Relations Office and the Enrollment and Student Experience Organization co-author a “Good Neighbor” letter to students to remind students of the importance of being a good neighbor and to raise awareness of their behavior. This letter is posted in on-campus residence halls and emails targeted to specific events such as Halloween are distributed to off-campus students. See letter included in Attachment F.

The “Quiet Zone” initiative involves placing Quiet Zone signs near campus residence halls and reminding students throughout the year that they have a responsibility to be respectable members of the Foggy Bottom/West End community. Additionally, GW officials worked with the DC Department of Transportation to have official yellow and black “Quiet Zone” signs installed on street lamps poles in areas of heavy student pedestrian traffic.

The F-Street Commission was initiated as a forum to discuss concerns that affect the larger community around F Street. Discussions frequently include proactive plans for student behavior related to celebrations such as Halloween, noise issues related to student pedestrians along F Street, and any other potential disruptive behavior that could negatively affect the community. The Commission meets twice every semester, or on a more frequent basis as determined by commission members or the chair. The Commission consists of administrators from the Office of the Dean of Student Affairs, Residential Property Management of the Division of Operations, the F Street House, GWPD, the Office of Government and Community Relations, and OCSA. Student representatives are invited from the Residence Hall Association, and Hall Councils from 1959 E Street, Mitchell, Thurston, Potomac, Building JJ, South Hall, Guthridge, and 2109 F Street.

In a proactive effort to reach out to our incoming students, GW has designed (with the help of local neighbors, students, faculty and staff) a good neighbor video to help raise the awareness of our students about the responsibilities of being a good neighbor. The video may be viewed on YouTube at the following web link: https://www.youtube.com/watch?v=F_Z4t2i3jFE

The University will update the content of these sessions and documents, regularly, to react to emerging issues related to good neighbor issues.

See Attachment F for materials evidencing GW's efforts in this area.

Evidence of Compliance With Condition C-12 (Local Address Information)

Condition:

The University shall gather information about the local addresses of the full-time Foggy Bottom undergraduate population. The University shall compile and report the number of full-time Foggy Bottom undergraduate students residing in (1) Foggy Bottom/West End outside the campus boundaries; (2) the District of Columbia outside both the campus boundaries and the Foggy Bottom/West End Area, organized by postal codes; (3) Maryland; and (4) Virginia.

GW Response:

	Fall 2018 ¹
Full-Time Foggy Bottom Undergraduates residing in Foggy Bottom/West End outside the campus boundaries	1,396
Full-Time Foggy Bottom Undergraduates residing in the District of Columbia outside both the campus boundaries and the Foggy Bottom/West End Area	397
Full-Time Foggy Bottom Undergraduates residing in Maryland	173
Full-Time Foggy Bottom Undergraduates residing in Virginia	489

For detailed data regarding local address information see Attachment G.

Notes:

Note 1 – Data as of November 16, 2018.

Evidence of Compliance With Condition C-13 (Off-Street Parking Inventory)

Condition:

The University shall continue to provide at least 2,800 off-street parking spaces, including proposed spaces to be dedicated for university use on Square 54 and all University-owned parking spaces on Square 122 (specifically including the parking lot and garage spaces at Old Main located at 1922 F Street, NW). The number of off-street parking spaces required to be provided may be increased in any subsequent further processing order pursuant to this plan if necessary to mitigate the adverse impact of the approved uses on the University's parking resources. The University shall monitor its utilization of University parking facilities to determine usage patterns and conduct an ongoing assessment of parking needs.

GW Response:

Number of University-provided off-street parking spaces located in areas covered under this condition: 3,035

For detailed information regarding the number of off-campus parking spaces per garage see Attachment H.

Evidence of Compliance With Condition C-14 (Transportation Management Plan)

Condition:

The University shall maintain, and periodically update, its comprehensive Transportation Management Plan ("TMP") addressing traffic and parking associated with events on campus that are attended by a significant number of persons not normally associated with the University and the campus. The transportation management plan shall include the following:

- a. *Measures to schedule events at times that reduce conflicts with other traffic and other demands for parking.*
- b. *Measures to discourage travel by private automobile and encourage travel by public transportation.*
- c. *Measures to encourage persons who drive to park in commercial or University parking garages.*
- d. *Designation of a Transportation Management Coordinator responsible for implementing and monitoring the TMP program.*
- e. *Promotion of various technology initiatives (currently including, e.g., the use of video conferencing, podcasts, online library resources, the Bb@GW on-line course management system based on the Blackboard Learning System™, and administrative document management system) to reduce the need for physical movement to and between the Foggy Bottom and other GW campuses.*
- f. *Evaluation of opportunities to provide access and links through appropriate website portals to allow members of the University community to purchase transit fare media, including SmarTrip fare cards and bus passes, online.*
- g. *As necessary throughout the term of the Campus Plan, when existing parking facilities are being renovated or redeveloped, utilization of attendant parking at various campus parking facilities to ensure that campus parking demands are adequately met.*
- h. *Implementation of a Truck Management Plan to avoid adverse impacts on the surrounding neighborhood.*

These measures and their efficacy and appropriateness given changes in programs, technology, and parking demand shall be regularly reviewed, evaluated, and updated over the twenty-year term of the Campus Plan. The TMP shall be submitted to and reviewed by the Advisory Committee on an annual basis.

GW Response:

The University has had a transportation management plan in place on its Foggy Bottom Campus for a number of years. A variety of measures are used to limit transportation demand and eliminate adverse traffic and parking impacts.

Most importantly, the Campus is located adjacent to many public transit opportunities, including Metrorail, and the University encourages the use of public transit for employees and visitors alike. Since 2007 the University has participated in pre-tax Metro SmartBenefits. As a commitment to sustainability GW has installed electric car charging stations in parking facilities and these stations provide convenience for those that choose to drive electric vehicles to campus.

University populations are primarily encouraged to utilize public transportation. University parking is priced at market rates. Those faculty staff and students who drive to campus are encouraged to park in university garages by allowing for parking fees to be paid by payroll deduction (for regular parkers) or via funds deposited onto the GWorld card. The university regularly schedules special events, including athletic events and entertainment events at times outside of the peak traffic hours.

GW also encourages students, faculty and staff to utilize car sharing to accommodate the occasional requirement for automobile transportation whether for university business or personal matters. Carpooling programs and car sharing companies have been promoted through flyers and information provided at university fairs and events. Since 2007 the University has worked to promote car sharing memberships.

The University has continued to encourage bike use and currently provides space for approximately 940 bicycles through surface bike racks/loops and secure interior building racks throughout the Foggy Bottom Campus. Showers and changing areas are provided in buildings throughout campus. Furthermore, the University is encouraging bike sharing through Capital Bikeshare, which has recently installed several locations on and near the Foggy Bottom Campus. The University offers faculty and staff a discounted annual rate on Capital Bikeshare membership. Approximately 300 faculty and staff have signed up for the discounted program. In addition, with the implementation of the University's Climate Action Plan (CAP) in the spring of 2010, other initiatives are being explored in an effort to reduce single-occupancy-trips and reduce vehicle trips on Campus. For instance, in 2013 the University initiated a telecommuting program for GW staff and faculty.

The University currently utilizes technology to limit required trips between its campuses, including online library sources, use of the Bb@GW on-line course management system based on the Blackboard Learning Systems, videoconferencing for administrative meetings, teleconferences and other similar technologies. In cases where transportation between campuses is necessary, GW provides regular shuttle service between its Mount Vernon and Foggy Bottom campuses via The Vern Express as well as regular shuttle service to the Virginia Science & Technology Campus from Foggy Bottom to limit individual vehicle trips.

The University combined the responsibilities for transportation and parking initiatives to allow for a comprehensive approach to campus transportation matters. As such, coordination of all transportation activity on all three of GW's campuses (Foggy Bottom, Mount Vernon and Virginia) is managed through the department of Business and Auxiliary Services. Oversight of the Transportation Management Plan is the responsibility of this department.

In order to enhance access to information regarding transportation alternatives, a transportation factsheet link is posted online to provide information and campus transportation options (<http://transportation.gwu.edu/gw-carpool-incentive>). Other online information includes links to commuter connections (to encourage carpooling or public transit use), Metro pass sale information, and other sources of information. This resource is also at key locations on all GW campuses through resource center/kiosks.

Truck Management Plans are currently in place and will be updated as GW carries out new development on its campus.

For information evidencing GW's efforts in this area see Attachment I.

**Foggy Bottom Campus Plan Compliance Report
Foggy Bottom Campus Plan (2007)
as directed by Condition C-15**

ATTACHMENTS

ATTACHMENT A – Methodology for Calculation of Student Populations**Foggy Bottom Student Headcount**

	Spring 2018 ¹	Fall 2018 ²
Foggy Bottom/Mount Vernon Campus Total Student Body	19,107	19,695
Sum (plus):		
Foggy Bottom resident undergraduate students that take zero credits on Foggy Bottom Campus	5	6
Foggy Bottom resident graduate students that take zero credits on the Foggy Bottom Campus	17	14
Less (minus):		
Study Abroad Students	549	393
Continuous Enrollment Students	272	280
Students that reside at the Mount Vernon Campus	658	677
Students that take all courses at the Mount Vernon Campus	112	68
Foggy Bottom faculty and staff accounted for under condition C-5 who are also enrolled in one or more courses at the Foggy Bottom campus.	244	225
School Without Walls students	29	29
Foggy Bottom student headcount	17,265	18,043

Foggy Bottom Student Full-Time Equivalent

Determined by assigning a fraction to part-time students included in the Foggy Bottom student headcount number based on the number of credits they are taking compared to a full-time course load and adding the number of full time students. Currently, a full-time course load for undergraduates is 12 credits, and the full-time course load for graduate and professional students is 9 credits.

Spring 2018 Foggy Bottom Student Full Time Equivalent (FTE) – 15,223

Fall 2018 Foggy Bottom Student Full Time Equivalent (FTE) – **16,302**

Notes:

Note 1 - Data as of the GW census date, February 24, 2018.

Note 2 - Data as of the GW census date, October 6, 2018.

Note 3 – Per updated C-4 language approved by Zoning Commission Order No. 06-11N, C-4, Corcoran students who reside in on-campus beds on the Foggy Bottom Campus shall each be counted toward the Foggy Bottom student headcount. Note that students taking all of their courses at the Corcoran are not specifically deducted from this number as they are not included in the "Foggy Bottom/Mount Vernon Campus Total Student Body" by virtue of their courses not being located on the Foggy Bottom or Mount Vernon campuses.

ATTACHMENT B – Methodology for Calculation of Foggy Bottom Campus Faculty & Staff Population

Foggy Bottom Faculty and Staff Headcount

	Spring 2018 ¹	Fall 2018 ²
Summation of:		
Regular full-time faculty and staff	4,247	4,274
Regular part-time faculty and staff	230	231
Wage account staff that are not Foggy Bottom students accounted for pursuant to Condition C-4	630	533
Temporary part-time faculty (excluding part-time clinical faculty who are not paid employees of the University)	1,209	1,059
Affiliated faculty employed by the Medical Faculty Associates	366	386
Visiting instructional and research faculty	126	118
Foggy Bottom Faculty and Staff Headcount	6,808	6,601

Foggy Bottom Faculty and Staff Full-Time Equivalent

Determined by assigning a fraction to part-time employees included in the Foggy Bottom faculty and staff headcount number based generally on the number of hours worked as compared to the standard 40-hour work week.

Spring 2018 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,314

Fall 2018 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,292

Notes:

Note 1 – Data as of the GW census date, February 24, 2018.

Note 2 – Data as of the GW census date, October 6, 2018.

ATTACHMENT C – Methodology Supporting Undergraduate Student Housing Condition Numbers**Determining Full-Time Foggy Bottom Undergraduate Students**

	Spring 2018 ¹	Fall 2018 ²
Foggy Bottom/Mount Vernon Campus Total Student Body	19,107	19,695
Sum (plus):		
Foggy Bottom resident undergraduate students that take zero credits on Foggy Bottom Campus	5	6
Foggy Bottom resident graduate students that take zero credits on the Foggy Bottom Campus	17	14
Less (minus):		
Graduate students	6,428	6,350
First professionals (JDs, MDs)	2,168	2,229
Undergraduates taking fewer than 12 credits at the Foggy Bottom campus (and are not accounted for under the Mount Vernon Campus Plan Order, below)	860	434
Non-degree students	292	276
Full-time undergraduate study abroad students	512	384
Undergraduate continuous enrollment students	108	106
Full-time undergraduate students who reside on the Mount Vernon campus ²	640	661
Full-Time Foggy Bottom Undergraduate Students	8,121	9,275

On-Campus Beds Available to Full-Time Foggy Bottom Undergraduate Students

	Spring 2018 ¹	Fall 2018 ²
Summation of:		
Beds available to undergraduate students in GW owned or leased properties within the campus plan boundary	7,055	7,052
Beds available to undergraduate students in fraternities, sororities, or other programs recognized by or affiliated with the University and located within the campus plan boundary	21	21
Total Number of On-Campus Beds Available to Undergraduates	7,076	7,073

On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduate Students – 6,648

Based on housing programs records of residence hall occupancy as of census date (October 6, 2018)

Notes:

Note 1 - Data as of the GW census date, February 24, 2018.

Note 2 - Data as of the GW census date, October 6, 2018.

Number of off-campus University-supplied beds within the Foggy Bottom/West End Area

SPRING 2018 DATA¹ University supplied beds within Foggy Bottom/West End Area	Total Number of Beds Available (Spring 2018)	Available to Full- Time Foggy Bottom Undergraduates (Spring 2018)	Occupied by Full-time Foggy Bottom Undergraduates (Spring 2018)
The Aston, 1129 New Hampshire Avenue, NW 2144 F Street, NW Columbia Plaza, VA Avenue NW between 23 rd & 24 th Streets	248 4 7 units	0 0 0 units	0 0 0 students
Totals	259	0	0

FALL 2018 DATA² University supplied beds within Foggy Bottom/West End Area	Total Number of Beds Available (Fall 2018)	Available to Full-Time Foggy Bottom Undergraduates (Fall 2018)	Occupied by Full-time Foggy Bottom Undergraduates (Fall 2018)
The Aston, 1129 New Hampshire Avenue, NW 2144 F Street, NW Columbia Plaza, VA Ave. NW between 23 rd & 24 th Streets	248 4 5 units	0 0 0 units	16 ³ 0 0 students
Totals	257	0	16

Notes:

Note 1 - Data as of the GW census date, February 24, 2018.

Note 2 - Data as of the GW census date, October 6, 2018.

Note 3 – In September 2018, a significant water leak at Guthridge Hall (on-campus residence hall) required GW to immediately re-house 16 students to the Aston (off-campus housing) for the remainder of the Fall 2018 term. The University notified the ANC2A and the DC Zoning Administrator of this emergency action in October 2018.

University Supplied Beds Outside the Foggy Bottom/West End Area, University Supplied Beds Available to Full-Time Undergraduates Outside the Foggy Bottom/West End Area and University Supplied Beds Outside the Foggy Bottom/West End Area Occupied by Full-Time Undergraduates

	Spring 2018	Fall 2018
University Supplied Beds Outside Foggy Bottom/West End Area	0	0
University Supplied Beds Outside Foggy Bottom/West End Area Occupied by Full-Time Undergraduates	0	0

ATTACHMENT D: Materials Evidencing GW's Efforts related to Off-Campus Housing Opportunities

INSERT DATE OF LETTER

INSERT LANDLORD NAME
INSERT LANDLORD ADDRESS
INSERT CITY STATE ZIP

Re: INSERT PROBLEM PROPERTY NAME

Dear INSERT LANDLORD NAME,

The George Washington University has been an integral member of the District of Columbia community for nearly 200 years and we are continually working to improve relations with our Foggy Bottom/West End neighbors. The University has an interest in seeing that GW students not only comply with GW policies and District of Columbia law, but that they conduct themselves in ways that respect the rights of others.

Given this interest, we are writing to express our concern that on **DATE OF COMPLAINT** we received a complaint regarding the conduct of tenants at your property, located at **ADDRESS OF COMPLAINT**, described in the attached. While we plan to review this matter under our student disciplinary code, we are also providing this notice to you given your ability to address this complaint in your role as the occupants' landlord.

As you know, Foggy Bottom/West End residents are a mix of students, retired seniors, working professionals, families with children, and others who make the neighborhood their permanent home. When noise and disruptive behavior occur, a wide range of residents are negatively impacted. We hope to gain your assistance in addressing acts of misconduct that diminish the quality of life in the community.

To that end, in the future we will notify you about each substantiated complaint we receive from neighbors regarding the conduct of your tenants at this property. We hope that you will assist us in addressing each of the concerns that is raised. We also plan to compile and make available to students a list of all properties for which we receive four or more complaints during a single academic year.

For any questions, please contact the Office of Community Relations at 202-994-9132.

Thank you for your attention in this matter.

Sincerely,

Kevin Michael Days
Director of Community Relations

Christy Anthony
Director of Student Rights and Responsibilities

ADDRESS OF COMPLAINT

DATE OF INCIDENT NATURE OF INCIDENT

OFF CAMPUS STUDENT AFFAIRS

ENROLLMENT AND THE STUDENT EXPERIENCE



ABOUT FINDING A HOME COMMUNITY TENANT RESPONSIBILITIES SAFETY

Welcome to Off-Campus Student Affairs!



The Office of Off-Campus Student Affairs (OCSA) extends community building and learning beyond the campus of the George Washington University by providing resources, services, and programs designed to assist and guide students in navigating the process of moving from residential living on campus to independent living in the surrounding community. Our office is committed to educating students on how to become active and responsible members in their surrounding communities.

[Read More](#)

Off-Campus End of the Semester Reminders

As the semester ends we know that some of you will be moving out of your off-campus residence or thinking about sub-leasing your residence over the break. Click below and you'll find some helpful tips for navigating this process successfully and tips if your residence will remain vacant over the break. Get some rest and have a safe summer!

[End of the Semester Tips and Reminders](#)

Questions on How to Dispose of Something in DC? There's an App for That!

New App Take the Guesswork Out of Trash & Recycling

It's not always easy remembering which items are recyclable, which items require scheduling a bulk pick-up, and which items are considered household hazardous waste. To take the guesswork out of waste disposal and recycling, the Department of Public Works (DPW) has created a new web app that allows residents to type in almost any item they can think of, after which they will be provided with information on how that item should be properly disposed of, recycled, reused or composted in the District.

*DPW collects large, bulky items by appointment from residential households that receive DPW trash collection service. To make an appointment, please call the Mayor's Citywide Call Center at 311 or visit [www.311.dc.gov](#).

D.C. Tenants' Rights Center



**ARE YOU HAVING ISSUES
WITH YOUR LANDLORD?**
**THE D.C. TENANTS' RIGHTS
CENTER CAN HELP!**

YOU HAVE RIGHTS AS A TENANT.
We provide the legal advice, representation, and
other resources you need to protect your rights.

Get help for free or at a reduced rate.



D.C. TENANTS' RIGHTS CENTER
1100 14th St. NW, Suite 200
Washington, DC 20005
202-691-1100
[www.dctenantsrightscenter.org](#)

[Link](#)
For more information, click here!

**Make a
DIFFERENCE.
Give today.**

Give Today

Begin Your Housing Search

GW's Off-Campus Housing website and our Guide to Living Off-Campus are two excellent resources to start your search and find housing options.

The GW's Off-Campus Housing website help you find listings for both undergraduate and graduate students, as well as looking for roommates.

[Visit our GW's Off-Campus housing website](#)

Whether you are an undergraduate moving off-campus, a new transfer student, or a graduate student moving to DC for the first time, the Guide to Living Off-Campus is written with your needs in mind.

[Check out our Guide to Living Off-Campus](#)

Quiet Zone Campaign



**Be Aware.
Be Responsible.
Be a Good Neighbor.**

[Read more](#)

Be A Good Neighbor Mandatory Training

One of the great benefits of attending The George Washington University is our location in the Foggy Bottom/West End and Foulk communities. We enjoy numerous cultural activities, excellent shopping, restaurants, and entertainment opportunities. As a member of the GW, Foggy Bottom/West End and Foulk communities, we all have a responsibility to be good citizens and good neighbors.

Online Orientation

The primary goal of this annual required training is to enable you to understand your rights and responsibilities as a citizen of the Foggy Bottom and Washington, DC communities. With this knowledge you can contribute to creating an environment that reinforces the concept of community and respect. Depending on your familiarity with the content and learning style, the training will take you approximately 5-10 minutes to complete.

To complete the online training, please follow the directions below:

- Please sign to GW's Blackboard at <https://blackboard.gwu.edu/>
 - If you are **living on campus**, the following class will be displayed on your course list: **Orientation for on-campus students**
 - If you are **living off campus**, the following class will be displayed on your course list: **Orientation for off-campus students**
- Click on the class to start the training.



Trash and Recycling Collection Guidelines

Be A Good Neighbor: Be Aware of the
Trash and Recycling Guidelines in the
District of Columbia

[Read More](#)

Quick Links

- [Guide to Living Off-Campus](#)
- [Tenant Responsibilities](#)
- [Off-Campus Housing Fair](#)
- [Apartment Checklist](#)
- [Neighborhoods](#)
- [GW Student Code of Conduct](#)

Off-Campus Student Affairs
Center for Student Engagement
Enrollment and the Student Experience

Clay's Heck Marvin Center
650 21st Street, NW
Suite 505
Washington, DC 20052
Phone: 202-994-9555 | Fax: 202-994-8133
ocsa@gwu.edu

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OFF CAMPUS STUDENT AFFAIRS

ENROLLMENT AND THE STUDENT EXPERIENCE



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[TENANT RESPONSIBILITIES](#)

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You are here: [Home](#) / [Finding a Home](#)

[BEGIN YOUR SEARCH](#)

[NEIGHBORHOODS](#)

[APARTMENT CHECKLIST](#)

[OFF CAMPUS HOUSING FAIR](#)

[FREQUENTLY ASKED QUESTIONS](#)

Finding a Home

Finding a home in the District of Columbia can be an exciting, yet stressful process. The resources contained here will help you make a decision on where to live.

- [Begin Your Search](#)
- [Neighborhoods](#)
- [Repetitive Concern Policy](#)
- [Apartment Checklist](#)
- [Off-Campus Housing Fair](#)



[Give Today](#)

Off-Campus Student Affairs Center for Student Engagement Enrollment and the Student Experience

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800 21st Street, NW
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Washington, DC 20052
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[LIVING IN THE NATION'S CAPITAL](#)

[COMMUNITY CONTACTS](#)

[VOTER REGISTRATION](#)

[PETS](#)

[CAMPUS INVOLVEMENT](#)

[ANNUAL REPORTS](#)

[QUIET ZONE CAMPAIGN](#)

Community

Living in the District of Columbia community is an important part of being a GW student. As such, please refer to the resources listed to the left to make sure you are getting the most out of your experience living in the District of Columbia.

- [Pets](#)
- [Quiet Zone Campaign](#)
- [Voter Registration](#)
- [Campus Involvement](#)
- [Living in the Nation's Capital](#)
- [Community Contacts](#)
- [Annual Report](#)



[Give Today](#)

Off-Campus Student Affairs Center for Student Engagement Enrollment and the Student Experience

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OFF CAMPUS
STUDENT AFFAIRS
ENROLLMENT AND THE STUDENT EXPERIENCE

ABOUT FINANCIAL AID COMMUNITY **TENANT RESPONSIBILITIES** SAFETY

You are here: Home / Tenant Responsibilities

THE HOUSING CODE
INSPECTING A PROPERTY
SIGNING A LEASE
JOINT AND SEVERAL LIABILITY
SECURITY DEPOSITS
RENTER'S INSURANCE
ROOMMATE AGREEMENTS
REPETITIVE CONCERN POLICY

Make a
DIFFERENCE.
Give today.

Give Today

Tenant Responsibilities

State and local laws vary regarding the specific rights and responsibilities of tenants. However, there are some general responsibilities you assume when entering into a rental relationship. The following should be taken as general guidelines.

Pay your rent

You have to pay your rent on time without the landlord having to remind you.

Sign and keep a copy of the lease

You must be given a copy of the lease (rental agreement) within one month of the date you move in. Even if your landlord does not give you a copy of the lease, you are agreeing to the terms of the lease by occupying the apartment or paying the rent. Whether or not you have a copy, you are bound by the terms of the lease that you signed.

Follow the terms of the lease

You and the landlord must follow the terms of the lease. The only way you can be evicted before your lease is up is if you do not obey the terms of the lease.

Write down what damages there are to the apartment when you move in

You are responsible for documenting and providing your landlord a written list or checklist, listing everything that is wrong with your apartment when you move in. When you move out, if there are damages to the apartment that were not listed during those first five (5) days, you will be held responsible. The landlord has the right to charge you for the damages.

Agree to reasonable entry of your apartment by the landlord

If the landlord has a good reason, you must allow him or her to enter your apartment. Some good reasons are to:

- Inspect the property.
- Make repairs or decorate.
- Make alterations or improvements.
- Supply necessary or agreed services or.
- Show the apartment to prospective or actual purchasers, mortgagees, tenants, workers, or contractors.

The landlord can enter the apartment without your consent in emergency situations. The landlord must not abuse the right of entrance or use it to harass you. The landlord can only enter at reasonable hours of the day, except in an emergency and the landlord must tell you before he plans to enter your apartment.

Keep your apartment in good condition

You must:

- Obey building and housing codes affecting health and safety.
- Keep the apartment as clean and safe as the conditions permit.
- Remove garbage, ashes, and waste in a clean and safe manner into the appropriate containers.
- Keep all plumbing fixtures in the apartment you use as clean as their condition permits.
- Notify the landlord of any repairs that need to be done to the apartment as soon as possible. The notice must be in writing and dated.
- Use all utilities and all electrical, plumbing, sanitary, heating, ventilation, air-conditioning, and other facilities and appliances including elevators on the property in a careful manner.
- Be responsible for your conduct and the conduct of other persons on the property whether known by you or not.
- Abide by all rules and regulations imposed by the landlord.

You must NOT:

- Deliberately or carelessly destroy, deface, damage, impair or remove any of the property or permit any person to do so whether begun by you or not.
- Remove or tamper with a properly working smoke detector.

Give proper notice before moving

You have to give your landlord a written notice in advance of the time you move out. Your lease should state how much time is enough notice. Usually you must give the landlord written notice that you plan to move at least 30 days before the rent is due. If you have a week-to-week lease then you must give a 10-day notice.

Provide correct information on your rental application

If you give false information on your application, the landlord has the right to end your lease.

Check out this great resource about Renter's Rights below



Off-Campus Student Affairs Center for Student Engagement Enrollment and the Student Experience

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530 21st Street, NW
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Washington, DC 20052
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ccae@gwu.edu

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OFF CAMPUS STUDENT AFFAIRS

ENROLLMENT AND THE STUDENT EXPERIENCE



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[LOCKS & ALARMS](#)

[CRIME WATCH](#)

[FIRE PRECAUTIONS](#)

[TOXIC SUBSTANCES IN THE HOME](#)

[SIDEWALKS](#)

[EMERGENCY PREPAREDNESS](#)



[Give Today](#)

Safety

Most students living off-campus rent apartments or group houses and as a consequence, live in group-living situations somewhat similar to residence hall life on campus. As with residence hall living, two of the major concerns in off-campus housing are security breaches and life safety hazards. However, since off-campus residents are without GW University Police personnel and residence hall staff, they must bear greater responsibility for their own safety. If you are an off-campus resident, you must be much more aware of possible dangers than those who live on campus.

Personal Safety

Living in a city can offer residents tremendous opportunities and resources, but also provide some challenges regarding personal safety. Just as in any city, residents of the District of Columbia should take precautions to ensure their safety in the District. Among other things, you should:

1. **Always carry a form of personal identification with you.** This is particularly important in Washington, DC because of the amount of federal and local security that is utilized in the District.
2. **Be wary of isolated spots**—laundry rooms, underground garages, parking lots, offices after business hours. Walk with a friend, co-worker, or security guard, particularly at night.
3. **Always keep jewelry and other valuables out of sight.**
4. **Keep a firm grip on your purse.** Use a purse with a secure clasp, and keep the purse close to your body with a hand on the clasp.
5. **Carry your wallet inside your coat or side pants pocket,** never in your rear pants pocket.
6. **Park your car in busy, lighted areas.**
7. **Always lock your car and take the key with you.** Consider using an anti-theft device for your car.
8. **Be aware of your surroundings when using the ATM machine.** Look around before conducting a transaction. If you see anyone or anything suspicious, cancel your transaction and go to another ATM. If you must use an ATM after hours, make sure it's well-lit.
9. **Wherever you are, stay alert and tuned in to your surroundings**—on the street, in an office building or shopping mall, driving, waiting for a bus or subway.
10. **Trust your instincts.** If something or someone makes you uneasy, avoid the person or leave.
11. **Know the neighborhoods where you live and work.** Check out the locations of police and fire stations, public telephones, hospitals, and restaurants, or stores that are open late.
12. **Never open your door to strangers.** Offer to make an emergency call while someone waits outside. Check the identification of sales or service people before letting them in. Don't be embarrassed to phone for verification.
13. **Know your neighbors,** so you have someone to call or go to if you're uncomfortable or frightened.
14. **If you come home and see a door or window open, or broken, don't go in.** Call the police from a cell phone.

Off-Campus Student Affairs

Center for Student Engagement
Enrollment and the Student Experience

Cloyd Heck Marvin Center
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ATTACHMENT E: Materials Evidencing GW's Efforts related to the 24/7 Hotline



NEIGHBORHOOD



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[CAMPUS PLANNING](#)

[DEVELOPMENT PROJECTS](#)

[COMPLIANCE & OUTREACH](#)

[NEWS & EVENTS](#)

[CONTACTS](#)

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COMMUNITY CONCERN HOTLINE

[FEEDBACK FORM](#)

[ONLINE REPORTING FORM](#)



Have a question or concern?
We're here to listen.

Community Concern Hotline



Community Concerns: How to Notify Us

The George Washington University is committed to being a good neighbor and working with members of the community to respond to complaints regarding student behavior both on-campus and off-campus. When a GW-related concern is reported by a member of the Foggy Bottom/West End community, the university will follow-up on the report. GW's Police Department (GWPD) can respond to incidents that occur on property owned or leased by the university and controlled or used by GW for institutional purposes. GWPD enlists the assistance of the District's Metropolitan Police Department (MPD) when police response is required outside of GWPD's jurisdictional boundaries.

If you have a GW-related concern regarding violations of the law and/or city ordinances, contact:

In an emergency:

- Call 911 to reach MPD

In a non-emergency:

- Call GWPD's Non-Emergency Phone Line at 202-994-5110 (Press '0' for dispatcher).
- Submit a report using the [Online Report Form](#).
- Call GW TIPS Line 202-994-8477 to report an anonymous confidential tip.

***Note: When calling the GW TIPS line, if you would like the university to follow-up with you, please leave your contact information.*

GW provides these resources to community members as a way to communicate directly with GW's Superintendent of Police and Office of Government and Community Relations. GW Police will refer all inquiries to appropriate GW staff who will follow up if sufficient incident details have been provided. These reporting methods should not be used in an emergency or to report an incident that is actively occurring and requires a police response.

The university publishes an annual report outlining issues and concerns as reported by community members. You will find copies of the reports posted on the [Community Concerns webpage](#).

GWPD's Policy for Responding to Complaints Off-Campus:

If you are witnessing a life-threatening situation or an emergency involving a GW community member off campus, please call 911 to reach the Metropolitan Police Department or DC Fire and EMS as GW's Police Department does not have jurisdiction beyond its campus boundaries.

In an effort to manage reports of misconduct by GW students residing in non-university owned or controlled properties off-campus, GW's Police Department and the university considers the following:

Apartment Buildings: If the concern involves noise/behavior inside an apartment and/or condo building in the neighborhood that is not owned by GW, the university will document the concern if reported through one of the reporting tools noted above. GW officials will follow-up with the building's management and MPD if deemed necessary.

Street Noise: The District of Columbia's Noise Control Act sets acceptable limits for sound levels:

If the concern involves noise/behavior on neighborhood streets, sidewalks, or other public areas that exceed the D.C. Noise Control Act and is within the street noise response boundaries, GWPD will attempt to contact the reported offenders and make them aware of the concern. If the noise incident occurs outside of GWPD's

News

[GW Establishes Community Response Program](#)

August 24, 2015



Community Concern Reports

In an effort to manage reports of repeated acts of misconduct by GW students residing in non-university properties off campus, GW has adopted a proactive strategy for addressing problem properties.

jurisdictional boundaries, MPD will be contacted. GWPD also maintains a policy of proactive engagement that calls for similar actions if such behavior is witnessed during patrols. If a police response is required and it is beyond GWPD's jurisdiction, MPD will be contacted.

Off-Campus GW Property: If the issue/concern occurs in a property owned by GW, GWPD will respond to the concern and attempt to resolve the problem. If necessary, GWPD will engage MPD to resolve any incidents that occur on GW property.

GW'S Policy for Off-Campus Violations of the Code of Student Conduct:

All GW students are responsible for being good neighbors to our Foggy Bottom/West End community.

In all cases where GW students are involved in an incident that violates the Code of Student Conduct, the university will take the names of the students and will forward this information to the Office of Student Rights and Responsibilities for action, as appropriate. All students, both on-campus and off-campus, must abide by the Code of Student Conduct. Our conduct system responds to each case individually, incorporating the degree of harm for a specific incident and the student's past conduct record, if any. Based on the specifics of the case, the conduct process may be accelerated. When a student is found to have violated policy, the typical progression of outcomes includes the following: first violation is a warning letter, the second violation is a meeting with GW officials, including assigned educational and restorative sanctions, and the third violation would include elevated conduct action, including elevated educational and restorative sanctions.

Office of Government and Community Relations

Rice Hall
2121 Eye Street, NW 5th Floor
Washington, DC 20052
Phone: 202-994-9132 | Fax: 202-994-3622
discover@gwu.edu

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ATTACHMENT F: Materials Evidencing GW's Efforts related to the Good Neighbor Program

**THE GEORGE
WASHINGTON
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WASHINGTON, DC

Office of Student Rights & Responsibilities

Dear GW Student:

One of the great benefits of attending **The George Washington University** is our location in Washington, DC. We enjoy numerous cultural activities, as well as excellent restaurants and entertainment opportunities. You have the privilege of living in one of the exciting and influential cities in the world and have chosen this year to live off campus. I wanted to take this opportunity to reach out to you and welcome you to the Foggy Bottom community.

As a member of **The George Washington University** community you are expected to comply with all local, state, and federal laws, and the **GW Code of Student Conduct**. The Code applies to all students whether you live on or off campus, and can found online at <https://studentconduct.gwu.edu/code-student-conduct>. Please remember that the actions of one individual can have an impact on the lives and reputation of all GW students.

In addition to the Code, I wanted to remind you that you are required to complete the **Being A Good Neighbor** online training program. Please carefully review the information in the training and take advantage of the resources available to ensure that you are a positive, contributing member of the university and the local DC community. This training is available to you through Blackboard. For more information about that training, contact Saray Smalls, Senior Health Promotions Associate, saraysmalls@gwu.edu.

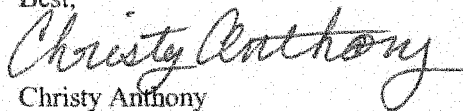
Nothing will influence your quality of life more than being a good neighbor. Here are five easy steps for being a good neighbor.

1. Be friendly and introduce yourself to your neighbor. Start with a smile and a hello! Offer to exchange contact information. Open lines of communication make it easier to address small concerns before they become big issues.
2. Be conscious of your noise levels, especially during early and late hours, and in warm weather with open windows. Notify your neighbor before a gathering and ask them to contact you if you are too loud. Then, be sure that whoever is the designated contact has their phone on and is in a state to respond to neighbors' concerns. This shows respect and builds trust.
3. Be clean. Keep porch/stoop, lobby, hallway, laundry, and common spaces clean and free of trash and clutter.
4. Treat your neighbors and their children with respect. Watch your words and behavior; they will appreciate it.
5. Watch out for safety in your community. Be observant and report any suspicious behavior to the police. Keep your house or building safe by keeping doors locked.

Another way to be a good neighbor is to get involved in the community. Living off campus gives you the unique opportunity to get involved in the neighborhood. We encourage you to explore your new neighborhood, and if you live nearby in Foggy Bottom, come out to our next FRIENDS meeting. The FRIENDS group has the goal of establishing a positive dialogue between the university and the community, we facilitate open communication and cooperation. For more information about that meeting, please email Kevin Michael Days, Director of Community Relations at kdays@gwu.edu or visit <https://neighborhood.gwu.edu/friends>.

Hope to see you there!

Best,



Christy Anthony

Director of Student Rights and Responsibilities

Code of Student Conduct

I. Purpose and Authority Regarding Student Conduct Process

- A. The purpose of a student conduct process is to establish the factual record of an alleged violation of the Code of Student Conduct (the Code or this Code). The procedures outlined do not attempt to recreate or approximate a court of law. Procedures shall reflect standards of fundamental fairness, and minor deviations from procedural guidelines suggested in this Code shall not invalidate a decision or process unless significant prejudice to the respondent or the university may result, as determined by the Dean of the Student Experience or designee.
- B. Ultimate authority for student conduct is vested in the Board of Trustees by the University Charter. Student conduct authority may be delegated to university administrators, faculty members, student committees, and organizations, as set forth in the Code, or in other appropriate policies, rules, or regulations adopted by the Board. Students are asked to assume positions of responsibility in the university student conduct system so that they may contribute their skills and insights to the resolution of student conduct cases.
- C. The Committee on the Judicial System, appointed by the President for a term of two years, will be composed of the following members: two faculty members to be nominated by the Faculty Senate; two administrators to be nominated by the Dean of the Student Experience; and two full-time undergraduate students and one graduate student to be nominated by the President of the Student Association. Quorum will consist of three members with each constituency - administrators, faculty, and students - represented. The chair should be a member of the Faculty Senate. In addition to reviewing appeals, other tasks or assignments may be referred to the Committee at the discretion of the Dean of the Student Experience. The Committee on the Judicial System's decisions on appeals are final and conclusive.
- D. The Code, and any statements of procedure included in the Statement of Student Rights and Responsibilities, do not apply in any proceedings or matters addressed through the Sexual and Gender-Based Harassment and Interpersonal Violence Policy or through the Code of Academic Integrity. Procedures in the Sexual and Gender-Based Harassment and Interpersonal Violence Policy and in the Code of Academic Integrity supersede this Code, as well as the Statement of Student Rights and Responsibilities, for those matters.

II. Definitions

When used in this Code,

- A. **"Distribution"** means any form of sale, exchange, or transfer.
- B. **"Group"** means a number of persons who are associated with each other, but who have not complied with university requirements for registration as a student organization.
- C. **"Institution"** and **"University"** mean the George Washington University and all of its undergraduate, graduate, and professional schools, divisions, and programs.
- D. **"Organization"** means any number of persons who have complied with university requirements for registration with the university as a student organization.

- E. **“Protected characteristics”** as used in this Code means those personal traits, characteristics, and/or beliefs that are defined by applicable law as protected from unlawful discrimination and/or harassment. They include age, color, disability, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other unlawful basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law.
- F. **“Respondent”** means any individual student, organization, or group charged with a violation under this Code.
- G. **“Student”** means any currently enrolled person, full-time or part-time, or on continuous enrollment, pursuing undergraduate, graduate, or professional studies, whether or not in pursuit of a degree or of any form of certificate of completion.
- H. **“Hearing body”** means any entity tasked with resolving matters under this Code. This can include but is not limited to presiding officers, University Hearing Boards, and the Committee on the Judicial System.
- I. **“University premises”** means buildings or grounds owned or leased by the university, or in which the university has an ownership interest, including, but not limited to, buildings or grounds in which students reside and university food service facilities are located; or facilities operated in the name of any officially registered student organization. This definition is not limited to buildings or grounds owned or leased by the university at the Foggy Bottom Campus.
- J. **“University-sponsored activities”** means events and activities initiated by a student, student organization, university department, faculty member, or employee that
 - i. Are expressly authorized, aided, conducted, or supervised by the university; or
 - ii. Are funded in whole or in part by the university; or
 - iii. Are initiated by an officially registered student organization and conducted or promoted in the name of that student organization and/or the university.

III. Interpretation of Regulations

The purpose of publishing student conduct regulations is to inform students of prohibited behavior. This Code is not written with the specificity of a criminal statute, and any similarity to the language of any criminal statute does not mean that such language or statute or case(s) applies to the university’s student conduct system or is relevant to the interpretation or application of the Code.

IV. Inherent Authority

- A. The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking student conduct action against those students whose behavior off university premises constitutes a violation of this Code.
- B. Students may be accountable both to civil authorities and to the university for acts that constitute violations of law and of this Code. Student conduct processes at the university will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought.

V. Interim Suspension

The Dean of the Student Experience or designee, following consultation with the Provost and Executive Vice President for Academic Affairs and the General Counsel or their designees, may remove a respondent from university housing or suspend a respondent from the university for an interim period not to exceed 21 days, pending student conduct proceedings or medical evaluation. The interim suspension/housing removal shall become immediately effective without prior notice whenever there is evidence that the continued presence of the respondent on the campus poses a threat to themselves or to others or to the stability and continuance of normal university functions. Interim suspension shall be considered an excused absence.

VI. Office of Student Rights & Responsibilities

The Office of Student Rights & Responsibilities (SRR) within Enrollment and the Student Experience directs the efforts of students and staff members in matters involving student conduct and supports the university's mission of guiding students to become more responsible citizens. The responsibilities of the Office include:

- A. Determining the student conduct charges to be filed according to this Code;
- B. Interviewing parties and witnesses involved in student conduct proceedings and providing information to them regarding the student conduct process;
- C. Training and advising the hearing bodies;
- D. Maintaining all student conduct records that are handled through SRR processes;
- E. Developing procedures for conflict resolution;
- F. Conducting student conduct proceedings, including hearings and conferences;
- G. Collecting and disseminating research and analysis concerning student conduct;
- H. Resolving cases of student misconduct, including the assignment of sanctions.

VII. Prohibited Conduct

Any student, group, or organization found to have committed misconduct is subject to student conduct action and to the sanctions outlined in this Code. Attempts to commit any of these acts of misconduct are included in the scope of these definitions. The following are examples of misconduct subject to student conduct action.

A. Alcohol/Other Drug Violations -

- i. Alcohol Violations
 - a. Possession or use of alcohol by persons under 21;
 - b. Possession or use of alcohol by persons 21 or older under circumstances not permitted by other university policies (e.g. open containers, alcohol-free locations, kegs or open-source containers, drinking game, etc.);
 - c. Offering, providing, or otherwise making available any alcoholic beverage to any person under the age of 21;
 - d. Intoxication on university premises or public property;

- ii. Drug Violations
 - a. Possession or use of illegal drugs or controlled substances;
 - b. Possession of paraphernalia containing residue from drugs or controlled substances;
 - c. Manufacture or distribution of illegal drugs or controlled substances.
- iii. Alcohol and Other Drug Related Harms
 - a. Use or possession of alcohol or other drugs with the intent of causing harm to another.

With respect to alcohol and other drug violations, the university considers circumstances related to the Alcohol Medical Amnesty Program and the Good Samaritan Statement for those who report an incident of sexual misconduct and/or for those seeking medical help during the same timeframe as an alcohol/other drug violation.

- B. Destruction of Property - Destroying or damaging university property, such as library holdings, residence hall equipment or furnishings, or the property of others.
- C. Discriminatory Harassment - is any unwelcome conduct based on a protected characteristic where such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the university's educational, co-curricular, and/or campus-residential experience when viewed through both a subjective and objective standard.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of physical assault on the basis of a protected characteristic, for example, may be sufficiently severe to constitute a hostile environment. Harassment:

- i. May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- ii. Does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- iii. May be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
- iv. May be committed by a stranger, an acquaintance, or someone with whom the complainant has close personal relationship.
- v. May be committed by or against an individual or may be a result of the actions of an organization or group.
- vi. May occur by or against an individual of any personal identities or protected characteristics.
- vii. May occur in the classroom, in the workplace, in residential settings, or in any other context.
- viii. May be a one-time event or may be part of a pattern of behavior.

- ix. May be committed in the presence of others or when the parties are alone.
- x. May affect the reporting party and/or third parties who witness or observe harassment.

Further, nothing in this Code limits academic freedom, which is a preeminent value of the university. This Code shall not be interpreted to abridge academic freedom. Accordingly, in an academic setting, expression that is reasonably designed or reasonably intended to contribute to academic inquiry, education or debate on issues of public concern does not violate this policy.

Prohibited Conduct reported to have occurred on the basis of protected class categories such as sex, gender, gender identity or expression, and sexual orientation that are addressed through the Sexual and Gender-Based Harassment and Interpersonal Violence Policy, are not governed by the Code of Student Conduct. Where conduct involves potential violations of both this Code of Student Conduct and the Sexual and Gender-Based Harassment and Interpersonal Violence Policy, the university may choose to investigate under the procedures set forth in the Sexual and Gender-Based Harassment and Interpersonal Violence Policy.

- D. Dishonesty - Non-academic dishonesty, including but not limited to,
- i. Furnishing false information to the university or university personnel, including the University Police;
 - ii. Furnishing false information at university student conduct proceeding;
 - iii. Forgery, unauthorized alteration, or unauthorized use of any documents, records, or identification cards, including computer records, misuse of computer facilities, and electronic mailing systems.

Academic dishonesty violations will be handled according to the Code of Academic Integrity.

- E. Disorderly Conduct -
- i. Making excessive noise either inside or outside a building, including by shouting, pounding objects or surfaces, or playing music or other electronics at a loud volume;
 - ii. Verbally abusing university officials acting in performance of their duties;
 - iii. Acting in a manner that annoys, disturbs, threatens, endangers, or harasses others;
 - iv. Disrupting, obstructing, or interfering with the activities of others; or
 - v. Behaving in a lewd or indecent manner

(except to the extent the above conduct falls under the purview of the Sexual and Gender-Based Harassment and Interpersonal Violence Policy).

- F. False Alarm/Report - Knowingly or negligently causing or attempting to cause a fire in a university building; initiating or causing to be initiated any false alarm/report, warning, or threat of fire, explosion, or other emergency.
- G. Fireworks Violation - Use or possession of fireworks.
- H. Hazing - Hazing is defined as any action taken or situation created, intentionally, with or without consent, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include but are not limited to paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of

the house or organization; wearing, publicly, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with the academic mission of the university.

Groups and organizations will be held responsible for the actions of their members including pledges, associates, and any other pre-initiates.

Persons will be charged, in addition to the group or organization itself, under this, as well as any other applicable violations.

- I. Interfering With University Events - Interfering with any normal university or university-sponsored events, including but not limited to studying, teaching, research, university administration, fire, police, or emergency services.
- J. Misuse of Fire Safety Equipment - Misuse or damage to fire safety equipment, such as fire extinguishers or exit signs.
- K. Non-compliance - Failure to comply with reasonable directions of university officials, including University Police officers and representatives of Enrollment and the Student Experience acting in performance of their duties. This includes directives to adhere to orders of "no contact" or a "*persona non grata*" status, or to produce identification.
- L. Physical Abuse - Engaging in conduct that is likely to cause physical harm. Degree of harm, intent to harm, and minimal self-defense to prevent a clear and imminent threat may indicate mitigating or exacerbating circumstances.
- M. Regulation Violation - Any violation of other published university regulations including but not limited to The Alcoholic Beverage Consumption and Distribution Policy, regulations governing student organizations, the Residential Community Conduct Guidelines (whether the student lives in residence or not) and other residential agreements with the university, the Acceptable Use Policy for Computing Systems and Services, and the Gelman Library Rules and Regulations. A list of university policies is generally maintained at <https://compliance.gwu.edu/find-policy>
- N. Sanction Violation - Violating the terms of any student conduct sanction assigned in accordance with this Code.
- O. Sexual Misconduct - is an umbrella term, referring to a wide-range of unwelcome conduct of a sexual nature. Reported sexual misconduct violations will be addressed through the Sexual and Gender-Based Harassment and Interpersonal Violence Policy, not the Code of Student Conduct. This change is effective for reports made as of July 1, 2018.
- P. Theft - Theft of property or of services. This includes when a person is knowingly in possession of stolen property.
- Q. Trespass - Entering or remaining on or in any part of any university premises without proper authorization.
- R. Unauthorized Use of the University's Name - Any unauthorized commercial use (including for non-monetary gain) of the university's name, logo, or other representation.
- S. Unlawful Discrimination - is adverse treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- i. Singling out or targeting an individual for different or less favorable treatment (e.g. higher expectations, denial of leadership role) because of their protected characteristic;
- ii. Failing or refusing to allow an individual to participate in a student organization or activity based on their protected characteristics.

This Code does not address discrimination when it is reported to have occurred on the basis of sex or gender, as that conduct is addressed through the university's Sexual and Gender-Based Harassment and Interpersonal Violence Policy.

- T. Violation of Law - Violation of federal, state and/or local law.
- U. Weapon Violation - Use, possession, or storage of any firearms, ammunition, knives, other weapons, or objects that could be construed as weapons. Items that pose a potential hazard to the safety or health of others are also prohibited.

VIII. Case Referrals

- A. Any person may refer students or student groups or organizations suspected of violating any part of this Code to the Office of Student Rights & Responsibilities (studentconduct.gwu.edu, 202-994-6757, or rights@gwu.edu). Any person who witnesses a violation in progress should report it immediately to the University Police Department at 202-994-6111.
- B. The Director of the Office of Student Rights & Responsibilities or designee will review the reported information to determine whether charges should be brought forward alleging violations of this Code. If charges are not appropriate, the relevant information may still be provided to another appropriate office at the university for further review and follow-up.
- C. In cases where the Director of Student Rights and Responsibilities or designee determines that outcomes are not likely to include removal from housing, suspension, or expulsion, the matter will be referred to a Student Conduct Conference for resolution. A Student Conduct Conference will normally consist of an informal, non-adversarial meeting between the respondent and a university administrator or an experienced member of the University Hearing Board as designated by the Director of the Office of Student Rights & Responsibilities or designee. This person shall have all the roles and responsibilities assigned to a "presiding officer" under this Code.
- D. In cases where the Director of Student Rights and Responsibilities or designee determines that outcomes could reasonably include removal from housing, suspension, or expulsion, the matter will be referred to a University Hearing Board for resolution.
- E. The University Hearing Board is composed of between three and five full-time students to be selected from the pool. The pool shall consist of at least 10 full-time students selected according to the Selection and Removal of Hearing Board Members section of this Code. If the alleged misconduct may result in suspension or expulsion from the University, whenever possible, a faculty member or administrator will be included; however, the absence of a faculty member or administrator will not prevent the University Hearing Board from hearing a case. Quorum will consist of at least three students.
- F. An Ad Hoc Board may be appointed to hear any case which the Director of the Office of Student Rights & Responsibilities or designee determines in their discretion warrants resolution in this manner, and any case in which a University Hearing Board has been appointed but after

reasonable effort cannot be constituted, obtain a quorum, or hear the case for other reasons. Ad Hoc Boards shall be composed of between one and five administrators, faculty members, students, or any combination thereof.

- G. Any respondent scheduled for a hearing before a University Hearing Board may elect to have a Student Conduct Conference instead. In such a case, the conference will be considered a "Board-Level Student Conduct Conference. If violations are found, the full range of sanctions may be assigned as appropriate, including removal from housing, suspension, and expulsion.
- H. In cases where the respondent wishes to accept responsibility, the case may be resolved via a Student Conduct Agreement at the discretion of the Director of Student Rights and Responsibilities or designee. The agreement will include a statement that the respondent accepts a finding of in violation for all alleged violations. The agreement will also include sanctions appropriate to the totality of information known about the case. Student Conduct Agreements can include any status sanction (see sanction section), up to and including suspension and expulsion. If a Student Conduct Agreement is reached, the respondent waives all rights to appeal. Student Conduct Agreements take effect when signed by the respondent and the Director or designee. If a respondent declines to accept a Student Conduct Agreement, the case will proceed as originally referred.
- I. When the Director of the Office of Student Rights & Responsibilities or designee determines that the initial facts of a case indicate a low-level educational sanction and a warning status sanction against similar future behavior is the maximum appropriate outcome, a warning may be issued following initial review of the case. (See status sanctions section on "warning.") This warning does not constitute a student conduct record and will not be reported as such to third parties. The respondent may request a fact-finding process to refute the assignment of a warning status and any attending educational sanction. In that event, the respondent will be offered a Student Conduct Conference.
- J. Any case that arises before or during a summer, academic, or holiday break period may be heard during that same break period if a relevant hearing body is available. Otherwise, the case will be adjudicated during the following academic semester.
- K. The Student Parking Violations Board considers appeals of offenses for which a ticket was issued by Parking Services, as well as other parking matters referred by the Office of Parking Services. It may both assign and reduce prescribed fines or suspensions of parking privileges. The Board is composed of three full-time students. Board decisions are subject to administrative review at the discretion of the Director of the Office of Student Rights & Responsibilities or designee, but are otherwise considered final and conclusive. Requests for appeal of parking tickets must be submitted in writing to the Office of Parking Services within thirty business days from the date the ticket was issued. Failure to appeal within this allotted time will render the original decision final and conclusive.
- L. In cases that could have resulted in removal from housing, suspension, or expulsion (i.e. those initially referred to a University Hearing Board, regardless of the eventual method of resolution) the recommended outcome will be forwarded to the Director of the Office of Student Rights & Responsibilities or designee for review. The Director of the Office of Student Rights & Responsibilities or designee shall either adopt the sanction recommended by the Board or assign another or no sanction within their discretion. In cases of suspension or expulsion, the Dean of

the Student Experience or designee, in concurrence with the Provost and Executive Vice President for Academic Affairs or designee, will assign sanctions.

IX. Procedural Guidelines

- A. The following procedural guidelines are generally applicable to all forms of student conduct proceedings, unless otherwise noted. These procedures exist to establish standards of fundamental fairness, and minor deviations from procedural guidelines for proceedings suggested in this Code shall not invalidate a decision or proceeding unless significant prejudice to the respondent or the university may result, as determined by the Dean of the Student Experience, or designee.
- B. It is expected that all participants in the student conduct process will provide information that is true and correct. Any student who knowingly provides false information during a student conduct process may be charged according to this Code. Any faculty or staff member who knowingly provides false information during a student conduct process will be referred to Human Resources and/or the Office of the Provost as is appropriate
- C. Student conduct processes will be closed to the public.
- D. Student conduct processes may be recorded. The method used is at the discretion of the Director of the Office of Student Rights & Responsibilities or designee.
- E. Prior to any proceeding, the Director of the Office of Student Rights & Responsibilities or designee may appoint a presiding officer in complex cases.
- F. For cases addressed under this Code involving reports of discriminatory harassment or unlawful discrimination, the Director of Student Rights and Responsibilities or designee may allow the reporting party/complainant to participate in the student conduct process. This could include rights to attend any student conduct proceeding in its entirety, question the respondent, respond to questions from the respondent, have an advisor, present witnesses, and submit an appeal, as well as respond to the appeal of another party.
- G. Any party may challenge a Board member or presiding officer on the grounds of personal bias before the student conduct proceeding commences. The decision to disqualify a Board member or presiding officer will be made by the Director of the Office of Student Rights & Responsibilities or designee. This decision is final.
- H. Formal rules of evidence will not be applicable in student conduct proceedings described in this Code.
- I. Statements regarding the character of parties will not be considered unless deemed directly relevant to specific facts of the case by the Director of Student Rights & Responsibilities or designee.
- J. The following rights shall be provided to a respondent in any university student conduct proceeding.
 - i. The right to notice of charges and date of a student conduct proceeding at least three days before that conduct proceeding.
 - ii. The right to receive notice with enough specificity to reasonably prepare a response.

- iii. The right to question and respond to information that will be used to make a decision in a case.
 - iv. The right to produce witnesses on one's own behalf; to present evidence; to know prior to the proceeding the contents of and the names of the authors of any written statements that may be introduced against themselves and to respond to such statements.
 - v. The right to request that SRR call additional witnesses provided such witnesses are reasonably available and would provide information relevant to the charge(s).
 - vi. The right to a decision based upon evidence. The student conduct process does not, however, attempt to adhere to formal rules of evidence, as in a court of law. The reliance upon evidence shall be determined by principles of fundamental fairness.
 - vii. The right not to be sanctioned unless the hearing body finds by a preponderance of the evidence that the respondent is in violation.
 - viii. The right to be accompanied in all proceedings by an advisor (student, faculty, or other) of the party's choosing and at the party's own expense. This does not include a right to have all student conduct proceedings scheduled around the availability of the advisor.
 - ix. The right to appeal decisions to a higher authority or hearing body within the administrative processes provided in this Code.
 - x. The right to have cases processed in a time frame that balances expediency with thoroughness. This includes the right to be kept informed of any cause of any delays to the extent allowed by law.
 - xi. The right to reasonable access to the case file will be provided at least three days prior to and during the proceeding. Case files contain student educational records so access will be provided consistent with the Family Educational Rights and Privacy Act of 1974 ("FERPA"). The personal notes of university staff members will not be included in the case file. The case file will be retained in the Office of Student Rights & Responsibilities.
- K. The Director of Student Rights & Responsibilities or designee or the presiding officer may limit the presentation or number of witnesses in order to prevent repetition or delay or the presentation of irrelevant or immaterial information.
- L. If a respondent does not appear after written notice, the case will proceed without their participation, and a decision will be made based on the available information.
- M. The respondent may decline to answer questions or elect not to speak on their own behalf.
- N. Written statements authenticated by the Director of the Office of Student Rights and Responsibilities or designee may be accepted or other forms of participation may be made at the discretion of the Director of Student Rights and Responsibilities or designee in lieu of in-person statements
- O. The presiding officer will exercise control over the proceedings to maintain proper decorum, avoid needless consumption of time, and achieve an orderly completion of the proceeding. Anyone disrupting the proceeding may be removed or excluded from the proceeding by the presiding officer, the Director of the Office of Student Rights & Responsibilities or designee. Such disruption is a violation of this Code, and a person may be charged following their disruption and removal.

- P. Only the immediate parties (and the parties' advisors if applicable) to the alleged violation may be present throughout the proceeding. All parties will be excluded during deliberations. In cases involving multiple parties, the Director of the Office of Student Rights & Responsibilities or designee may require or permit one or more parties to participate from a separate location by means of audio and/or video communication.
- Q. The Board/presiding officer will question all parties and witnesses in an effort to establish the factual record. On disputed points, a preponderance of the evidence standard will be used to decide the facts. A "preponderance of the evidence" means that it is "more likely than not" that a fact is true or an event occurred.
- R. All parties may question witnesses who provide statements for any of the parties at the proceeding, although in certain cases the university may require that such questioning be conducted indirectly and/or from a separate location.
- S. Reports of the proceeding shall include findings of fact and a determination of whether or not the respondent is in violation of the alleged misconduct (the "outcome"). If the Board/presiding officer finds the respondent to be in violation, the report will also include a recommendation of sanction and a rationale for that recommendation.
- T. The outcome of the proceeding and the sanction (as relevant) shall be rendered, in writing, within a reasonable amount of time after the proceeding is concluded.

X. Representatives and Advisors

Legal representation is not permitted in any proceeding or meeting, although parties may be accompanied by an advisor. The advisor may be, but may not act in the role of, an attorney. Advisors may not have another role in the specific case process (e.g. witness). The role of an advisor shall be limited to consultation with the specific parties they are advising, and they may not address the Board or question witnesses. A violation of this limitation may result in an advisor being removed from the proceeding at the discretion of the presiding officer or the Director of the Office of Student Rights & Responsibilities or designee. Parties must notify SRR if they will have an advisor during any student conduct proceeding, and if their advisor is an attorney, at least two business days prior to the meeting or student conduct proceeding. The university retains the right to have legal counsel present at any meeting or student conduct proceeding.

XI. Sanctions

This Code seeks to preserve flexibility in the assignment of sanctions so that each respondent is afforded appropriate and just treatment. That priority is always balanced with the institution's goal of providing an effective learning environment for all members.

In each case, the following factors will influence the degree and nature of sanctioning. While some violations will have "typical" outcomes, all sanctioning will consider the totality of the situation, including, but not limited to, the following factors:

- the nature of the violation and the incident itself;
- the impact of the conduct to the individuals;
- the impact or implications of the conduct on the university community;
- prior misconduct by the respondent, including the respondent's relevant prior student conduct history, both at the university or elsewhere, and any criminal convictions, if such information is

available and known;

- any expression of remorse or acceptance of responsibility by a respondent;
- maintenance of a safe and respectful environment conducive to learning;
- protection of the university community;
- the necessity of any specific action in order to eliminate the prohibited conduct, prevent its recurrence and remedy its effects on members of the university community; and,
- any mitigating, aggravating, or compelling circumstances in order to reach a just and appropriate resolution in each case.

Possible sanctions include, but are not limited to, the following. Most cases will be assigned a status sanction and an active sanction.

- A. Status Sanctions - Those sanctions that reflect a change in the respondent's status in the student conduct system.
- Warning - An initial directive against similar behavior in the future. For purposes of external reporting, cases resulting in a warning do not create a student conduct record that is subject to release unless a subsequent violation occurs.
 - Censure - An official written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct will be cause for additional student conduct action.
 - Disciplinary Probation - Period of probation when access to participate in certain activities may be limited, including activities in which the student represents the university (e.g. intercollegiate or club athletic activities), student leadership positions, study abroad programs, academic honor ceremonies (e.g. graduation), and other programs (e.g. student organizations or groups). Additional restrictions or conditions may also be assigned. Violations of student's probation or additional violations of this Code during the period of probation, may result in suspension or expulsion from the university if student is found in violation of new charges.
 - Removal from Housing - Termination of residence contract and exclusion from visiting within certain or all residential facilities as set forth. Any respondent who is removed from housing shall not be entitled to a refund of room fees. Respondents who are removed from housing may not reside in other university- owned/controlled housing unless a waiver is granted by SRR.
 - Suspension - Exclusion from classes and other privileges or activities, including access to university premises or university-sponsored activities off campus, as set forth in the notice of suspension, for a specified period of time. Any student who is suspended shall not be entitled to any tuition or fee refund and is barred from university premises until readmitted to the university.
 - Expulsion - Termination of student status and exclusion from university privileges and activities, including access to university premises or university-sponsored activities off campus, in perpetuity. Any student who is expelled shall not be entitled to any tuition or fee refund and is barred from university premises.

- vii. Other status sanctions - Other sanctions may be assigned instead of, or in addition to, those specified above. For example, students may be subject to restrictions regarding certain university privileges (e.g. parking, use of recreational facilities, use of information technology resources). Students may be directed to have “no contact” with other students and/or may be forbidden to access specified areas of campus (“persona non grata”).

B. Active Sanctions - Those sanctions that require action by the respondent in order to be completed.

- i. Alcohol and other drug review - This sanction encompasses a variety of assessments and interventions designed to help individuals make choices regarding alcohol and other drug use that are consistent with their goals and continued presence at the university. Specific assessments or interventions will be determined by health and wellness professionals; SRR will make the referral to those professionals. Those assigned this sanction will be required to comply with any and all requirements determined by the health and wellness professionals. To the extent permissible under relevant law, those professionals will provide SRR with a brief summary of what assessments or interventions were assigned, as well as whether or not the respondent completed them. Details of those assessments and interventions will not routinely be provided to SRR.
- ii. Apology - A possible sanction when the respondent’s wish to apologize is demonstrably sincere and the harmed party is open to receiving the apology.
- iii. Community engagement - Attendance at or development of an event within the community. The event should be focused on repairing the harm caused to the community, as well as restoring the respondent’s connection to the GW community.
- iv. Community service - A project or effort to be designed primarily by the respondent with a focus on repairing the harm caused by the incident.
- v. Fine - A monetary or other quantifiable, material payment the respondent will make, typically to the university.
- vi. Meetings - An assignment to meet with a designated person or office for the purpose of specific educational topics or outcomes. The number and frequency of meetings will be determined on a case-by-case basis.
- vii. Reflective project - A project by the respondent, possibly in the format of their choosing (spoken word (recording), visual art, writing, etc.) in which they reflect upon and demonstrate their learning from the incident and how they will move forward.
- viii. Restitution - Repayment (monetary or otherwise) to the university or to an affected party for damages, loss, or injury resulting from a violation of this Code.
- ix. Workshop - Assignment to complete a specific training workshop, designed or selected to address specific learning outcomes or topics.
- x. Other - At the discretion of the hearing body, other active sanctions may be assigned. Active sanctions should always focus on helping the respondent understand the harm related to their incident, how to repair that harm, and how to succeed as an active and contributing citizen in the GW community.

In determining what sanction or other action might be appropriate, the university may require a behavioral assessment conducted by a licensed professional to assess the respondent’s capacity to

change behavior and succeed in the GW community.

XII. Appeals

- A. Respondents have a right to appeal the outcome of a student conduct process and/or the sanction. A respondent may appeal on one or more of the following grounds:
- i. There was a material deviation from the procedures that affected the outcome of the student conduct process.
 - ii. There is new and relevant information that was unavailable, with reasonable diligence and effort, that could materially affect the outcome.
 - iii. The sanction(s) was clearly inappropriate and/or disproportionate to the prohibited conduct for which the respondent was found in violation.

Appeals must be submitted in writing to SRR within five business days after receipt of the outcome letter. Failure to appeal within the allotted time will render the original decision final and conclusive.

- B. A timely appeal will be reviewed by the Associate Dean of Students or designee to determine if the appeal provides grounds as described above. Such review by the Associate Dean of Students or designee will generally be completed within 14 days of the date the appeal is filed, although in certain cases additional time may be required depending on the complexity of the case and other factors. If an appeal is found to have provided grounds as described above, the appeal will be forwarded to the Chair of the Committee on the Judicial System, who shall select a Panel of three persons from the Committee to review and decide the appeal (the "Panel"). One member from each constituency – students, faculty, and administrators – shall be appointed, but otherwise the selection of Panel members shall be within the discretion of the Chair. The decision to grant or deny the appeal will be based on information supplied in the written appeal and, when necessary, the record of the original proceedings. As a general practice, the Panel will attempt to reach its decision within 45 days, although it may take additional time to do so in individual cases depending on the circumstances involved, the complexity of the facts, the availability of witnesses, and other factors. The decision of the Panel, or the outcome and sanctions (if any) resulting from any new hearing or conference ordered by the Panel in connection with the appeal, shall be final and conclusive and no further appeals will be permitted.
- C. The Panel of the Committee on the Judicial System may
- i. Affirm the finding of the original board or conference;
 - ii. Remand the case to the original board or conference officer for a new hearing or conference; or
 - iii. Request that a new board or conference officer hear the case.
- D. Sanctions will be deferred during the pendency of appellate proceedings unless, in the judgment of the Dean of the Student Experience or designee, the continued presence of the student on campus poses a substantial threat to others, to themselves, or to the stability and continuance of normal university functions.

XIII. Student Groups and Organizations

- A. Student groups and organizations may be charged with violations of this Code.

- B. A student group or organization may be held collectively responsible and its officers may be held individually responsible when violations of the Code by those associated with the group or organization have occurred.
- C. A position of leadership in a student group, organization, or athletic team entails responsibility. Student officers cannot permit, condone, or acquiesce in any violation of this Code by the group or organization.
- D. This section of the Code is also designed to hold a group, including athletic teams, student organizations, and their officers, accountable for any act of hazing or other prohibited conduct. For example, requiring, expecting, or encouraging members to consume any drugs, including alcohol, as a condition or prelude to membership or further participation in the organization would likely constitute physical abuse, hazing, alcohol and other drug violations, and disorderly conduct. The express or implied “consent” of the victim or participant is not a defense. Reporting to the university or any university official, cooperating with any related student conduct processes, and seeking assistance to remedy such situations will typically be considered a mitigating factor in such cases.
- E. The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Director of the Office of Student Rights & Responsibilities or designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Failure to make reasonable efforts to comply with the Director of the Office of Student Rights & Responsibilities or designee’s directive shall be considered a violation of this Code by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.
- F. Sanctions for group or organization misconduct may include revocation and denial of registration, as well as other appropriate sanctions.

XIV. Transcript Notations

- A. An encumbrance may be placed on a respondent’s university records for alleged violations of this Code by the Director of the Office of Student Rights & Responsibilities or designee while student conduct proceedings are in progress or if sanctions are not completed by the assigned date, or in accordance with other university policies.
- B. Notation of student conduct action will be made on the transcript whenever a student is expelled or suspended, or in accordance with university policies or applicable laws.
- C. Notations of expulsion are considered permanent records and will not be removed from a respondent’s transcript. Students may petition for removal of the notation of suspension after three years from the finding of fact for the case. Such petitions may be granted at the discretion of the Director of the Office of Student Rights & Responsibilities or designee. Factors to be considered in reviewing petitions for suspension notation removal include the current demeanor of the student, the student’s conduct subsequent to the violation, and the nature of the violation, including the damage, injury, or harm.

XV. Student Conduct Files and Records

- A. Case referrals may result in the development of a student conduct file in the name of the student. The file shall be maintained and subject to release to third parties if the student is found in violation and the sanction is more than warning.

- B. The files of students found in violation of any prohibited conduct will be retained as a student conduct record until their graduation. Student conduct files of suspension or expulsion will be retained post-graduation except as provided below.
- C. To the extent permitted by law, student conduct records may also be removed from the student conduct files by the Director of the Office of Student Rights & Responsibilities or designee, upon written request of the student, no sooner than one year after the finding of fact for the case. A student may petition for the removal of a suspension no sooner than three years from the finding of fact for the case. Student conduct files of expulsion are considered permanent records and will not be removed from the student's conduct file. In deciding whether to grant a request for expungements, the Director of the Office of Student Rights & Responsibilities or designee will consider such factors as the current demeanor of the student; the student's conduct subsequent to the violation; and the nature of the violation, including the severity of any other student's damage, injury, or harm.
- D. Administrative expungement of the student's conduct file shall not, however, prohibit any program, department, college, or school of the university from retaining records of violations and reporting violations as required by their professional standards; the university may retain, for appropriate administrative purposes, records of all proceedings regarding violations of the Code. Student conduct records, including those removed through this provision, may be reported to third parties as authorized in writing by the student or in accordance with university regulations and law.
- E. Students who fail to complete any active sanction resulting from a student conduct process will have an encumbrance placed on their records by SRR. The encumbrance will be removed upon completion of all sanctions required by the university. The encumbrance will typically prevent the student from registering for classes, and could also include but is not limited to preventing the student from withdrawing from courses, applying for on-campus housing assignments, or receiving copies of academic transcripts.

XVI. Selection and Removal of Hearing Board Members

- A. Student members of each Hearing Board and the presiding officer are selected in accordance with procedures developed by the Director of the Office of Student Rights & Responsibilities or designee. The Dean of the Student Experience or designee may appoint student and administrative members to a term of one year with the possibility for renewal. The Faculty Senate may nominate faculty members.
- B. Members of any Hearing Board who are charged with any violation of this Code or with a criminal offense will be suspended from their Hearing Board positions by the Director of the Office of Student Rights & Responsibilities or designee during the pendency of the charges against them. Members found in-violation of any such charge or guilty of a criminal offense will be disqualified from any further participation in the university student conduct processes for a set period of time or indefinitely, depending upon the totality of the circumstances. Additional grounds and procedures for removal may be established by the Director of the Office of Student Rights & Responsibilities or designee.
- C. Students, faculty, and staff appointed as members of any Hearing Board must adhere to absolute confidentiality relative to the matters and names of all persons who participate in the student conduct process. Any student who violates this provision will be charged and, if found in

violation, will be sanctioned. Any staff or faculty who is alleged to have violated this provision will be referred to Human Resources and/or the Office of the Provost as is appropriate.

XVII. Conflicts

In event of conflict between the terms of this Code and any provision of the Guide to Student Rights and Responsibilities, the terms of this Code shall govern.

Approved – October, 1996, last revised October 15, 2018



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Compliance & Outreach



The University is committed to complying with the conditions set forth in the DC Zoning Commission's [Order of Approval \(.pdf\)](#) for the [2007 Foggy Bottom Campus Plan](#). The University's compliance initiatives include many elements, such as the [Streetscape Plan](#) and the [Historic Preservation Plan](#), as well as:

- Transitioning use of facilities outside the campus plan boundaries to uses other than undergraduate housing – including conversion of Hall on Virginia Avenue and The Aston to graduate residence halls;
- Agreeing to not purchase additional residentially-zoned properties outside of the Campus Plan boundaries in the Foggy Bottom/West End area for a use other than investment purposes or which would be limited to the University population;
- Conducting an annual audit of Foggy Bottom student enrollment counts in coordination with the DC Zoning Administrator;
- Providing [bi-annual reports](#) on the University's compliance with Campus Plan conditions;
- Holding quarterly meetings of the GW/Community Advisory Committee.

Talk
To GW

Have a question or concern?
We're here to listen.

Office of Government and Community Relations

In Collaboration with the Division of Operations

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2025 F St., NW: 2nd Floor
Washington, DC 20052
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Educational Initiatives



The Office of Government and Community Relations along with the Office of Off-Campus Student Affairs is committed to educating students on how to become active and responsible members of the surrounding community. Together, we work to develop and enact educational initiatives for our students. Some of those initiatives include:

Orientation - an online program delivered through a timed portal that addresses "good neighbor" issues, educating students about appropriate conduct in the off-campus community. The program especially emphasizes objectionable noise both inside and outside of buildings, restricted parking in the Foggy Bottom/West End area, illegal underage drinking, and respect for personal and real property of the residential and private business communities.

Welcome Bags - reusable grocery bags filled with helpful information for neighbors and students alike in the historic district of Foggy Bottom. The bags include:

- [Welcome letter](#) from Foggy Bottom permanent residents (.pdf)
- University policies on trash, noise, parking, and snow
- Trash magnet
- Guide to Living Off-Campus
- Block Party invitation
- [Discover GW brochure](#) (.pdf)
- Business cards

Guide to Living Off-Campus - a comprehensive guide for students off all ages and class years living off-campus in the Washington metropolitan area. The guide addresses key matters for students moving into a new residential community as well as information on students rights and responsibilities in their new community.

Off Campus Resources

- [Code of Student Conduct](#)
- [Off Campus Adjudication Flow Chart](#)

Orientations



Being a Good Neighbor for Off-Campus Students



Being a Good Neighbor for On-Campus Students



Have a question or concern?
We're here to listen.

ATTACHMENT G: Detailed Information Regarding Local Address Information

Local Address Information for Foggy Bottom Students not living in GW-housing¹

Full-Time Foggy Bottom undergraduate Students Residing in Foggy Bottom/West End outside the Campus Plan Boundaries	1,396
District of Columbia outside the Foggy Bottom Campus Plan boundaries and outside Foggy Bottom/West End breakdown by zip code: 20001 21 20002 19 20003 10 20004 1 20005 29 20006 0 20007 86 20008 28 20009 52 20010 4 20011 17 20012 6 20013 0 20015 4 20016 10 20017 5 20018 5 20019 1 20020 3 20024 9 20027 0 20032 0 20036 50 20037 37 20078 0	397
Maryland	173
Virginia	489

Note 1: This data is current as of November 16, 2018 and represents a 93.86% response rate from the 2,816 full-time Foggy Bottom Undergraduate Students not included in the GW Foggy Bottom housing program.

ATTACHMENT H: Detailed data regarding the number of off-street parking spaces per garage

THE GEORGE WASHINGTON UNIVERSITY PARKING SERVICES				
On Campus Parking			Nov-17	
Lot #	Lot Name	Self-Park	Valet Parking	Total Spaces
1	Law Learning - G St Garage	392	0	392
3	Lot 3	38	16	54
4	Academic Center Garage	220	60	280
5	Elliot School	198	0	198
6	Amsterdam (New) Hall Garage	59	0	59
7	Ambulatory Care Center Garage	103	0	103
9	Media & Public Affairs Garage	64	0	64
12	Tompkins Lot	20	0	20
14	Ross Hall Garage	102	20	122
15	Old Main	0	0	0
16	Funger/Duques Hall Garage	168	0	168
17	Shenkman Hall (Ivory Tower)	90	0	90
18	South Hall	180	0	180
20	Dakota	37	0	37
21	Health & Wellness Garage	112	0	112
2	Science and Engineering Hall	327	66	393
MC	Marvin Center Garage	170	126	296
Square 54	The Avenue	362	100	462
International House	International House (Formally: Riverside Towers)	5	0	5
Total		2,647	388	3,035

Notes:

Note 1: Data as of the GW census date, October 6, 2018.

ATTACHMENT I: Materials Evidencing GW's Efforts related to Transportation Management



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Our Mission

The George Washington University Transportation & Parking Services (TPS) Department, as part of the Division of Operations, is responsible for managing the day-to-day parking operations at The George Washington University's Foggy Bottom, Mount Vernon, and Virginia Science and Technology campuses along with transportation services which provide access to our three main campuses. TPS is dedicated to providing the highest quality facilities and services for the campus community and our visitors while keeping in line with the university's overall mission and goals.

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Transportation Services



GW Office of Transportation Services is committed to providing reliable, safe, transportation services that enhance the quality of life while promoting sustainability, accessibility and mobility from campus to campus for the GW community.

Please note that shuttles schedules are subject to change to accommodate the constantly changing needs of students, faculty, and staff. Please be advised, there may be circumstances, such as traffic, construction-related detours, weather, etc., which may delay the buses and negatively impact the schedule. For best planning we recommend arriving at the stop at least ten minutes early. During university observed holidays and breaks shuttles may run on alternative schedules.

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Support Building
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Welcome to Parking at GW



Parking Services maintains the garages and lots at all three campuses serving the George Washington University community of faculty, staff, visitors, and patients. Currently we have 23 garages and lots on the Foggy Bottom Campus, one main garage on the Mount Vernon campus and a main lot at each of our Virginia Science and Technology campus buildings.



Transportation and Parking Services

Support Building
Phone: 202-994-7275

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