
**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, 2014

Foggy Bottom Campus Plan Compliance Report
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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.

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:

d. The existing definition of ‘student headcount’ did not anticipate the recent transition of the Corcoran College of Arts to the university. In an upcoming campus plan amendment, the university will be proposing a change in this definition to include a new category of students defined as “students who reside in GW residence halls on the Foggy Bottom campus but not enrolled in courses at the Foggy Bottom campus”. Currently, there are 34 Corcoran students and 2 non-Corcoran students that meet this definition. These students are not included in the number below, but would be added in the future if this change in methodology were to be accepted in the campus plan amendment.

e. Full-time equivalent calculation would be the same as described in section a.ii above. Currently, students that were previously Corcoran students who are taking a course on the Foggy Bottom campus are being counted per this methodology. The number of such students included is 1FTE.

	Spring 2014 ¹	Fall 2014 ²
Foggy Bottom Student Headcount	16,798	17,286
Foggy Bottom Student Full-Time Equivalent (FTE)	14,999	15,799

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

Note 1 – Data as of the GW census date, February 22, 2014.

Note 2 – Data as of the GW census date, October 4, 2014.

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 2014 ¹	Fall 2014 ²
Foggy Bottom Faculty & Staff Headcount	7,419	7,337
Foggy Bottom Faculty & Staff Full-Time Equivalent (FTE)	5,644	5,603

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 22, 2014.

Note 2 – Data as of the GW census date, October 4, 2014.

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 2014 ¹	Fall 2014 ²
Full-Time Foggy Bottom Undergraduate Students	7,566	8,179
On-Campus Beds Available to Full-Time Foggy Bottom Undergraduates³	6,183	6,183
On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduates	5,512	5,700

University-Supplied Off-Campus Beds WITHIN the FB/WE Area	744 ⁴	553 ⁴
University-Supplied Off-Campus Beds WITHIN the FB/WE Area Occupied by FT Foggy Bottom Undergraduates	327	363
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 22, 2014.

Note 2 – Data as of the GW census date, October 4, 2014.

Note 3 - Based on the number of full-time Foggy Bottom Undergraduate Students, GW is required to make available 5,296 beds to full-time Foggy Bottom Undergraduates in Spring 2014 and **5,779 beds in Fall 2014.**

Note 4 - Of the university supplied off-campus beds within the Foggy Bottom/West End area, only 381 of these beds were available to undergraduate students in Spring 2014 and Fall 2014.

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.

Apartment listings and other off campus housing opportunities may be found at <http://www.gwoffcampus.com>. The current edition of the Guide to Living Off-Campus is also posted on this webpage.

The off-campus student affairs website can be found at: <http://www.offcampus.students.gwu.edu>

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 judicial 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 judicial 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 24 Hour Community Concern Hotline ([202-994-6110](tel:202-994-6110)) remains the best way for community members to bring GW-related concerns to our attention. The 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. GW's Police Department ("GWPD") enlists the assistance of DC's Metropolitan Police ("MPD") when a police response is required outside of GWPD's jurisdictional boundaries. For both on-campus and off-campus concerns, the University will follow up with the community member regarding the complaint when contact information is provided. The GW Community Concern Policy serves as a tool to address misconduct and quality of life issues. The Policy is attached.

The Hotline is available through the widely distributed GW Today Neighbors Edition pamphlets which can also be accessed via this link. <https://neighborhood.gwu.edu/neighbors>.

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. Potential violations are elevated by the Office of Government & Community Relations who regularly conduct trash walks to identify problems and notify residents of their responsibilities within the community.

The Office of Government & Community Relations and the Office of Off-Campus Student Affairs 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 attached.

202-994-TIPS, monitored directly by the GW Chief of Police, is available for anonymous tips.

GW publishes an annual Community Concern Report, which can be found online at the Office of Off-Campus Student Affairs website (<http://offcampus.students.gwu.edu/annual-reports>) as well as the GW Neighborhood website (<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 judicial 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 are given a copy of the GW Guide to Living Off-Campus and the Code of Student Conduct is made available to them to reinforce the applicability to off-campus behavior. The Code of Student Conduct is attached.

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 Office of Off-Campus Student Affairs (OCSA) works with GW and DC partners to host an Off-Campus Student Services Fair. The GW Police Department, Office of Student Rights & Responsibilities as well as Off-Campus Partners were some of the participants during the Spring 2014 OCSA 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 Director of Community Relations and OCSA 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 attached.

The “Quiet Zone” initiative involves placing Quiet Zone signs near the doors of all 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, 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 at the following web link: <http://neighborhood.gwu.edu/wearenotalone/>

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 2014 ¹
Full-Time Foggy Bottom Undergraduates residing in Foggy Bottom/West End outside the campus boundaries	1,369
Full-Time Foggy Bottom Undergraduates residing in the District of Columbia outside both the campus boundaries and the Foggy Bottom/West End Area	242
Full-Time Foggy Bottom Undergraduates residing in Maryland	128
Full-Time Foggy Bottom Undergraduates residing in Virginia	313

For detailed data regarding local address information see Attachment G.

Notes:

Note 1 – Data as of November 17, 2014.

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: 2,927

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, and the University received Honorable Mention for its marketing of employee transportation alternatives at the Commuter Connections 2009 Employer Recognition Awards.

University parking is priced at market rates and employee programs such as pre-tax parking deductions are encouraged. Those faculty, staff and students who drive to campus are encouraged to park in university garages by providing discounted daily parking (as compared to visitor parking or parking in adjacent commercial garages) and also by allowing for parking fees to be paid by payroll deduction (for regular parkers) or via funds deposited to 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. Programs such as NuRide, Car2Go and ZipCar have been promoted through flyers and information

provided at university fairs and events. Since 2007, the University has worked to promote GW affiliated ZipCar memberships and available vehicles on campus.

The University has continued to encourage bike use and currently maintains 66 surface bike racks or loops as well as several secure interior building racks throughout the Foggy Bottom Campus. In total, the University currently provides space for over 500 bicycles on campus. Upon completion of the proposed developments on Squares 102, 103, 55, & 39, the University will provide space for 770 bicycles on campus. Furthermore, the University is encouraging bike sharing through Capital Bikeshare, which has recently installed several locations on and near the Foggy Bottom Campus. 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, which has recently been expanded to the Virginia Science & Technology Campus from Foggy Bottom to limit individual vehicle trips.

In the spring of 2010, 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 Transportation and Parking 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 2014 ¹	Fall 2014 ²
Foggy Bottom/Mount Vernon Campus Total Student Body	18,697	19,073
Less (minus):		
Study Abroad Students	501	398
Continuous Enrollment Students	284	217
Students that reside at the Mount Vernon Campus	660	686
Students that take all courses at the Mount Vernon Campus	111	119
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.	318	345
School Without Walls students	25	22
Foggy Bottom student headcount	16,798	17,286³

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 2014 Foggy Bottom Student Full Time Equivalent (FTE) – 14,999

Fall 2014 Foggy Bottom Student Full Time Equivalent (FTE) – 15,799⁴

Notes:

Note 1 - Data as of the GW census date, February 22, 2014.

Note 2 - Data as of the GW census date, October 4, 2014.

Note 3 - The existing definition of 'student headcount' did not anticipate the recent transition of the Corcoran College of Arts to the university. In an upcoming campus plan amendment, the university will be proposing a change in this definition to include a new category of students defined as "students who reside in GW residence halls on the Foggy Bottom campus but not enrolled in courses at the Foggy Bottom campus". Currently, there are 34 Corcoran students and 2 non-Corcoran students that meet this definition. These students are not included in the number below, but would be added in the future if this change in methodology were to be accepted in the campus plan amendment.

Note 4 - Full-time equivalent calculation would be the same as described in section a.ii above. Currently, students that were previously Corcoran students who are taking a course on the Foggy Bottom campus are being counted per this methodology. The number of such students included is 1FTE.

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

Foggy Bottom Faculty and Staff Headcount

	Spring 2014 ¹	Fall 2014 ²
Summation of:		
Regular full-time faculty and staff	4,519	4,510
Regular part-time faculty and staff	291	275
Wage account staff that are not Foggy Bottom students accounted for pursuant to Condition C-4	1,001	943
Temporary part-time faculty (excluding part-time clinical faculty who are not paid employees of the University)	1,172	1,186
Affiliated faculty employed by the Medical Faculty Associates	309	330
Visiting instructional and research faculty	127	93
Foggy Bottom Faculty and Staff Headcount	7,419	7,337

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 2014 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,644

Fall 2014 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,603

Notes:

Note 1 – Data as of the GW census date, February 22, 2014.

Note 2 – Data as of the GW census date, October 4, 2014.

ATTACHMENT C – Methodology Supporting Undergraduate Student Housing Condition Numbers

Determining Full-Time Foggy Bottom Undergraduate Students

	Spring 2014 ¹	Fall 2014 ²
Foggy Bottom/Mount Vernon Campus Total Student Body	18,697	19,073
Less (minus):		
Graduate students	6,785	6,688
First professionals (JDs, MDs)	2,290	2,353
Undergraduates taking fewer than 12 credits at the Foggy Bottom campus (and are not accounted for under the Mount Vernon Campus Plan Order, below)	467	283
Non-degree students	412	449
Full-time undergraduate study abroad students	456	374
Undergraduate continuous enrollment students	73	73
Full-time undergraduate students who reside on the Mount Vernon campus ²	648	674
Full-Time Foggy Bottom Undergraduate Students	7,566	8,179

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

	Spring 2014 ¹	Fall 2014 ²
Summation of:		
Beds available to undergraduate students in GW owned or leased properties within the campus plan boundary	6,156	6,156
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	27	27
Total Number of On-Campus Beds Available to Undergraduates	6,183	6,183

On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduate Students – 5,700

Based on housing programs records of residence hall occupancy as of census date (October 4, 2014)

Notes:

Note 1 - Data as of the GW census date, February 22, 2014.

Note 2 - Data as of the GW census date, October 4, 2014.

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

SPRING 2014 DATA¹ University supplied beds within Foggy Bottom/West End Area	Total Number of Beds Available (Spring 2014)	Available to Full-Time Foggy Bottom Undergraduates (Spring 2014)	Occupied by Full-time Foggy Bottom Undergraduates (Spring 2013)
City Hall, 950 24 th Street, NW	381	381	327
The Aston, 1129 New Hampshire Avenue, NW	119	0	0
Hall on Virginia Avenue, 2601 Virginia Avenue, NW	192	0	0
2144 F Street, NW	4	0	0
607 21 st Street, NW	5	0	0
Columbia Plaza, VA Avenue NW between 23 rd & 24 th Streets	43 units	0 units	0 students
Totals	744	381	327

FALL 2014 DATA² University supplied beds within Foggy Bottom/West End Area	Total Number of Beds Available (Fall 2014)	Available to Full-Time Foggy Bottom Undergraduates (Fall 2014)	Occupied by Full-time Foggy Bottom Undergraduates (Fall 2014)
City Hall, 950 24 th Street, NW	381	381	363
The Aston, 1129 New Hampshire Avenue, NW	120	0	0
Hall on Virginia Avenue, 2601 Virginia Ave., NW	0	0	0
2144 F Street, NW	4	0	0
607 21 st Street, NW	5	0	0
Columbia Plaza, VA Ave. NW between 23 rd & 24 th Streets	43 units	0 units	0 students
Totals	553	381	363

Notes:

Note 1 - Data as of the GW census date, February 22, 2014.

Note 2 - Data as of the GW census date, October 4, 2014.

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 2014	Fall 2014
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



OFF-CAMPUS STUDENT AFFAIRS

DIVISION OF STUDENT AFFAIRS



ABOUT

FINDING A HOME

COMMUNITY

TENANT RESPONSIBILITIES

SAFETY



Make a
DIFFERENCE.
Give today.

Give Today

Welcome to Off-Campus Student Affairs!



surrounding community.

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 of the

[Read More](#)

Quick Links

- » [Guide to Living Off Campus](#)
- » [Tenant Responsibilities](#)
- » [Off-Campus Housing Fair](#)
- » [Apartment Checklist](#)
- » [Neighborhoods](#)

Off-Campus Student Affairs Center for Student Engagement Division of Student Affairs

Cloyd Heck Marvin Center
800 21st Street, NW
Suite 505
Washington, DC 20052
Phone: 202-994-6555 | Fax: 202-994-9133
ocsa@gwu.edu

[Contact Us](#) | [Maps & Directions](#)



OFF-CAMPUS STUDENT AFFAIRS

DIVISION OF STUDENT AFFAIRS



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FINDING A HOME

COMMUNITY

TENANT RESPONSIBILITIES

SAFETY

You are here: Home / Finding a Home

BEGIN YOUR SEARCH

NEIGHBORHOODS

APARTMENT CHECKLIST

OFF CAMPUS HOUSING FAIR



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Washington, DC 20052
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ocsa@gwu.edu

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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](#)
- [Legal Issues](#)
- [Repetitive Concern Policy](#)
- [Apartment Checklist](#)
- [Off-Campus Housing Fair](#)



OFF-CAMPUS STUDENT AFFAIRS

DIVISION OF STUDENT AFFAIRS

- ABOUT
- FINDING A HOME
- COMMUNITY
- TENANT RESPONSIBILITIES
- SAFETY



You are here: Home / Community



PETS

VOTER REGISTRATION

CAMPUS INVOLVEMENT

LIVING IN THE NATION'S CAPITAL

COMMUNITY CONTACTS

ANNUAL REPORTS

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
- Voter Registration
- Campus Involvement
- Living in the Nation's Capital
- Community Contacts
- Annual Report



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OFF-CAMPUS STUDENT AFFAIRS

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- [FINDING A HOME](#)
- [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](#)

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, workmen, 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 correct 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 known 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.



[Give Today](#)

Off-Campus Student Affairs

Center for Student Engagement
Division of Student Affairs

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800 21st Street, NW
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OFF-CAMPUS STUDENT AFFAIRS

DIVISION OF STUDENT AFFAIRS

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You are here: Home / Safety

LOCKS & ALARMS

CRIME WATCH

FIRE PRECAUTIONS

TOXIC SUBSTANCES IN THE HOME

SIDEWALKS

EMERGENCY PREPAREDNESS



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.



Give Today

Off-Campus Student Affairs Center for Student Engagement Division of Student Affairs

Cloyd Heck Marvin Center
800 21st Street, NW
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Phone: 202-994-6555 | Fax: 202-994-9133
ocsa@gwu.edu

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

INSERT DATE OF LETTER

INSERT LANDLORD NAME
INSERT LANDLOR 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 more than 180 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 over conditions surrounding the tenants at your property, INSERT ADDRESS OF PROPERTY, and their impact on the surrounding community. During the past academic year, we received multiple community complaints related to your tenants and problems such as excessive noise, trash, and parties. It is our hope that your added guidance to the new residents will reduce the neighborhood complaints and contribute to a positive community environment.

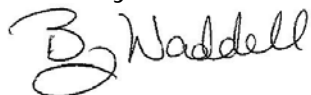
As you know, Foggy Bottom/West End residents are a mix of students, retired seniors, working professionals, families with children, and others who make the neighborhood their permanent home. When noise and disruptive behavior occur, a wide range of residents are negatively impacted. We hope to gain your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

To that end, it is our hope that the events that take place at your residence will not have a negative impact on the community.

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

Thank you for your attention in this matter.

Sincerely,



Britany Waddell
Director of Community Relations



Andrew Goretsky
Director of Off-Campus Student Affairs



NEIGHBORHOOD



ABOUT US

NEIGHBORS

CAMPUS PLANNING

DEVELOPMENT PROJECTS

COMPLIANCE & OUTREACH

NEWS & EVENTS

CONTACTS

You are here: Home / Contacts / Community Concern Hotline



COMMUNITY CONCERN HOTLINE

FEEDBACK FORM

ONLINE REPORTING FORM



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

Community Concern Hotline



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

Metropolitan Police at **911** or

[The GW Police Department](#)

Community Concern Hotline - 202-994-6110 (Foggy Bottom) OR 202-242-6110 (Mount Vernon)

(Press "0" for dispatcher)

The 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 and Mouny Vernon communities, the university responds to the report taking into account factors such as the geographic location of the complaint/incident. GW's Police Department (GWPD) can exercise police power to respond to incidents that occur in/on property owned or leased by the institution and controlled or used by GW for institutional purposes. GWPD enlists the assistance of DC's Metropolitan Police (MPD) when a police response is required outside of GWPD's jurisdictional boundaries.

GWPD's policy for repsonding to complaints off-campus:

GW Property: If the concern involves GW Property, GWPD will respond to the concern and attempt to resolve the problem. If necessary, GWPD will use police authority to resolve incidents that occur on GW property.

Apartment Buildings: If the concern involves noise/behavior inside apartment (or condo) buildings in the neighborhood, GWPD dispatchers will document the concern and GW officials will follow-up with the building management, and MPD when deemed necessary.

Street Noise: If the concern involves noise/behavior on neighborhood streets, sidewalks or other public areas in the within thestreet noise response boundaries, GWPD will attempt to contact the reported offenders and make them aware of the concern. GWPD also maintains a policy of proactive engagement that calls for similar actions if such behavior is witnessed during patrols, regardless of a call to the Hotline. For police response beyond GWPD authority, MPD will be contacted.

In all cases where GW students are involved in an incident that violates the Code of Student Conduct, GWPD will take the names of the students and will forward this information to Student Judicial Services for action, as appropriate. All students, both on-campus and off-campus, must abide by the Code of Student Conduct. Our disciplinary system is progressive; meaning the consequences are proportional to the frequency and severity of the misbehavior. Based on the specifics of the case, the process may be accelerated. Most substantiated cases follow a process of: 1) warning letter, 2) meeting with GW officials and 3) formal judicial action.

For all reports received via the Community Concern Hotline:

1. GWPD will document its actions and forward a report to the appropriate campus departments (including the Office of Community Relations and the Office of Off Campus Student Affairs) for follow-up.
2. A university official will contact the community member regarding the complaint when contact information is provided. To ensure proper follow-up, it is very helpful for the neighbor to give his/her name and contact information.
3. University officials will investigate the concern and adjudicate as appropriate.

Other Resources Available to GW Neighbors:

GWPD also has a **Crime TIPS Hotline (202-994-TIPS)**, which enables community members to communicate directly with **Chief of University Police, Kevin Hay**. The TIPS line gives people who have sensitive information a means of reporting that information directly to Chief Hay with a promise of confidentiality. It should not be used in an emergency or to report an incident that is actively occurring and requires a police response. These concerns should be placed directly to the GWPD dispatch center via the emergency line, 202-994-6111. The Tips Line should be used to report concerns of ongoing behavioral or criminal issues that do not require immediate police assistance.



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.

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

[Maps & Directions](#) | [Contact Us](#)



THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Community Concerns Report: Student Behavioral Response 2013 – 2014

Office of Community Relations

neighborhood.gwu.edu

Office of Off-Campus Student Affairs

offcampus.students.gwu.edu

[Community Concerns Report Summary](#)

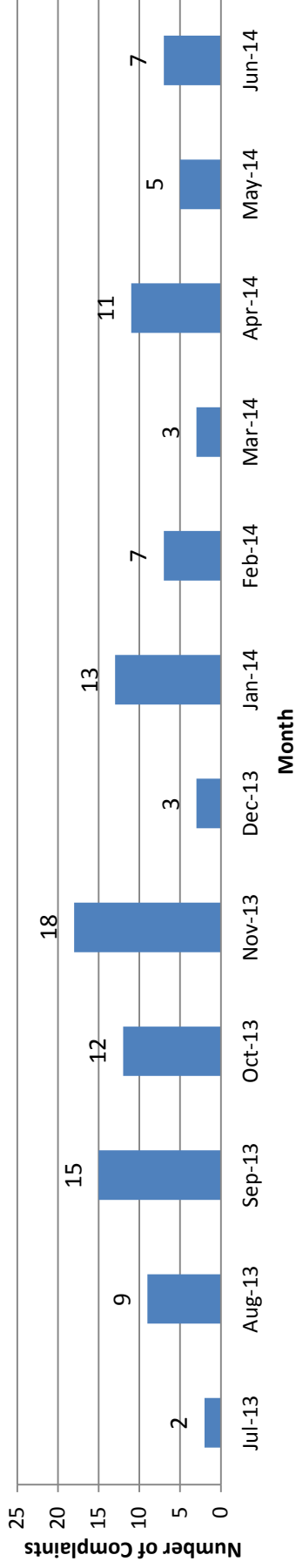
This report was compiled by the George Washington University's Office of Government and Community Relations and the Office of Off-Campus Student Affairs. The report is intended to document off-campus student behavior incidents reported to the George Washington University Police Department (GWPD) Community Concerns Hotline. To provide context, this document references previous years' incidents and draws comparisons between various days of the week, times of the year, location of incidents reported, and the type of incidents reported.

This information is made available to the wider university community—students, faculty, staff and alumni—and to our neighbors in the Foggy Bottom community and includes information collected from the 2012-2013 and 2013-2014 academic years.

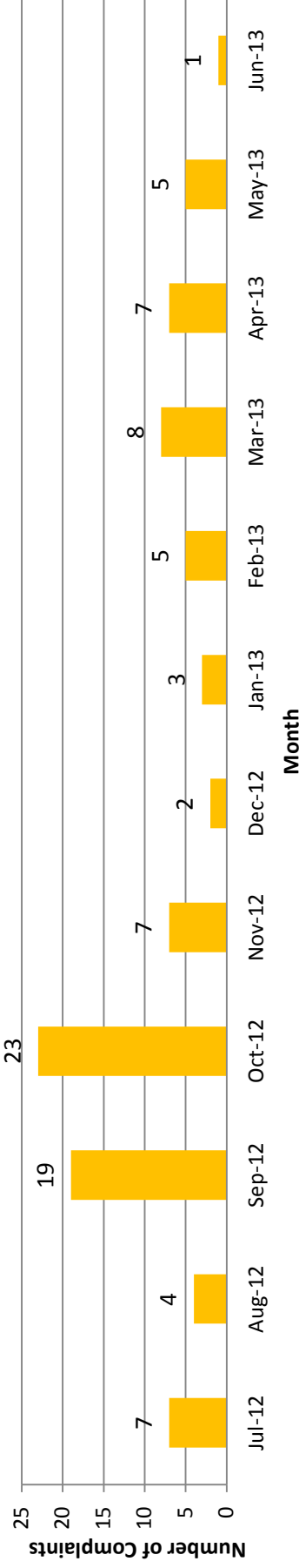
For each incident reported to GWPD (multiple reports referencing a similar incident were counted as a single incident for the purposes of this report), a separate file was created and counted for this report.

Please direct any questions or concerns to either the Office of Government and Community Relations at discover@gwu.edu or 202-994-9132 or the Office of Off-Campus Student Affairs at ocsa@gwu.edu or 202-994-6555.

Total Number of Incidents Reported by Month July 1, 2013 - June 30, 2014

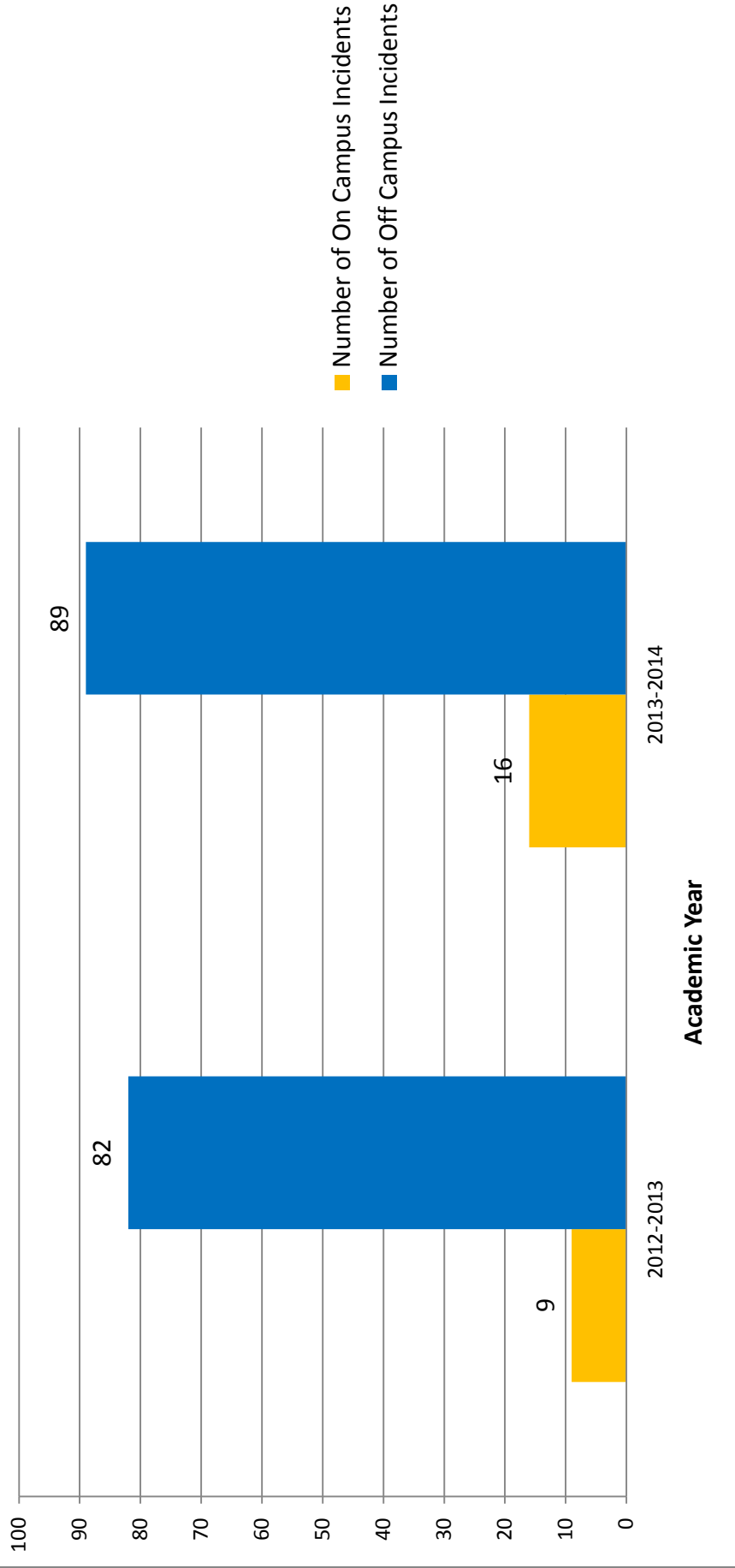


Total Number of Incidents Reported by Month July 1, 2012 - June 30, 2013



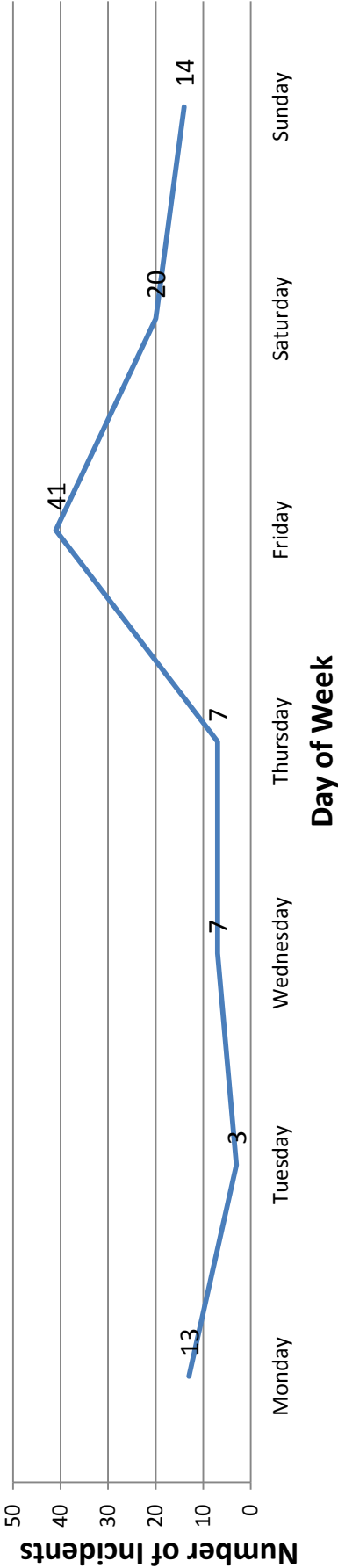
Incidents include reports that were submitted through the Community Concerns Hotline managed by the George Washington University Police Department, including reports made from multiple callers regarding the same incident and/or individuals who submitted more than one report about the same incident. These data reflect the actual number of incidents reported to the George Washington University in the 2013-2014 and 2012-2013 academic years.

Total Number of Incidents On and Off-Campus

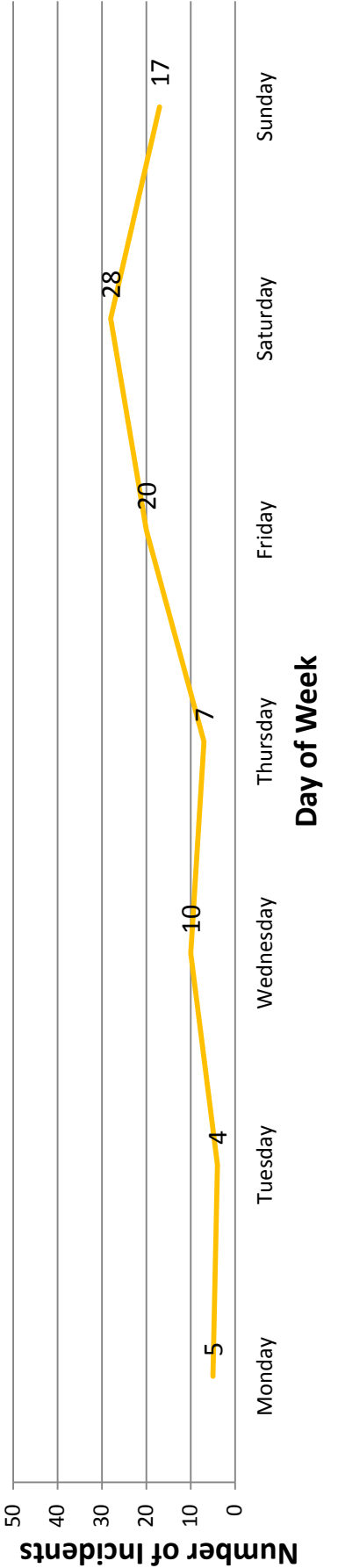


These data represent the number of on-campus and off-campus incidents reported through the Community Concerns Hotline by neighbors as well as GW students, faculty and staff.

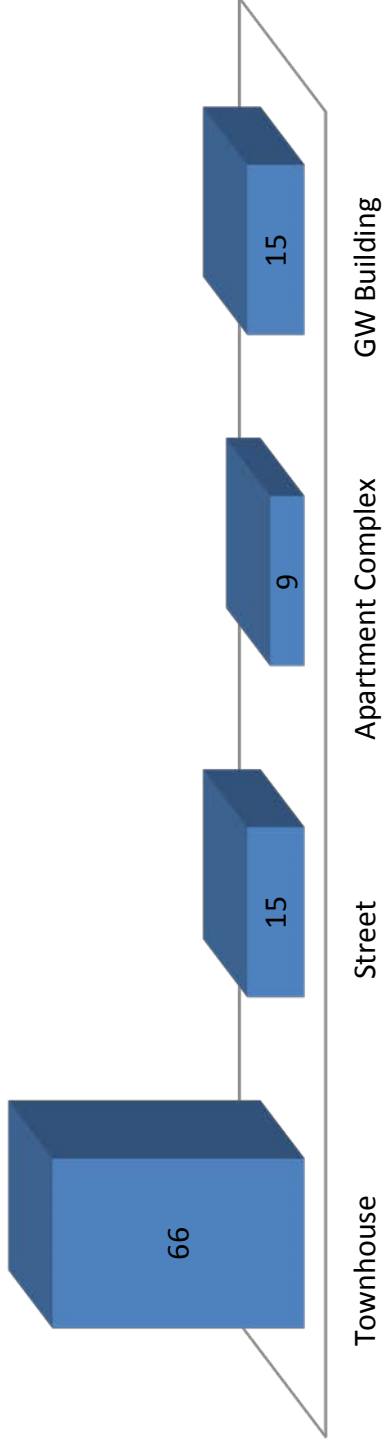
Incidents by Day of the Week July 1, 2013 - June 30, 2014



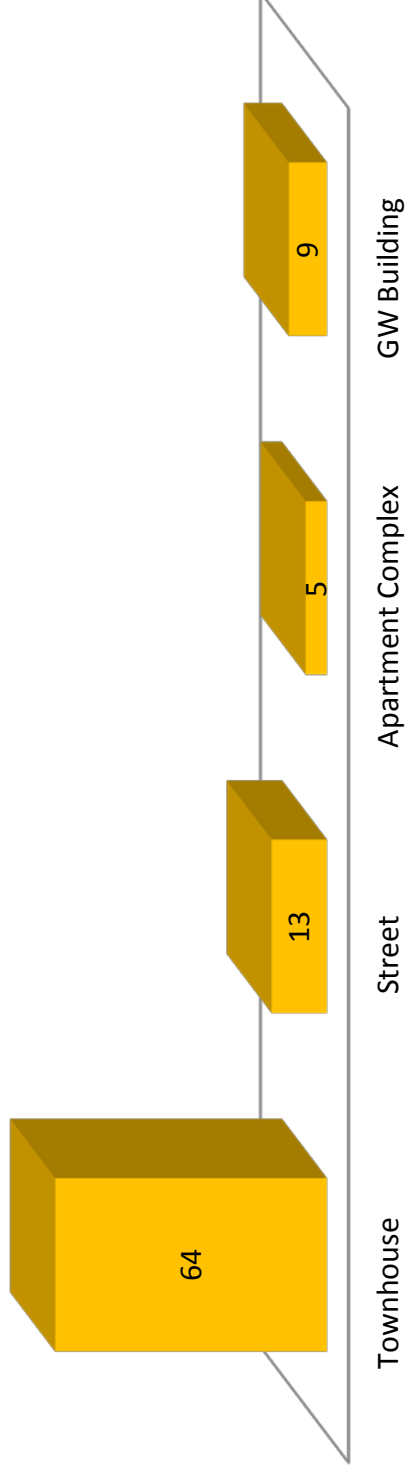
Incidents by Day of the Week July 1, 2012 - June 30, 2013



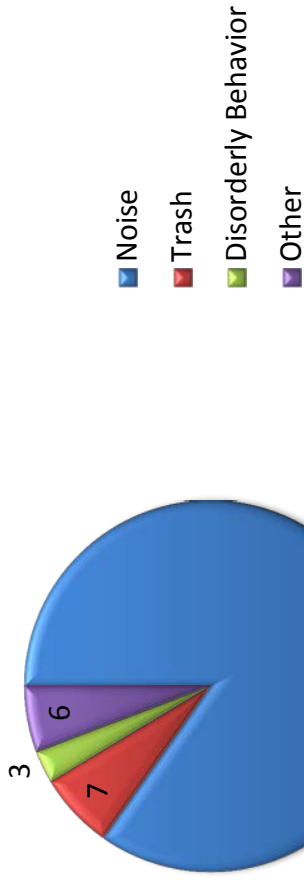
**Number of Incidents by Category of Area
July 1, 2013 - June 30, 2014**



**Number of Incidents by Category of Area
July 1, 2012 - June 30, 2013**



Type of Incident July 1, 2013 - June 30, 2014



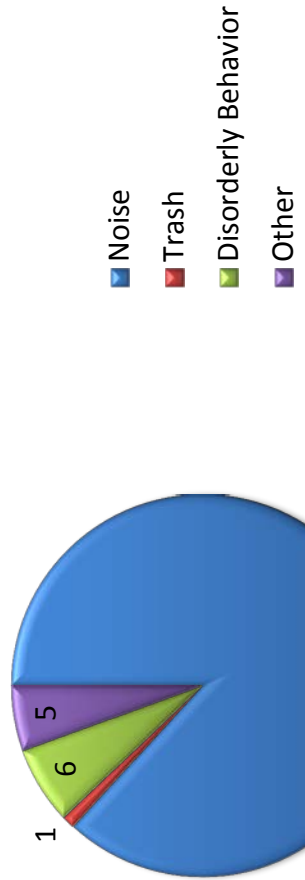
Noise incidents include loud talking, music, transient noise and parties originating from inside residence hall rooms, private townhouses and private apartments as well as on public streets and sidewalks.

Trash incidents involve alleged violations of DC Municipal Trash ordinances.

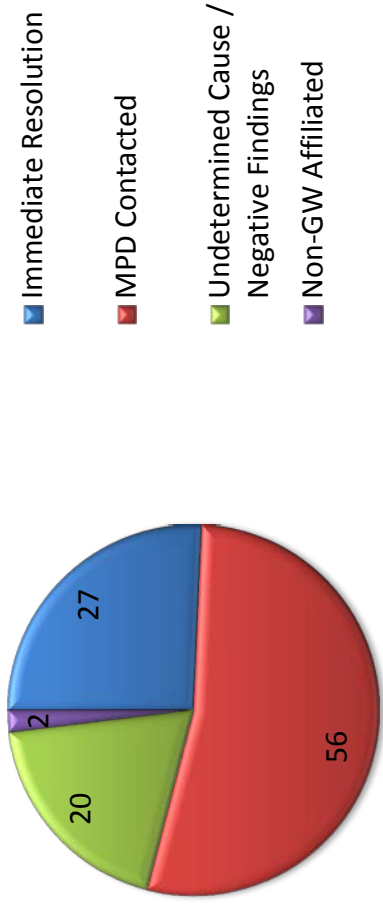
Disorderly Behavior incidents include public arguments, playing ball in the street, and harassment.

Other incidents include property damage, parking violations, suspicious packages and/or individuals.

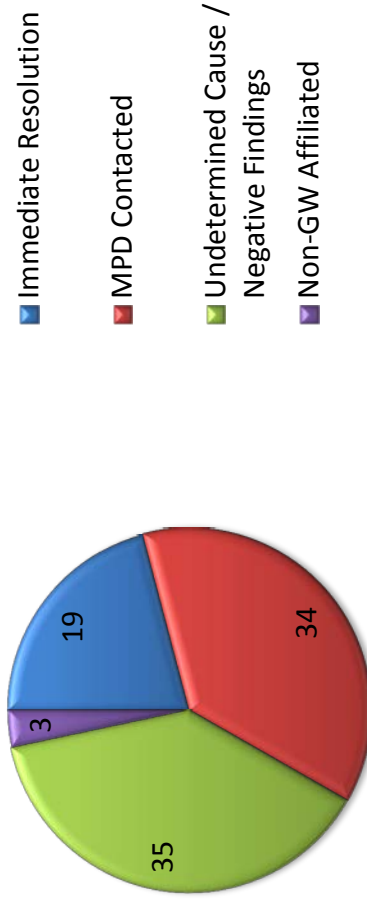
Type of Incident July 1, 2012 - June 30, 2013



Incident Report Outcomes July 1, 2013 - June 30, 2014



Incident Report Outcomes July 1, 2012 - June 30, 2013



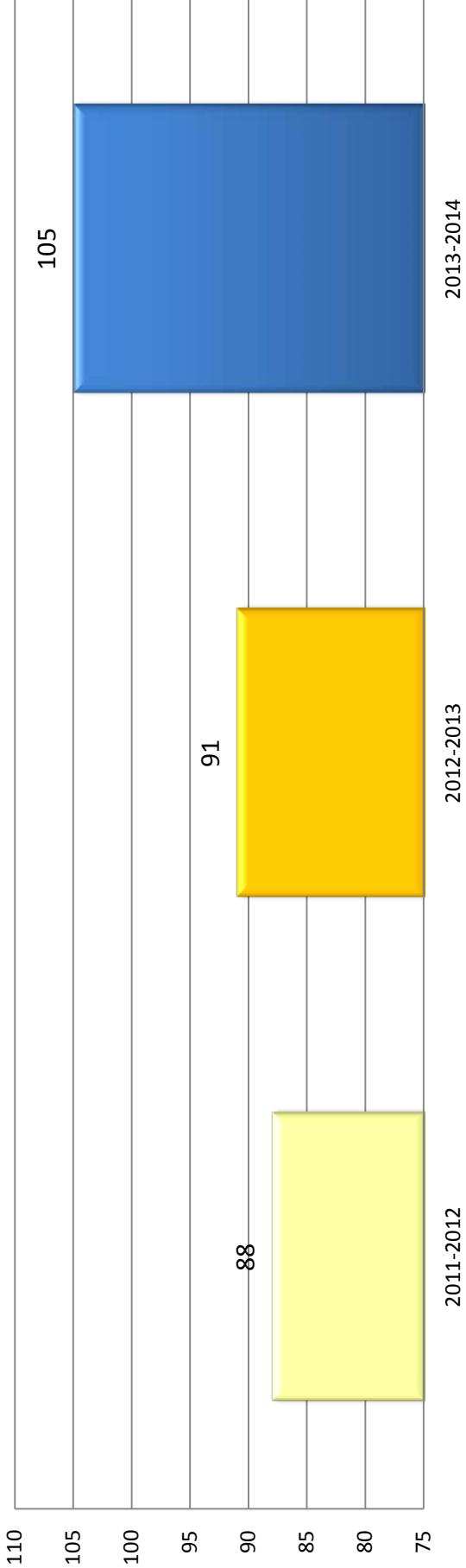
Immediate Resolution actions are those that resulted when GWPD responded and halted the offending activities on the scene.

MPD Contacted includes times when MPD was contacted by GWPD or when GWPD was unable to respond because the activity occurred outside campus boundaries.

Undetermined Cause/Negative Findings include situations when GWPD responded, but found no activity or evidence supporting complaint as well as when the university received notice of an incident not involving or resulting from a neighbor contacting GWPD or MPD.

The Office of Government & Community Relations follows up with all community members regarding their complaints when contact information is provided.

Year by Year Comparison Number of Incidents



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



Off-Campus Student Affairs

Dear Students,

One of the great benefits of attending The George Washington University is our location in the Foggy Bottom/West End and Foxhall communities. We enjoy numerous cultural activities as well as excellent shopping, restaurants, and entertainment opportunities. As Halloween approaches we hope that you have a safe and enjoyable holiday.

The George Washington University is committed to being a good neighbor in our community. The [GW University Police Department](#), the [Office of Community Relations](#), and the [Office of Off-Campus Student Affairs](#) work in partnership with students and neighbors to address concerns and make a better community for all of us.

During this holiday and throughout the year it is important for all of us to be courteous, respectful, and kind to everyone in our community. We want to make sure that you are aware of the lifestyles of many of your neighbors so that you can make courteous and respectful decisions at all times. Our neighborhoods are filled with working professionals, senior citizens and families with young children. The lifestyle of students can be very different from the lifestyle of our neighbors. You may be walking with a group of friends for a fun night out at 8:00 p.m. on Saturday night, just when parents are putting their children to bed. Or, you may be returning at 1:00 a.m. from enjoying a night on the town and families are sound asleep.

To help us all be better members of our community, we have continued the Quiet Zone initiative for the Fall 2014 semester. As you safely celebrate the Halloween holiday, we would ask that all members of the GW community keep these tips in mind:

- When walking in a group, please keep your conversations to a moderate level, particularly during late night hours.
- Pay special attention to residential buildings. DC laws make it illegal to shout or make a disturbance at night.
- Refrain from congregating outside of your on or off campus residence late at night or early in the morning.
- Keep your phone conversations to a reasonable volume.

As you may be aware, beginning this semester, the [Office of Students Rights and Responsibilities](#) (SRR) will manage all of the off-campus conduct violations through an updated response process that outlines university actions and possible disciplinary sanctions for off-campus noise and trash violations by GW students.

[University Responses to Off-Campus Noise and Trash Violations](#)

[GW Today Article About Updated Response Process](#)

["Learning to Live With Neighbors" by Peter Konwerski, Vice Provost and Dean of Student Affairs](#)

We encourage you to remember these tips, and your own common sense, in our neighborhoods. Please help us all to be better neighbors and ensure that you and your friends take part in the Quiet Zone.

Sincerely,

Andrew Goretsky
Director, Center for Student Engagement
Off-campus Student Affairs

Britany Waddell
Director, Office of Community Relations

Code of Student Conduct

Authority for Student Discipline

1. Ultimate authority for student discipline is vested in the Board of Trustees by the University Charter. Disciplinary authority may be delegated to University administrators, faculty members, student committees, and organizations, as set forth in the “Code of Student Conduct” (“Code”), or in other appropriate policies, rules, or regulations adopted by the Board. Students are asked to assume positions of responsibility in the University judicial system so that they may contribute their skills and insights to the resolution of disciplinary cases.

Rationale

2. The primary purpose for the maintenance of discipline in the University setting is to protect the campus community and to establish clear standards for civil interaction among community members. The University’s goal, through maintenance of standards set forth in the “Code”, is to help students experience democratic citizenship, and its attendant obligations and responsibilities.

The purpose of a disciplinary proceeding is to establish the factual record of an alleged violation of the “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 for hearings suggested in this “Code” shall not invalidate a decision or proceeding resulting from a conference or hearing unless significant prejudice to the accused or the University may result, as determined by the Dean of Student Affairs or designee.

Definitions

3. 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 Center for Student Engagement as a student organization.

e. “**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.

f. “**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; Marvin Center facilities; Columbia Plaza; and 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.

g. “**University-sponsored activities**” means events and activities initiated by a student, student organization, or University department, faculty member, or employee that

- (1) Are expressly authorized, aided, conducted or supervised by the University; or
- (2) Are funded in whole or in part by the University; or
- (3) Are initiated by an officially registered student organization and conducted or promoted in the name of that student organization and/or the University.

Interpretation of Regulations

4. The purpose of publishing disciplinary 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 disciplinary system or is relevant to the interpretation or application of the “Code”.

Inherent Authority

5. 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 disciplinary action against those students whose behavior off University premises constitutes a violation of this “Code”.

6. Students may be accountable both to civil authorities and to the University for acts that constitute violations of law and of this “Code”. Disciplinary action 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.

Interim Suspension

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

8. A student suspended or evicted on an interim basis will be granted a disciplinary hearing or conference as soon as is practical.

Standards of Classroom Behavior

9. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the instructor to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a disciplinary conference

or hearing, as set forth in Articles 25 and 26 of this “Code”, or in accordance with Articles 7 and 8 above.

The term “prohibited...acts” includes behavior prohibited by the instructor (including, but not limited to, smoking in the classroom, persistently speaking without being recognized or called on, refusing to be seated, disrupting the class by leaving and entering the room without authorization). It must be emphasized that this provision is not designed to be used as a means to punish classroom dissent. The expression of disagreement with the instructor or classmates is not in itself disruptive behavior.

Office of Student Rights & Responsibilities

10. The Office of Student Rights & Responsibilities within the Division of Student Affairs directs the efforts of students and staff members in matters involving student discipline and supports the University’s mission of guiding students to become more responsible citizens. The responsibilities of the Office include:

- a. Determining the disciplinary charges to be filed according to this “Code”;
- b. Interviewing parties and witnesses involved in disciplinary proceedings and providing information to them regarding the disciplinary process;
- c. Training and advising the campus judiciary;
- d. Maintaining all student non-academic disciplinary records;
- e. Developing procedures for conflict resolution;
- f. Conducting disciplinary hearings and conferences;
- g. Collecting and disseminating research and analysis concerning student conduct;
- h. Resolving cases of student misconduct, including the imposition of sanctions lesser than suspension or expulsion.

Prohibited Conduct

11. Violence of any kind will not be tolerated on or off University premises or at University-sponsored activities. Any student, group, or organization found to have committed misconduct is subject to disciplinary 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 disciplinary action (subject to the provisions of Article 5):

- a. Sexual Violence - Any physical sexual act against any person, including without limitation any sexual abuse, assault, battery, invasion or penetration (including but not limited to sexual intercourse), against that person’s will, or without that person’s consent, or when that person is incapable of giving consent due to his or her age, family relation to the other person, medical or physical condition, intellectual or other disability, or use of alcohol or other drugs. “Consent” requires words or actions indicating a freely given agreement to have sexual intercourse or engage in other sexual activities. The lack of verbal or physical resistance does not by itself constitute consent. The degree of impairment of a person’s ability to give or withhold consent (including but not limited to incapacity or helplessness caused by alcohol or other drugs) may be

introduced as pertinent information at any university disciplinary hearing.

- b. Sexual Misconduct - Making any unwelcome sexual advances or requests for sexual favors to another person, or engaging in any activities or conduct of a sexual nature with respect to another person that is offensive, degrading or pervasive, or that creates an intimidating or hostile academic, work, living or social environment for that person.
- c. Assault – Placing a person in fear of imminent physical danger or injury through the use of electronic, written, verbal, or physical means.
- d. Physical Abuse – Committing physical abuse and/or battery of any person.
- e. Drug / Alcohol Violation - Possession or use of alcohol by persons under 21; intoxication on University premises or public property; offering, providing, or otherwise making available any alcoholic beverage to any person under the age of 21; possession or use of illegal drugs or controlled substances; possession of paraphernalia containing drug residue; manufacture or distribution of illegal drugs or controlled substances.
- f. 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.
- g. 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.
- h. Interfering With University Events - Interfering with any normal University or University-sponsored events, including but not limited to studying, teaching, research, and University administration, fire, police, or emergency services.
- i. Sanction Violation - Violating the terms of any disciplinary sanction imposed in accordance with this “Code”.
- j. Dishonesty - Non-academic dishonesty including but not limited to,
 - (1) Furnishing false information to the University or University personnel, including the University Police.
 - (2) Furnishing false information at University disciplinary proceedings.
 - (3) Forgery, unauthorized alteration, or unauthorized use of any University 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.
- k. Misuse of Fire Safety Equipment - Misuse or damage to fire safety equipment, such as fire extinguishers or exit signs.

- l. Theft - Theft of property or of services or knowing possession of stolen property.
- m. Destruction of Property - Destroying or damaging University property, such as library holdings, or the property of others.
- n. Non-compliance - Failure to comply with reasonable directions of University officials, including University Police officers and representatives of the Division of Student Affairs acting in performance of their duties. Directives to cooperate in the administration of this "Code" including those to appear and give testimony at a University disciplinary proceeding as well as directives to produce identification are included in the scope of this provision.
- o. 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 lease agreements with the University, the Code of Computer Usage, and the Gelman Library Rules and Regulations.
- p. Fireworks Violation - Use or possession of fireworks.
- q. Violation of Law - Violation of federal and/or local law, including, but not limited to, possession of any false, fraudulent, or otherwise illegal identification card or document; manufacture, sale, or distribution of local, state, or federal identification.
- r. Unauthorized Use of the University's Name - Any unauthorized commercial use of the University's name, logo, or other representation.
- s. Disorderly Conduct - Shouting or making excessive noise either inside or outside a building; verbally abusing University officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens, endangers, or harasses others; disrupting, obstructing or interfering with the activities of others; or behaving in a lewd or indecent manner.
- t. Hazing - Any act of 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 which 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. See Articles 28 and 29 for further information on this prohibition.

- u. Discrimination - Committing any of the above acts because of a person's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.
- v. Trespass. Entering or remaining on or in any part of any University premises without proper authorization.

Sanctions

Articles 12 and 13 represent an attempt to give needed assistance to those who are assessing sanctions. The guidance is directed toward imposing more severe disciplinary sanctions in serious cases. However, the language concerning "mitigating factors" is broad enough to give considerable discretion to do justice, depending upon the facts in each case. The burden of establishing mitigating factors prior to imposition of sanctions is on the student accused.

12. This "Code" seeks to preserve flexibility in the imposition of sanctions so that each student, group, or organization offender is afforded the greatest possibility for appropriate and just treatment.

Significant mitigating or aggravating factors shall be considered, which may include the current demeanor and the presence or lack of a disciplinary or criminal record of the offender, as well as the nature of the offense and the extent of any damage, injury, or harm resulting from it.

- a. 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 disciplinary action.
- b. Disciplinary Probation - Exclusion from participation in privileged or extracurricular institutional activities for a specified period of time, including athletic and any other team activity or sport. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this "Code" during the period of probation, will normally result in suspension or expulsion from the University.
- c. Restitution - Repayment to the University or to an affected party for damages, loss, or injury resulting from a violation of this "Code".
- d. Eviction from Residence - Termination of residence contract and exclusion from visiting within certain or all residential facilities as set forth. Any student who is evicted shall not be entitled to a refund of room fees. Evicted students may not reside in other University-owned/controlled housing unless a waiver is granted by the Office of Student Rights & Responsibilities.
- e. 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.
- f. 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.

- g. Other sanctions - Other sanctions may be imposed instead of, or in addition, to those specified above. For example, students may be subject to restrictions upon or denials of University parking privileges for violations involving the use or registration of motor vehicles on campus. Service projects may also be assigned. 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”).

13. The following are recommended **minimum** sanctions:

- a. Sexual Violence: One year suspension and eviction from the residence halls or University-owned or controlled rental properties.
- b. Sexual Misconduct: Disciplinary probation.
- c. Assault: Disciplinary probation.
- d. Physical Abuse: One semester suspension and eviction from the residence halls or University-owned or controlled rental properties.
- e. Drug/Alcohol Violation:

i. Drug Violation:

(1) Possession and/or use:

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

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

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

(2) Manufacture, distribution, possession with intent to distribute illegal drugs or controlled substances:

One year suspension.

ii. Alcohol Violation:

(1) Possession and/or use:

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

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

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

- f. Possession or Storage of a Weapon or Object That Could Be Construed as a Weapon: Disciplinary probation and eviction from the residence halls or University-owned or controlled rental properties.

(1) Use of weapons, ammunition or objects that could be construed as weapons: One semester suspension.

(2) Use of firearms: One year suspension.

- g. False Alarm/Report: Suspension from the University and/or eviction from the residence halls or University-owned or controlled rental properties.

- h. Interfering with University Events: Censure.

- i. Sanction Violation: Disciplinary probation.

- j. Dishonesty: Disciplinary probation.

- k. Misuse of Fire/Safety Equipment: Restitution.

- l. Theft: Restitution.

- m. Destruction of Property: Restitution for the cost of replacement or repairs; loss of privileges in libraries or computer or other laboratories.

- n. Non-compliance: Disciplinary probation.

- o. Regulation Violations: Disciplinary probation, eviction from the residence halls or University-owned or controlled rental properties; denial of computer privileges/access; loss of library privileges. In egregious cases, such as tampering with University computer records, the student may be suspended for no less than one semester.

- p. Fireworks Violation: Eviction from the residence halls or University-owned or controlled rental properties; restitution for the cost of repairs.

- q. Violation of Law: Disciplinary probation for acts including but not limited to possession of any falsified means of identification; one semester suspension or, in egregious cases, expulsion for acts including, but not limited to, manufacture, sale, or distribution of local, state, or federal means of identification.

- r. Unauthorized Use of the University’s Name: Disciplinary probation.

- s. Disorderly Conduct: Disciplinary probation and/or eviction from the residence halls or University-owned or controlled rental properties.

- t. Hazing: For groups or organizations, loss of University registration and all attendant privileges; for individuals, disciplinary probation or any other sanction applicable for additional charges.

- u. Discrimination: Will not have a separate, minimum sanction since it only will be charged in conjunction with charges or other prohibited conduct as an aggravating circumstance to be considered in imposing sanctions for another violation.

v. Trespass. Disciplinary probation.

14. Repeated or aggravated violations of any part of this “Code” may also result in expulsion or suspension or any other sanction that may be appropriate.

15. Attempts to commit acts prohibited by this “Code” or encouraging others to commit acts prohibited by this “Code” shall be punished to the same extent as completed violations.

Case Referrals

16. 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 and the University Police Department. Any person who witnesses a violation in progress should report it immediately to the University Police Department.

17. The Director of the Office of Student Rights & Responsibilities or designee will review the allegations to determine whether charges should be brought forward alleging violations of this “Code”. If a sanction of eviction from housing, suspension, or expulsion could potentially result, a hearing before a University Hearing Board or Ad Hoc Board will be scheduled pursuant to Article 27 of this “Code.” If not, a Disciplinary Conference will be scheduled pursuant to Article 26 of this “Code.”

18. Any student scheduled for a hearing before a University Hearing Board may elect to have a Disciplinary Conference instead. In such a case the conference will be considered a “Board-Level Disciplinary Conference”, the university shall proceed according to the procedures set forth in Article 27 of this “Code”, and when violations are found the full range of sanctions may be imposed as appropriate, including eviction from housing, suspension, and expulsion. In cases involving multiple parties, if one party elects to have a Disciplinary Conference and another does not, the matter will be heard by an Ad Hoc Board.

19. The Director of the Office of Student Rights & Responsibilities or designee may defer disciplinary proceedings for any alleged violations of this “Code” for a period not to exceed two semesters. The Director of the Office of Student Rights & Responsibilities or designee may impose conditions or take interim measures as appropriate in connection with the decision to defer any such proceedings. Pending charges may be withdrawn at the conclusion of a deferral period, within the discretion of the Director of the Office of Student Rights & Responsibilities or designee and depending on the conduct of the accused student, or may be added to any subsequent charges arising from conduct within the deferral period.

20. 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 Judicial Board is available. Otherwise the case will be adjudicated during the following academic semester.

Judicial Boards

21. Judicial Bodies:

- a. The University Hearing Board hears cases to be resolved in accordance with this “Code”. The 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 Article 22 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.

- b. 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 impose 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.
- c. 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.
- d. 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 Student Affairs; 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 Student Affairs. The Committee on the Judicial System’s decisions on appeals are final and conclusive.

22. With the exception of the Student Parking Violations Board, the finding of fact as determined by each University Hearing Board, Ad Hoc Board or Disciplinary Conference will be forwarded to the Director of the Office of Student Rights & Responsibilities or designee for determination and imposition of sanction, if applicable. In case of suspension or expulsion, the Dean of Student Affairs or designee, in concurrence with the Provost and Executive Vice President for Academic Affairs or designee, will impose sanctions.

Selection and Removal of Judicial Board Members

23. Student members of each Judicial Board and the presiding officer are selected in accordance with procedures developed by the Director of the Office of Student Rights & Responsibilities or designee. Student members of each Judicial Board pool are appointed by the Dean of Student Affairs or designee to serve for a term of one year. Faculty and administrative members of each Judicial Board pool are nominated by the Faculty Senate and the Dean of Student Affairs, respectively, and are appointed by the President for terms established by the Faculty Senate.

24. Members of any Judicial Board who are charged with any violation of this “Code” or with a criminal offense will be suspended

from their judicial 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 violation or guilty of a criminal offense will be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Director of the Office of Student Rights & Responsibilities or designee.

25. Students, faculty and staff appointed as members of any Judicial Board must adhere to absolute confidentiality relative to the matters and names of all persons who participate in the judicial process. Any student who violates this provision will be charged and, if found in violation, will be sanctioned.

Procedural Guidelines - Disciplinary Conferences

26. A Disciplinary Conference will normally consist of an informal, non-adversarial meeting between the accused party 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. Accused students who fail to appear after written notice will be deemed not to have contested the allegations against them; however, a student may elect not to speak on his or her own behalf.

The following procedural guidelines are applicable to parties in Disciplinary Conferences:

- a. Written notice of the specific charges pertaining to the party, and date of the scheduled conference, will be provided at least three days prior to the conference.
- b. Reasonable access to the case file will be provided at least three days prior to and during the conference. 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.
- c. The opportunity to respond to the evidence and to call appropriate and relevant student witnesses. Parties may also request the Office of Student Rights & Responsibilities to call additional witnesses provided such witnesses are reasonably available and would provide information relevant to the charge(s). It is expected that all witnesses will provide information that is true and correct. Any student who knowingly provides false information during a disciplinary conference will be charged under Article 11, section j of this "Code".
- d. The right to an advisor in accordance with the guidelines in Article 28.
- e. Notarized affidavits may be accepted or other accommodations made at the discretion of the presiding officer in lieu of live testimony at the conference stage if a witness is determined to be unavailable.

Procedural Guidelines – University Hearing Boards, Ad Hoc Boards, and Board-Level Disciplinary Conferences

27. The following procedural guidelines shall be applicable in all hearings before University Hearing Boards, Ad Hoc Boards, and Board-Level Disciplinary Conferences:

- a. Parties will be given written notice of the hearing date and the specific charges pertaining to them within a reasonable amount of time and be given reasonable access to the case file as appropriate and consistent with FERPA. The case file will be retained in the Office of Student Rights & Responsibilities.
- b. Parties may introduce relevant information and call appropriate and relevant student witnesses to testify at the hearing. Parties may also request the Office of Student Rights & Responsibilities to call additional witnesses, provided such witnesses are reasonably available and would provide information relevant to the charge(s). Failure to appear when called may result in charges under this "Code" but will not invalidate the proceedings. Character witnesses will not be heard. It is expected that all witnesses will provide information that is true and correct. Any student who knowingly provides false information during a disciplinary hearing will be charged under Article 11, section j of this "Code".
- c. Accused parties who fail to appear after written notice will be deemed not to have contested the allegations against them; however, an accused party may elect not to speak on his or her own behalf. In such cases, the Board's decision will be based solely on witness testimony and other information presented during the proceeding.
- d. Hearings will be closed to the public.
- e. 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 hearing. Anyone disrupting the hearing may be removed or excluded from the hearing 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 his or her disruption and removal.
- f. Hearings will be recorded or transcribed. The method used is at the discretion of the Director of the Office of Student Rights & Responsibilities or designee.
- g. Any party may challenge a Board member on the grounds of personal bias before the hearing commences. The decision to disqualify a Board member will be made by the Director of the Office of Student Rights & Responsibilities or designee. This decision is final.
- h. Witnesses will be truthful in giving testimony before the Board. Furnishing false information in such a context is a violation of this "Code" and appropriate sanctions will be applied.
- i. Only the immediate parties (and the parties' advisors if applicable) to the alleged violation may be present throughout the hearing. All parties will be excluded during Board 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.
- j. The Board will question all parties and witnesses in an effort to establish the factual record. On disputed points, a

preponderance of the evidence introduced at the hearing will 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.

- k. Formal rules of evidence will not be applicable in disciplinary proceedings described in this “Code”.
- l. All parties may question witnesses who testify for any of the parties at the hearing, although in certain cases the University may require that such questioning be conducted indirectly and/or from a separate location.
- m. Prior to the hearing, the Director of the Office of Student Rights & Responsibilities or designee may appoint a special presiding officer in complex cases.
- n. Reports of the Board 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 finds the respondent to be in violation, the report will also include a recommendation of sanction. The Board may consider mitigating or aggravating circumstances when making a sanction recommendation. The report 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 impose another or no sanction within his or her discretion.
- o. In cases of suspension or expulsion, the Dean of Student Affairs or designee, in concurrence with the Provost and Executive Vice President for Academic Affairs or designee, will make the final decision regarding sanctions. The past disciplinary record of the respondent and applicable mitigating and aggravating circumstances will be taken into account in determining the sanction(s).
- p. The outcome of the conference or hearing and the sanction (if appropriate) shall be rendered, in writing, within a reasonable amount of time after the hearing is concluded.
- q. Notarized affidavits may be accepted or other accommodations made at the discretion of the presiding officer in lieu of live testimony at the hearing stage if a witness is determined to be unavailable.

Representatives and Advisors

28. Legal representation is not permitted in University Disciplinary Conferences, University Hearing Board or Ad Hoc Board hearings, although parties may be accompanied by advisors or friendly observers. The role of advisors 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 hearing at the discretion of the presiding officer. The advisor may be, but may not act in the role of an attorney. Parties must notify the Office of Student Rights & Responsibilities if they will have an advisor during the hearing or conference, and if their advisor is an attorney, at least three business days prior to the hearing or conference. The University retains the right to have legal counsel present at any hearing.

Student Groups and Organizations

29. Student groups and organizations may be charged with violations of this “Code”.

30. 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.

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.

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. 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 constitute a violation of Article 11, sections b, e, h, and t. This is because such an activity may be physically abusive, constitutes an interference with normal University activities, and violates drug or alcohol regulations. The express or implied “consent” of the victim or participant is not a defense. Participants in these activities will be charged; the University community is considered to be the victim.

31. 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.

32. Sanctions for group or organization misconduct may include revocation or denial of registration, as well as other appropriate sanctions.

Appeals

33. Parties have a right to appeal the outcome of a disciplinary hearing or conference but not the sanction. Appeals must be based on new information that is relevant to the case, that was not previously presented at the hearing or conference, and that significantly alters the finding of fact. Appeals must be submitted in writing to the Office of Student Rights & Responsibilities 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.

34. A timely appeal will be reviewed by the Executive Director of Planning & Outreach or designee to determine its viability based on the criteria in Article 32. Such review by the Executive Director of Planning & Outreach 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 be viable, 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.

35. The Panel of the Committee on the Judicial System may

- a. Affirm the finding of the original board or conference;
- b. Remand the case to the original board or conference officer for a new hearing; or
- c. Request that a new board or conference officer hear the case.

36. The imposition of sanctions will be deferred during the pendency of appellate proceedings unless, in the judgment of the Dean of Student Affairs or designee, the continued presence of the student on campus poses a substantial threat to others, to himself or herself, or to the stability and continuance of normal University functions.

Transcript Notations

37. An encumbrance may be placed on a student's University records by the Director of the Office of Student Rights & Responsibilities or designee while disciplinary proceedings are pending or sanctions are incomplete.

38. Notation of disciplinary action will be made on the transcript whenever a student is expelled or suspended. Students may petition for removal of the notation of suspension when the suspension period has expired or after three years, whichever comes first. 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 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.

Disciplinary Files and Records

39. Case referrals may result in the development of a disciplinary file in the name of the student; the file shall be voided if the charge is not substantiated. Voided files will be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record.

40. The files of students found in violation of any prohibited conduct will be retained as a disciplinary record until their graduation. This provision 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 of Student Conduct". Disciplinary records may be reported to third parties in accordance with University regulations and law.

41. Disciplinary records may be removed from the student disciplinary files of the Division of Student Affairs 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. In deciding whether to grant the request, 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.

42. Students assigned to complete any sanction as a result of violating any section of this "Code" will have their records encumbered by the Office of Student Rights & Responsibilities. The encumbrance will be removed upon completion of all sanctions required by the University.

Conflicts

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

Approved – October, 1996

Additional Conduct Regulations

In addition to the Statement of Student Rights and Responsibilities and the "Code of Student Conduct," the following are the principal regulations governing student conduct. The text below is a summary of the official University document (cited in parenthesis following the title). Please refer to the full text of the policies, which can be found online at <http://policy.gwu.edu>.

A. Violations of Law, Including Laws Proscribing Certain Drugs

(Board of Trustees Resolution -- October 19, 1968)

The University cannot condone violations of law, including violation of those laws that prohibit possession, use, sale, or distribution of certain drugs. Administrative action, which may include dismissal from the residence halls, revocation of other privileges, or suspension or dismissal from the University, may be taken in order to protect the interests of the University and the rights of others.

B. Possession of Firearms

(Firearms and Weapons Policy)

The possession of firearms, explosives, or other weapons by members of the University community on University premises without the explicit authorization of the University, whether or not a federal or state license to possess the same has been issued to the possessor, is prohibited.

<http://my.gwu.edu/files/policies/FirearmsFINAL.pdf>

C. Unauthorized Entry/Trespass

(Barring People From Campus Policy)

The University reserves the right to determine who can and cannot access and/or use property owned, controlled, or leased by the University. The University reserves the right to bar from University property or facilities any person, whether or not affiliated with the University, to whom the University does not wish to allow access.

<http://my.gwu.edu/files/policies/BarringPeopleFINAL.pdf>

D. Misuse of University Identification

(GWorld Card Policy)

The GWorld Card is the official identification card of the University, and it is required for access to certain campus buildings (such as residence halls, libraries, and athletic facilities) and to University events. The card also provides a declining balance account for purchases at on- and off-campus merchants. By accepting the GWorld card, an individual agrees to be bound by the requirements set forth in the GWorld Card Policy. Violations may result in confiscation of the card and disciplinary action up to and including termination of employment or enrollment.

<http://my.gwu.edu/files/policies/GWorldCardFINAL.pdf>

E. Animals in Residential Buildings

(Residential Community Conduct Guidelines)

No animals of any kind, other than properly attended service animals for individuals with disabilities (registered through the Office of Disability Support Services), are permitted in University residence halls. In the event animals, including laboratory specimens, are found in a residence hall, the University reserves the right to have them removed and to bill the student(s) responsible for required extermination and cleaning services. Disciplinary action may be taken against the student(s).

<http://living.gwu.edu/forms/rccgs>

F. Demonstration

(Demonstrations Policy)

The University supports the rights of members of the community to dissent and to demonstrate that dissent, provided that such activities do not disrupt normal campus operations, obstruct free access to University buildings, facilities, or spaces or infringe upon the rights of others.

<http://my.gwu.edu/files/policies/DemonstrationsFINAL.pdf>

G. Disruption of University Functions

(Board of Trustees Resolution -- January 16, 1969)

Any member of the University (including as members of the University all persons having a formal connection with the University) who

1. Engages in conduct that unreasonably obstructs teaching, research, and learning; or
2. Unreasonably obstructs free access to members of the University or to University buildings; or
3. Disobeys general regulations of the University; or
4. Damages University property or injures members or guests of the University;

may be punished for conduct by dismissal from the University, or by some lesser disciplinary action, through procedures established within the University for the government of its members.

H. Political Activities

(Political Activity Policy)

The University's policy is to comply with Internal Revenue Service regulations that restrict the use of its property and employees in political campaign activities in support of or in opposition to candidates.

<http://my.gwu.edu/files/policies/PoliticalActivityFINAL.pdf>

I. Right to Change Rules and Programs

(University Bulletin)

The University reserves the right to modify or change requirements, rules, and fees. Such regulations shall go into force whenever the proper authorities may determine. The right

is reserved by the University to make changes in programs without notice whenever circumstances warrant such changes.

<http://www.gwu.edu/~bulletin/>

J. Right to Dismiss Students

(University Bulletin)

The University reserves the right to dismiss or exclude any student from the University, or from any class or classes, whenever, in the interest of the student or the University, the University Administration deems it advisable.

<http://www.gwu.edu/~bulletin/>

K. Non-Punitive Administrative Actions

In the course of University administration, faculty and administrators may take actions that have some coloring of punitive action but that, in fact, are not taken with intent to punish the student. Actions of this kind are necessary to the reasonable operation of the University, but care must be exercised that they do not become devices for avoiding the safeguards established to avoid unfair, arbitrary, or capricious invasions of student rights. An example is the refusal to re-enroll a student with unpaid indebtedness to the University. Another example would be the refusal to re-enroll a student with incapacitating psychological disturbances. Another example would be the requirement that a student pay for damage to University property caused by his or her negligence. These examples are illustrative, not a comprehensive description of these inherent administrative powers. These actions are not governed by the disciplinary procedures of the *Statement of Student Rights and Responsibilities* or by the "Code of Student Conduct."

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	1,369
District of Columbia outside the Foggy Bottom Campus Plan boundaries and outside Foggy Bottom/West End	242
breakdown by zip code: 20001 33 20002 16 20003 11 20004 3 20005 13 20006 0 20007 23 20008 8 20009 35 20010 3 20011 9 20012 4 20015 3 20016 8 20017 2 20018 3 20019 4 20020 1 20024 5 20027 0 20032 1 20036 18 20037 38 20057 1 20078 0	
Maryland	128
Virginia	313

Note 1: This data is current as of November 17, 2014 and represents a 95% response rate from the 2,197 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-14
<i>Lot #</i>	<i>Lot Name</i>	<i>Self-Park</i>	<i>Valet Parking</i>	<i>Total Spaces</i>
1	Law Learning - G St Garage	400	56	456
3	Lot 3	22	45	67
4	Academic Center Garage	226	60	286
5	Elliot School	198	0	198
6	New Hall Garage	59	0	59
7	Ambulatory Care Center Garage	108	0	108
9	Media & Public Affairs Garage	64	0	64
12	Tompkins Lot	0	0	0
14	Ross Hall Garage	113	44	157
15	Old Main	63	0	63
16	Funger Hall Garage	218	46	264
17	Ivory Tower	90	0	90
18	South Hall	180	0	180
20	Dakota	60	0	60
21	Health & Wellness Garage	112	0	112
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		2450	477	2927

Notes:

Note 1: Data as of the GW census date, October 4, 2014.

Note 2: The 23 spaces from Lot 12 are removed from the parking inventory for GW Hospital's Radiation and Oncology temporary use.

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



TRANSPORTATION & PARKING SERVICES

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OFFICE LOCATION

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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.

Our Goals

- Strive for the highest level of customer service satisfaction
- Provide the highest level of revenue integrity through proper fiscal and audit procedures
- Maximize revenues while reducing controllable expenses
- Be a model by which other parking operations and transportation systems can be benchmarked
- Utilize technology to enhance the customer service experience
- Hire, train, promote and recognize outstanding employees
- Provide safe and secure parking facilities and transportation services for all customers
- Develop, utilize and maintain a customer feedback and resolution system that provides timely, reasonable responses questions, concerns, and suggestions



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4RIDE & COLONIAL EXPRESS SHUTTLE SERVICE



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.

Transportation and Parking Services

Support Building
Washington, DC
parking@gwu.edu

Contact Us





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CAMPUS SHUTTLES

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Public Transportation

The Foggy Bottom campus is served by myriad public transit options, including the Foggy Bottom-GWU Metrorail Station (Blue, Silver and Orange Lines), numerous Metrobus routes and commuter buses from Maryland and Virginia.

Circulator

The DC Circulator and the Georgetown Metro Connection also offer convenient downtown service. Regional rail services are provided by Virginia Rail Express, Maryland's MARC Train, and Amtrak.

Metrobus:

Advice for new bus riders: Metrobus names and routes can be confusing at first. Visit the interactive map at [goDCgo](#) for full details about the easiest way to take a bus to your destination. Major bus lines include: M1 the 30 series (30, 32, 34, 35, 36, 38B); M2 the D Series (D1, 3, 5, 6); M3 the N series (N2, 3, 4, 6); M4 the H1 Series; M5 the 80 series; M6 the Y series (Y3, 11, 16) and the S1 series; as well as the M7 the Lseries (L-1, 2).

zipcar:

Located throughout the Foggy Bottom Campus, zipcar offers rental vehicles on an hourly basis. A variety of vehicle options are available and gas and insurance are included. On campus one car is available to rent for anyone 18 and over on 23rd and Virginia Ave, while the remainder cars are available for 21 and over. Become a zipcar member and rent a zipcar or 1-866-494-7227. GW students, staff, and faculty can join at a reduced annual rate of \$25 with no application fee –rentals are charged on a per hour basis.

Free Regional Commuter Assistance:

Ridematching –Are you interested in saving money on parking and gas? Share the ride to work with a fellow GW co-worker! The Commuter Connections ridematching program allows you to find others who live and work near you, have similar work schedules, and are interested in carpooling and/or vanpooling to and from work. Commuter Connection's ridesharing technology allows you to view an interactive and comprehensive list of all potential ridesharing partners in your area.

Guaranteed Ride Home (GRH) –This program provides up to four free taxi rides home per year for registered commuters who take public transportation, carpool, walk, and bike to work.

NuRide:

NuRide is a flexible ridesharing program that encourages and rewards carpooling. The free program serves GW employees at the Foggy Bottom, Mount Vernon and Virginia Campuses. You can sign up for one ride or for recurring rides, commuting, errands or other travel needs. Registered "riders" earn reward points for each carpool ride found on the "NuRide" site.

Quick Links

- * WMATA
- * Maryland Transit Authority
- * Virginia Railway Express
- * zipcar
- * Amtrak
- * Capital Bikeshare
- *  General Transportation Fact Sheet.pdf

Transportation and Parking Services

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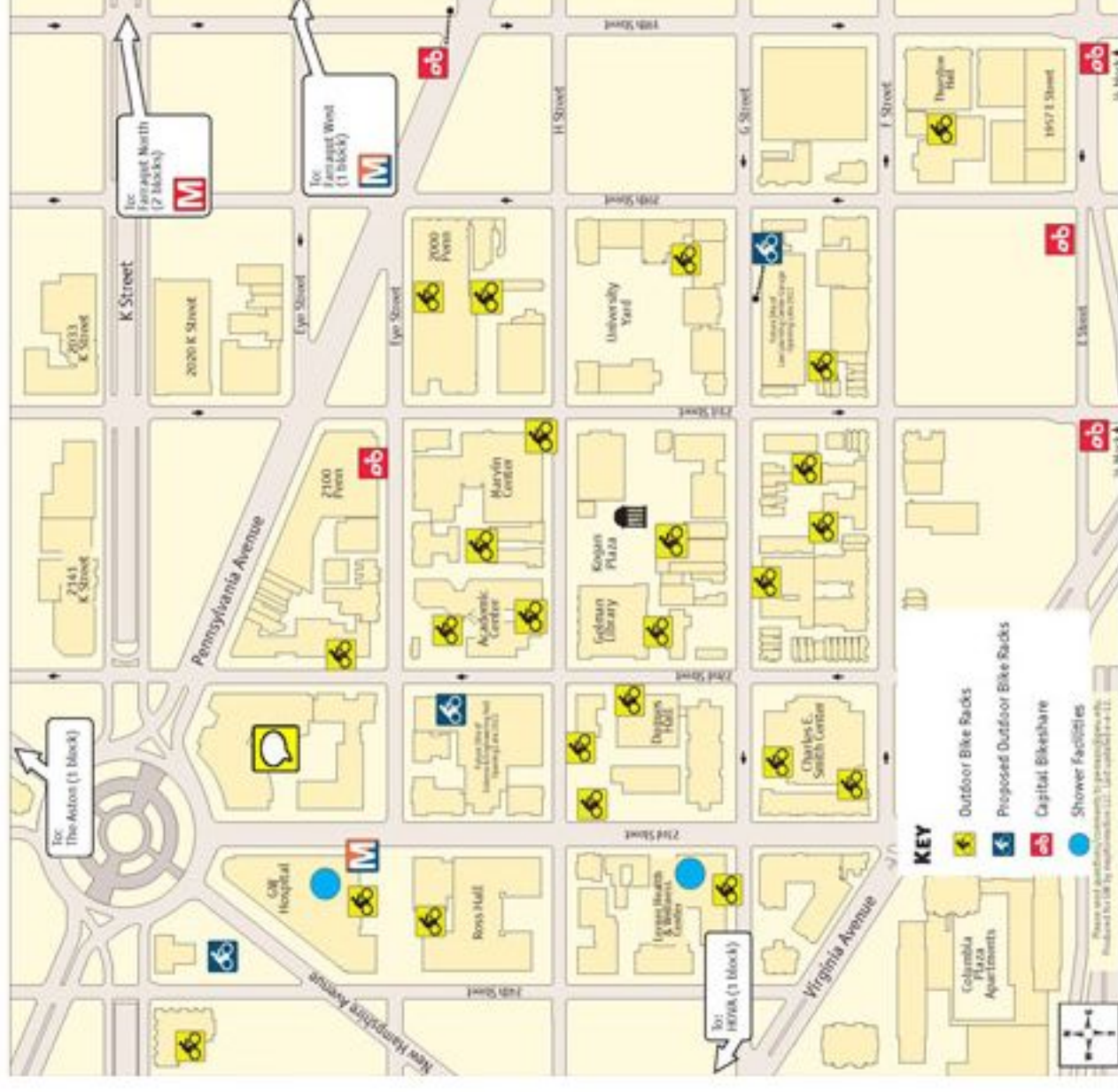
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Bicycles



Bike facilities at GW's Foggy Bottom Campus currently include nearly 500 bike parking spaces, consisting of street-level parking spaces and spaces within academic and residential buildings. Additional bicycle facilities with approximately 225 new spaces are proposed at the university's pending development sites. The May 2010 GW Climate Action Plan specifically recognizes the value of amenities for bike commuters and proposes increasing these amenities through the provision of bike racks in university garages and a reduced rate for shower-only Health and Wellness membership for faculty and staff.

Capital Bikeshare

Capital Bikeshare is a bike sharing program in the district that allows customers to rent bikes throughout the district and surrounding areas. Rental locations on campus are present on Eye Street and 21st Street, Virginia Ave, Eye

Street and 22nd Street, and E and 20th Streets. The program features self-service bike rental kiosks at 118 stations around DC.

Changing and shower Facilities

The Lerner Health and Wellness Center on 23rd Street now offers faculty and staff \$50 per semester membership for usage of the changing and shower facilities.

Bicycle Registration on Campus

The University Police Department offers free bicycle registration services.

Foggy Bottom Residence Hall Racks

Thurston Hall, Francis Scott Key Hall, South Hall, Fulbright Hall, City Hall, Madison Hall, Mitchell Hall, Strong Hall, West End, Crawford Hall, HOVA, Amsterdam Hall, Lafayette Hall, and Dakota Hall

Mount Vernon Bike Racks

UPD Gatehouse, Lloyd Gym, Somers Hall, and Merriweather Hall

Mount Vernon Campus Bike Rental:

Bike Rental is available from the Department of Athletics and Recreation at the West Hall fitness center on the lower level.

Transportation and Parking Services

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parking@gwu.edu

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4Ride & Colonial Express Shuttle Service

4Ride Security Escort Service

The 4Ride Security Escort Service provides GW community members with the option of a safe ride to and from locations on and around the Foggy Bottom Campus. The service operates every day from 7:00pm to 5:30am.

There are two ways that individuals can request a ride. The most efficient way is through the MyGW Portal. Just go to my.gwu.edu and select 4Ride from the "Quick Links."

The MyGW Portal allows you to schedule one ride at a time, up to two hours in advance of when you need it. In addition, when a van is assigned to your request, the online system will show you where the van is located in relation to your location on a map, and the system will send you a text message when a van is close.

The second way you can request a ride is by calling (202) 994-RIDE (7433).

4Ride is designed to be used as a security escort for students who feel unsafe and need a ride immediately or for students who need to get to a location on campus at night, but would otherwise have to go there alone. Please keep this in mind when using the service.

Colonial Express Shuttle Service

4Ride also operates the Colonial Express Shuttle Service every day from 7:00pm to 2:45am. These shuttles serve two purposes. First, they transport students from the center of campus to residence halls that are on the edge of campus (Hall on Virginia Ave, Thurston, and the Aston). Second, they reduce the load placed on the 4Ride system by stopping in areas that receive a high number of requests (Gelman, Marvin Center, Health and Wellness, and Thurston). Vans serving as shuttles are easily identifiable by the GW University logo and signs on the vehicles.

If you have any questions about either of these two services, please call 4Ride @ (202) 994-RIDE (7433) between 7pm and 5:30am.

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FACULTY & STAFF

CONTRACTOR PARKING

VISITORS



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.

By 2014 we will be opening a new garage location at 22nd Streets between H and Eye Streets beneath the Science and Engineering Hall.

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Resources

Student

- [GW Student Online Permit Purchase](#)
- [Parking Account Management](#)
- [Citation Payment](#)
- [Parking Requirement Exemption Form for first and second year students. Please complete and e-mail to parking@gw](#)
(Please also view the [On-Campus Parking Restrictions Policy](#))

Faculty/ Staff

- [Parking Account Management](#)
- [Citation Payment](#)
- [Parking Deduction Form allows the university to deduct the cost of parking from your paycheck. It is to be completed and turned into the Faculty Staff Service Center.](#)
- [Parking Deduction Change Form allows the university to change the amount that is deducted from your paycheck to parking. It is to be completed and turned into the Faculty Staff Service Center](#)
- [Parking Termination Form allows you to terminate your parking contact with the university, and stop paycheck deduction is to be completed and turned into the Faculty Staff Service Center](#)

Other University Service

- [GWWorld Office](#)
- [Campus Advisories](#)
- [Foggy Bottom Visitor's Center](#)
- [University Maps](#)

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SmartBenefits

SmartBenefits allow you to set aside pre-tax dollars from your paycheck each month to be credited to your WMATA SmarTrip card, which can be used to pay for Metrorail, Metrobus, and Metro parking. You can set aside up to \$130 per month for Transit and up to \$110 per month for Metro Parking. You may elect payroll deductions in increments of \$10 with a minimum of \$40 up to the current maximum per month of \$130 Transit and \$110 Metro Parking.

Non-Metro Transit

You can still participate in the SmartBenefits program and take advantage of pre-tax savings if you use area providers that do not currently accept the SmarTrip card. You may allocate your SmartBenefits to a personal account through Commuter Direct or Maryland Transit Authority (MTA) for providers such as MetroAccess, Virginia Railway Express (VRE), MARC Train Service, and MTA Commuter buses (Eyre, Dillon's, & Keller). You are responsible for contacting the provider to set up this form of transit. To learn more about how to allocate funds to another provider, visit the WMATA Employer Fare Program (SmartBenefits) site.

Quick Links

- » [Payroll Forms](#)
- » [WMATA \(Metro\)](#)
- » [On-Campus Parking](#)
- » [Understanding Your Paystub \(PDF\)](#)
- » [WMATA SmarTrip Registration](#)
- » [SmartBenefits Enrollment/Change Form \(PDF\)](#)

Payroll Calendar



Payroll Services

Finance Division

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Phone: 703-726-4277 | Fax: 571-553-4406
payroll@gwu.edu