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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, 2009**

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

Compliance Report (by Condition):

Condition C-4:	Foggy Bottom Campus Student Population	3
Condition C-5:	Foggy Bottom Campus Faculty & Staff Population	4
Condition C-6 and C-15:	On-Campus Undergraduate Student Housing	5
Condition C-8:	Off-Campus Housing Information Program	7
Condition C-9:	Student Conduct Programs	8
Condition C-10:	24/7 Hotline	9
Condition C-11:	Good Neighbor Program	11
Condition C-12:	Local Address Information	13
Condition C-13:	Off-Street Parking Inventory	14
Condition C-14:	Transportation Management Plan	15

Attachments

- Attachment A: Methodology for Calculation of Student Populations
- Attachment B: Methodology for Calculation of Foggy Bottom Campus Faculty & Staff Populations
- Attachment C: Methodology Supporting Undergraduate Student Housing Numbers
- Attachment D: Materials Evidencing GW's Efforts related to Off-Campus Housing Opportunities
- Attachment E: Materials Evidencing GW's Efforts related to the 24/7 Hotline
- Attachment F: Materials Evidencing GW's Efforts related to the Good Neighbor Program
- Attachment G: Detailed Information regarding Local Address Information
- Attachment H: Detailed data regarding the number of off-street parking spaces per garage
- Attachment I: Materials Evidencing GW's Efforts related to Transportation Management

**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”<sup>FN10</sup>, 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:**

	Spring 2009	Fall 2009 <sup>1</sup>
<b>Foggy Bottom Student Headcount</b>	17,313	<b>18,498</b>
<b>Foggy Bottom Student Full-Time Equivalent (FTE)</b>	15,219	<b>16,485</b>

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

**Note 1 – Data as of the GW census date, October 9, 2009.**

**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 2009	Fall 2009 <sup>1</sup>
<b>Foggy Bottom Faculty &amp; Staff Headcount</b>	6,680	<b>6,639</b>
<b>Foggy Bottom Faculty &amp; Staff Full-Time Equivalent (FTE)</b>	5,063	<b>5,114</b>

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

**Notes:**

Note 1– Data as of October 9, 2009.

**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"<sup>1</sup> 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 2009	Fall 2009
<b>Full-Time Foggy Bottom Undergraduate Students<sup>3</sup></b>	7,796	<b>8,707</b>
<b>On-Campus Beds Available to Full-Time Foggy Bottom Undergraduates<sup>1</sup></b>	6,340	<b>6,829</b>
<b>On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduates</b>	5,872	<b>6,239</b>

<b>University-Supplied Off-Campus Beds WITHIN the FB/WE Area<sup>2</sup></b>	949	<b>814</b>
<b>University-Supplied Off-Campus Beds WITHIN the FB/WE Area Occupied by FT Foggy Bottom Undergraduates</b>	448	<b>371</b>
<b>University-Supplied Off-Campus Beds OUTSIDE the Foggy Bottom/West End Area</b>	0	<b>0</b>
<b>University-Supplied Off-Campus Beds OUTSIDE the Foggy Bottom/West End Area Occupied by FT Foggy Bottom Undergraduates</b>	0	<b>0</b>

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

**Notes:**

**Note 1 – Based on the number of full-time Foggy Bottom Undergraduate Students, GW is required to make available 6,307 beds to full-time Foggy Bottom Undergraduates.**

**Note 2 - Of the university supplied off-campus beds within the Foggy Bottom/West End area, only 439 and 390 of these beds were available to undergraduate students in spring 2009 and fall 2009, respectively.**

**Note 3 - Pursuant to Condition C-6 a(i)B, the definition of full time Foggy Bottom undergraduate students changed in fall 2009 due to the opening of South Hall on the Foggy Bottom campus. Beginning in fall 2009 and moving forward, only full time undergraduate students who reside on the Mount Vernon Campus will be deducted as Mount Vernon students. Prior to fall 2009, full time undergraduates accounted for under the Mount Vernon Campus Plan Order (which does not differentiate between resident and non-resident students) were deducted.**

**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 Office of Off-Campus Student Affairs website, as well as through the Office of Off-Campus Student affairs office located in the John Quincy Adams House on campus.

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

For screen prints of current data on 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 Off-Campus Student Affairs and the Office of Student Judicial Services. 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 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 Community Relations and the Office of Off Campus Student Affairs regularly attend meetings of ANC 2A and community associations. 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) 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. When a GW-related concern is reported by a member of the Foggy Bottom/West End community, the University responds to the report taking into account factors such as the geographic location of the complaint/incident. GW's University Police Department ("UPD") 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. UPD enlists the assistance of DC's Metropolitan Police ("MPD") when a police response is required outside of UPD's jurisdictional boundaries. GW also maintains a good neighbor policy that calls for an active response to noise/behavior issues involving townhouses or streets within specific neighborhood 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 was last updated in September 2008. This policy remains in effect and serves as a tool to address misconduct and quality of life issues. The policy is attached.

The Hotline is publicized via our widely-distributed neighborhood resource guide *discover GW* (attached), the neighborhood website [www.neighborhood.gwu.edu](http://www.neighborhood.gwu.edu), the GW Community Calendar of Events (which runs in the *Current Newspapers*), Councilmember Jack Evans newsletter and multiple other outlets.

Due to the concerns of neighbors, the Office of Community Relations and the Office of Off-Campus Student Affairs redefined the University's trash policy to allow off-campus trash violations to be processed as violations to the Code of Student Conduct. The updated policy is attached.

The Office of Community Relations and the Office of Off-Campus Student Affairs enforces a Problem Property policy which allows accurate and proactive outreach to landlords owning and students residing in properties with an established history for being sources of community concerns, receiving more than 4 verified complaints in an academic year. The outreach letter is attached.

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

GW publishes an annual Community Concern Report, which can be found online at the Office of Off-Campus Student Affairs ([www.qwired.gwu.edu/offcampus](http://www.qwired.gwu.edu/offcampus)) website as well as the GW Neighborhood website ([www.neighborhood.gwu.edu](http://www.neighborhood.gwu.edu)).

Attachment E provides various materials evidencing GW's efforts in this area.

## 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 receive a copy of the GW Guide to Living Off-Campus and an additional copy of the Code of Conduct to reinforce the applicability to off-campus behavior. The Code of Student Conduct is attached.

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 University Police Department, Office of Off-Campus Affairs, Office of Student Judicial Services, the Office of Government and Community Relations and Off-Campus Partners were some of the participants during the Spring 2009 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 Chief of University Police, Executive Director of Government and Community Relations and Director of Off-Campus Student Affairs 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 as Halloween approaches. This letter is sent to on-campus and 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 may 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 GW Housing Programs, Residential Property Management, Facilities, the F-street House, UPD, Off-Campus Housing, and Community Relations. Student representatives are invited from RHA, 1959 E Street Residential Advisory Council (RAC), Mitchell RAC, Thurston RAC, Potomac RAC, Building JJ RAC, South Hall RAC, Guthridge RAC, and 2109 F Street RAC.

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.

The Office of Community Relations maintains the “Be a Winning Neighbor Program” which began Fall 2007. This program is an effort by the university to recognize positive student conduct. Be a Winning Neighbor, the idea of Foggy Bottom residents, is designed to acknowledge and promote neighborly conduct on the part of GW students. Neighbors are encouraged to report positive student conduct to the Office of Community Relations at 202/994-9132, [discover@gwu.edu](mailto:discover@gwu.edu) or via a form at [www.neighborhood.gwu.edu](http://www.neighborhood.gwu.edu). Each Spring semester, all students who receive substantial compliments will be invited to be recognized at the Spring BBQ in May and be rewarded for their efforts.

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:**

	<b>Fall 2009</b>
<b>Full-Time Foggy Bottom Undergraduates residing in Foggy Bottom/West End outside the campus boundaries</b>	<b>1,018</b>
<b>Full-Time Foggy Bottom Undergraduates residing in the District of Columbia outside both the campus boundaries and the Foggy Bottom/West End Area</b>	<b>259</b>
<b>Full-Time Foggy Bottom Undergraduates residing in Maryland</b>	<b>125</b>
<b>Full-Time Foggy Bottom Undergraduates residing in Virginia</b>	<b>258</b>

For detailed data regarding local address information see Attachment G.

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

Condition:

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

**GW Response:**

**Number of University-provided off-street parking spaces located in areas covered under this condition: 3,769**

**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<sup>TM</sup>, 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. The University regularly schedules special events, including athletic events and entertainment events at times outside of the peak traffic hours. 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. University parking is priced at market rates and employee programs such as pre-tax parking deductions are encouraged. Those faculty, staff and students who do 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 permitting parking fees to be paid by payroll deduction (for regular parkers) or on a case-by-case basis via funds deposited to the GWorld card. 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 and ZipCar have been promoted through flyers and providing information at university fairs and events.

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 Campus from Foggy Bottom to limit individual vehicle trips.

Effective in fall 2006, the University designated a staff member in the Office of Real Estate as the Transportation Management Coordinator, to coordinate transportation activity issues on all three of GW's campuses (Foggy Bottom, Mount Vernon and Virginia).

In order to enhance access to information regarding transportation alternatives, a transportation factsheet is posted at <http://neighborhood.gwu.edu/campusdev/docs/factsheets> to provide information and campus transportation options, as well as links to commuter connections (to encourage carpooling or public transit use), metro pass sale information and other sources. 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  
November 20, 2008**

**ATTACHMENTS**

**ATTACHMENT A – Methodology for Calculation of Student Populations**

**Foggy Bottom Student Headcount**

	Spring 2009	Fall 2009
Foggy Bottom/Mount Vernon Campus Total Student Body	19,181	20,327
Less (minus):		
Study Abroad Students	543	387
Continuous Enrollment Students	264	292
Students that reside at the Mount Vernon Campus	398	411
Students that take all courses at the Mount Vernon Campus	40	124
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.	623	615
<b>Foggy Bottom student headcount</b>	<b>17,313</b>	<b>18,498</b>

**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, graduate and professional students is 12 credits.

**Fall 2009 Foggy Bottom Student Full Time Equivalent (FTE) – 16,485**

Spring 2009 Foggy Bottom Student Full Time Equivalent (FTE) – 15,219

Notes:

Note 1 – Data as of the GW census date, October 9, 2009.

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

**Foggy Bottom Faculty and Staff Headcount**

	Spring 2009	Fall 2009 <sup>1</sup>
Summation of:		
Regular full-time faculty and staff	4,066	4,107
Regular part-time faculty and staff	337	328
Wage account staff that are not Foggy Bottom students accounted for pursuant to Condition C-4	833	699
Temporary part-time faculty (excluding part-time clinical faculty who are not paid employees of the University)	1,099	1,116
Affiliated faculty employed by the Medical Faculty Associates	196	252
Visiting instructional and research faculty	149	137
<b>Foggy Bottom Faculty and Staff Headcount</b>	<b>6,680</b>	<b>6,639</b>

**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.

**Fall 2009 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,114**

Spring 2009 Foggy Bottom Faculty and Staff Full-Time Equivalent (FTE) – 5,063

**Notes:**

Note 1 – Data as of October 9, 2009.

**ATTACHMENT C – Methodology Supporting Undergraduate Student Housing Condition Numbers**

**Determining Full-Time Foggy Bottom Undergraduate Students**

	Spring 2009	Fall 2009
Foggy Bottom/Mount Vernon Campus Total Student Body	19,181	<b>20,327</b>
Less (minus):		
Graduate students	6,865	<b>7,579</b>
First professionals (JDs, MDs)	2,368	<b>2,356</b>
Undergraduates taking fewer than 12 credits at the Foggy Bottom campus (and are not accounted for under the Mount Vernon Campus Plan Order, below)	322	<b>167</b>
Non-degree students	573	<b>651</b>
Full-time undergraduate study abroad students	530	<b>379</b>
Undergraduate continuous enrollment students	64	<b>77</b>
Full-time undergraduates students who reside on the Mount Vernon Campus. <sup>2</sup>	663	<b>411<sup>2</sup></b>
<b>Full-Time Foggy Bottom Undergraduate Students</b>	7,796	<b>8,707</b>

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

	Spring 2009	Fall 2009
Summation of:		
Beds available to undergraduate students in GW owned or leased properties within the campus plan boundary	6,326	<b>6,808</b>
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	14	<b>21</b>
<b>Total Number of On-Campus Beds Available to Undergraduates</b>	6,340	<b>6,829</b>

**On-Campus Beds Occupied by Full-Time Foggy Bottom Undergraduate Students – 6,239**

*Based on housing programs records of residence hall occupancy as of October 9, 2009.)*

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

<b>FALL 2009 DATA</b> <b>University supplied beds within Foggy Bottom/West End Area</b>	<b>Total Number of Beds Available (Fall 2009)</b>	<b>Available to Full-Time Foggy Bottom Undergraduates (Fall 2009)</b>	<b>Occupied by Full-time Foggy Bottom Undergraduates (Fall 2009)</b>
City Hall, 950 24 <sup>th</sup> Street, NW	386	386	366
The Aston, 1129 New Hampshire Avenue, NW	118	0	0
Hall on Virginia Avenue, 2601 Virginia Avenue, NW	192	0	0
2144 F Street, NW	4	4	4
Columbia Plaza, VA Avenue NW between 23 <sup>rd</sup> & 24 <sup>th</sup> Streets	114 units	0 units <sup>1</sup>	1 students <sup>1</sup>
<b>Totals</b>	<b>814</b>	<b>390</b>	<b>371</b>

<b>SPRING 2009 DATA</b> <b>University supplied beds within Foggy Bottom/West End Area</b>	<b>Total Number of Beds Available (Spring 2009)</b>	<b>Available to Full-Time Foggy Bottom Undergraduates (Spring 2009)</b>	<b>Occupied by Full-time Foggy Bottom Undergraduates (Spring 2009)</b>
City Hall, 950 24 <sup>th</sup> Street, NW	498	435	435
The Aston, 1129 New Hampshire Avenue, NW	118	0	0
Hall on Virginia Avenue, 2601 Virginia Avenue, NW	192	0	0
2144 F Street, NW	4	4	4
Columbia Plaza, VA Avenue NW between 23 <sup>rd</sup> & 24 <sup>th</sup> Streets	137 units	0 units	9 students <sup>1</sup>
<b>Totals</b>	<b>949</b>	<b>439</b>	<b>448</b>

**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**

	<b>Spring 2009</b>	<b>Fall 2009</b>
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

**Notes:**

Note 1 – As of August 1, 2008, full time Foggy Bottom undergraduates were no longer assigned to Columbia Plaza. Therefore, this facility was no longer ‘available’ to full time undergraduates. One full time undergraduate, however, is a resident of Columbia Plaza under the GW student housing program as of October 9<sup>th</sup> 2009 and, pursuant to Condition P-8, is permitted to remain a resident of Columbia Plaza until they graduate.

Note 2 – Per Condition 6 the completion and occupation of the new South Hall residence hall in the fall of 2009 initiates the change in methodology that did not originally differentiate between Mount Vernon resident and non-resident students. The new methodology triggered by Condition 6 deducts only Mount Vernon residents from the Foggy Bottom/Mount Vernon Campus Total Student Body.

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

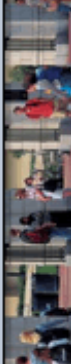
# Off-Campus Student Affairs

## TIP OF THE WEEK

PLEASE NOTE OUR WEBSITE IS CURRENTLY UNDER CONSTRUCTION. WE APOLOGIZE FOR THE INCONVENIENCE.



### Introduction



- Mission
- Staff
- FAQs
- Quick Facts

### Finding Your New Home



- Where to Look
- How to Look
- Apartment Buildings Near the GW Campus
- Dealing With Legal Issues

### Living in the Community



- How To Be A Good Neighbor
- Responsibilities of an Off-Campus Student
- Responsibilities as a Tenant
- Noise & Disorderly Conduct
- Personal Safety
- Fire Safety
- MORE....

### Resources



- Guide To Living Off Campus
- Useful Links
- Telephone Numbers
- Apartment Checklist
- Sample Roomate Agreement
- Voter Registration Forms

### Off-Campus Fair



- Event Details
- Sponsorship Information
- Participant Information
- Testimonials



For more information about living off-campus as a GW student, please contact:

Off-Campus Student Affairs, The George Washington University  
John Quincy Adams House, 2129 I Street, Washington, DC 20052, Upper Level

phone: (202) 994-0334 | fax: (202) 994-3051 | email: [ocsa@gwu.edu](mailto:ocsa@gwu.edu)



# Off-Campus Student Affairs

- Home
- Quiet Zone
- Finding Your New Home >
- Living in the Community >
- Resources >

Home > Finding Your New Home > Where to Look

## Where to Look

A wide variety of housing options are available throughout the metropolitan area. Personal preferences are generally the deciding factors in choosing a home. For GW students, proximity to campus may make a difference in where you want to live. No matter where you decide to make your home, close to campus or far away, there are tradeoffs. If cost is a key issue, remember that the farther away from the city, the less expensive the housing. If you rely on public transportation, keep in mind that living in the city requires less travel time. If you own a car, you should know that parking is generally difficult in the city, as street parking is scarce and garages often cost approximately \$15 per day.

As neighborhoods do vary within the city, students are well advised to visit the prospective home and investigate the neighborhood in order to assess the safety of the area.

The District of Columbia is divided into four quadrants, with the US Capitol serving as the center point. The quadrants correspond to the compass directions: Northwest, Southwest, Northeast and Southeast. Below is a brief overview of each quadrant:

- **Northwest**

The Northwest quadrant is home to GW's Foggy Bottom and Foxhall neighborhoods as well as Georgetown and Dupont Circle. It is the largest area of the District and is composed of several contrasting neighborhoods, including older areas and those being modernized and renovated. Most neighborhoods within Northwest, DC are accommodated by both Metro buses and the Metrorail system.

- **Northeast**

This is the area around Howard, Catholic, and Gallaudet Universities and Union Station. As many residents of this area are students, housing options are less expensive and less luxurious. Metro buses travel regularly through all major arteries within Northeast and both the yellow and green lines of the Metrorail system service neighborhoods of this area. Commuting time to campus is approximately 20-40 minutes.

- **Southwest**

This is the downtown area near Washington's waterfront. Southwest includes a wide range of economic and ethnic groups and is the location of many Federal buildings. New apartment complexes are being built in this area at very reasonable rates. Public transportation exists in the way of Metro buses and the Metrorail system. Commuting time to campus is approximately 20-30 minutes.

- **Southeast**

The neighborhood most famous in this area is "Capitol Hill," location of the Library of Congress and most major government offices. The Southeast is a very historic area, consisting of important Federal buildings and residences representing diverse architectural styles. Members of the political set, many Federal employees, and young professionals make their home in Southeast. Due to the diversity of the residents housing options and prices in the Southeast vary greatly. Public transportation via metro bus and the Metrorail system are available on a frequent basis. Commuting time ranges from 30-40 minutes in rush hour.

The following neighborhoods are considered closest to GW's Foggy Bottom campus: West End, Dupont Circle, Georgetown; Alexandria, Virginia; and Arlington, Virginia. Listed below are brief descriptions of these and some

other neighborhoods in and around Washington, DC:

- **Foggy Bottom**

Foggy Bottom is home to GW's largest campus. Housing is convenient but can be very expensive and limited. Advantages to living in this area include a very close proximity to campus as well as the Orange and Blue lines of the Metro and other DC attractions. Housing options include high-rise apartments and townhouses. Dupont Circle West and the West End may also be considered part of the Foggy Bottom, "GW" neighborhood.

- **Dupont Circle**

The Circle is actually the entire area around lower Connecticut Avenue, surrounded by Foggy Bottom to the south, and Adams Morgan/Washington Heights to the north. Dupont Circle is a busy office and luxury shopping area, as well as an urban cultural center populated by young people, artists, and musicians. The streets and avenues that radiate from Dupont Circle offer many types of accommodations at various prices, from older high-rises to smaller apartment buildings and basement apartments or private rooms in homes. Dupont Circle is within walking distance of the University, is a main thoroughfare for metro buses, and is located on the Red Line of the Metrorail. Commuting time to GW ranges from 10-20 minutes.

- **Georgetown**

The Georgetown shopping area caters to students and young adults, but housing in this area is expensive and at a premium. Many apartments do not rent to students, but rather to government and diplomatic employees. Occasionally townhouses are available and are rented to several students who share the cost. Families sometimes rent individual rooms, or basement apartments in their private homes. This area is within 10-15 minutes walking distance of campus or can be reached by any bus on Pennsylvania Avenue.

- **Adams Morgan**

This is an urban area near Dupont Circle and Kalorama, centered around Columbia Road and 18th St. NW. Adams Morgan has a diverse population, both ethnic and economic - foreign and domestic students, young families, diplomatic officials, recent immigrants and longtime residents of the District. The neighborhood is richly diverse with many international restaurants and markets, including Latin Market on Sunday, plus many inexpensive shops and free festivals. Also referred to as Washington Heights and Dupont Circle North, housing options and prices vary enormously.

- **Cleveland Park/ Woodley Park**

Located on Connecticut Avenue, these neighborhoods are within walking distance of the National Zoo, a variety of restaurants, shops and nightspots. Cleveland Park and Woodley Park are elegant neighborhoods with a variety of housing opportunities, including apartments, group houses, and basement apartments in private homes. Approximately a 40 minute walk straight up Connecticut Avenue from GW, this area is situated on a busy Metrobus route, and there are two Metrorail stations. With public transportation, commuting time is approximately 15-25 minutes.

- **North Arlington, Virginia**

North Arlington's main streets are Lee Highway (Key Bridge), Route 50 (Theodore Roosevelt Bridge,) and Wilson Blvd, (Theodore Roosevelt Bridge). All are accessible from GW by Metro on the Orange Line at the Rosslyn, Courthouse, Clarendon, and Ballston stations. There are many types of housing in the North Arlington area including townhouses, garden apartments, large high-rises, luxury apartments, duplexes, and individual homes. Rent is typically lower in Virginia. Almost any location in North Arlington can be reached within 15-45 minutes during rush hour.

- **South Arlington, Virginia**

There are many moderately priced accommodations in South Arlington. As in North Arlington, there are varied types of housing. Crystal City is a section of high-rises off of U.S. Route 1 overlooking the Potomac River and is accessible by Metrorail on the Blue Line. Large populations of students, especially graduate students, live here. A new development of apartment complexes has been built at Pentagon City, adjacent to the Fashion Center shopping mall and also accessible on the Blue Line. Commuting time from South Arlington is approximately 30-60 minutes.

- **Alexandria, Virginia**

Alexandria, a historic city, offers a wide price range in housing and a wide variety in types of housing, although many landlords may not advertise in newspapers. Many students, young adults, and historic, established families live in Alexandria. The main thoroughfare, Shirley Highway (I-395) is very crowded during rush hour. A key attraction of Alexandria is Old Town, a restored colonial area with a wide array of shops and other attractions. The Yellow Line on the Metrorail makes several stops in the Alexandria area. Commuting time from Alexandria is 30-60 minutes.



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phone: (202) 994-0334 | fax: (202) 994-3051 | email: [ocsa@gwu.edu](mailto:ocsa@gwu.edu)

# Off-Campus Student Affairs

- Home
- Quiet Zone
- Finding Your New Home >
- Living in the Community >
- Resources >

Home > Finding Your New Home > Apartment Buildings Near the GW Campus

## Apartment Buildings Near the GW Campus

The following is a list of some of the apartments and their proximity to the GW campus. Please note that inclusion on this list does not signify endorsement by the University.

### Less than 4 blocks from campus

#### **Elise Apartments**

825 New Hampshire Ave NW

(202) 333-7711

Apartment types: Efficiency, 1 & 2 bedroom

Nearest metro: Foggy Bottom (Blue/orange)

No waiting list - apply 45 days before needed

#### **Empire Apartments**

2000 F St NW

(202) 785-2622

Apartment types: Efficiency and 1 bedroom

Rent range: \$1,175 - \$1,620

No pets

Nearest metro: Foggy Bottom (blue/orange)

No waiting list - apply 30 days before needed

#### **Letterman House**

2030 F Street, NW

(202) 296-5141

Apartment types: Studios, 1 bedroom

Rent range: \$1300 - 2100

#### **Potomac Park**

510 21st Street, NW

(202) 337-5252

Apartment types: Efficiency, 1 & 2 bedroom

No dogs - cats, birds & fish allowed

Nearest metro: Foggy Bottom (blue/orange)

No waiting list - apply 30 days before needed

[http://www.bernsteinmgmt.com/res\\_dc.html](http://www.bernsteinmgmt.com/res_dc.html)

#### **The President Condominiums**

2141 I Street, NW

(202) 331-7800  
Apartment types: Not Available  
Rent range: \$1,200 - \$1,450  
No pets

Nearest metro: Foggy Bottom (blue/orange)  
No waiting list - Units rented directly from individual owners

**The Statesman**

2020 F Street, NW  
(202) 331-8827  
Apartment types: Studio & 1 bedroom  
Rent range: \$1,560 - \$2,555  
No pets

Nearest Metro: Foggy Bottom or Farragut West (blue/orange)  
Call to get on waiting list  
[www.thestatesmanapt.com](http://www.thestatesmanapt.com)

**York Apartments**

532 20th Street, NW  
(202) 337-5252  
Apartment types: Studio, efficiency, 1 & 2 bedroom  
Rent range: \$1,80 - \$1,490  
No dogs - cats, birds & fish allowed

Nearest metro: Foggy Bottom (blue/orange)  
No waiting list - apply 30 days before needed  
[http://www.bernsteinmgmt.com/res\\_dc.html](http://www.bernsteinmgmt.com/res_dc.html)

**Circle Arms**

2416 K Street, NW  
(202) 296-0090  
Apartment types: Studio & 1 Bedroom  
Rent range: Varies  
No pets, fully furnished

Nearest metro: Foggy Bottom (blue/orange)  
Complete application to get on waiting list

**Claridge House Co-Op Inc**

950 25th St NW  
(202) 337-2240  
Rent: \$1,400 - \$2,100

Nearest metro: Foggy Bottom (blue/orange)  
Visit office for information on units rented directly from individual owners

**Savoy**

1101 New Hampshire Ave NW  
(202) 296-1645  
Apartment types: Studio, 1 & 2 Bedroom  
Rent range: \$1,395 - \$2,700  
No pets

Nearest metro: Foggy Bottom (blue/orange)  
Waiting list at certain times of year

**Twenty Four Hundred Penn Ave**

2400 Pennsylvania Ave, NW  
(202) 333-2400  
Apartment types: Studio & 1 bedroom  
Rent range: \$1,537 and higher  
No pets

Nearest metro: Foggy Bottom (blue)  
Complete application to get on waiting list

**Winston House Apartments**

2140 L St NW  
(202) 785-2200  
Apartment types: 1 - 2 bedroom  
No pets

Nearest metro: Farragut North (red)  
No waiting list - apply 60 days before needed

**4 to 8 blocks from campus**

**Bristol House Apartments**

1400 20th St NW  
(202) 296-4177  
Apartment types: Studio, 1 & 2 Bedroom  
No pets

Nearest metro: Dupont (red)  
No waiting list - apply 60 days before needed

**The Flats at Dupont Circle**

2000 N Street, NW  
(202) 457-5801  
Apartment types: 1 & 2 bedroom  
Nearest metro: Dupont (red)  
[www.flatsatdupontcircle.com](http://www.flatsatdupontcircle.com)  
Coming in March 2006

**Corcoran House**

1616 18th Street, NW  
(866) 337-5229  
Apartment types: Studio & 1 bedroom  
Rent range: \$1,700 - \$2,300  
No pets  
Nearest metro: Dupont (red)  
No waiting list - apply 60 days before needed  
[www.corcoranhouseapt.com](http://www.corcoranhouseapt.com)

**Hamilton House**

1255 New Hampshire Ave NW  
(202) 223-4530  
Apartment types: Studio, 1 & 2 Bedroom

Rent range: \$1,350 - \$2,300  
No pets  
Nearest metro: Dupont (red)  
No waiting list - apply 30-45 days before needed

**Westbrooke Place**

2201 N St NW  
(202) 466-6228  
Apartment types: Studio, 1 -2 bedroom  
Pets allowed up to 35 pounds  
Nearest metro: Dupont (red)  
No waiting list - apply 60 days before needed

**More than 10 blocks from campus:**

**1500 Massachusetts Ave Apts.**

1500 Massachusetts Ave NW  
(202) 293-1500  
Apartment Types: Efficiency/1 Bdr  
No Pets

Nearest Metro: Dupont (Red Line)  
No Waiting List

**The Albemarle**

4501 Connecticut Ave NW  
(866) 395-4137  
Apartment types: Efficiency & 1, 2, 3 Bedrooms  
Cats allowed

Nearest metro: Van Ness (Red)  
No waiting list - apply 60 days before needed  
SmithApartments.com

**Barclay/Ravenel**

1610/1616 16th St NW  
(866) 438-9349  
Apartment types: Efficiency & 1, 2, 3 Bedrooms  
No pets

Nearest metro: Dupont (Red)  
No waiting list - apply 30 days before needed  
[www.dcaptst.info@barclayravenel@dcaptst.info](mailto:www.dcaptst.info@barclayravenel@dcaptst.info)

**Bay State Apartments**

1701 Massachusetts Ave NW  
(202) 462-6494  
Apartment types: Efficiency & 1 Bedroom  
No pets

Nearest metro: Dupont (red)  
Complete application to get on waiting list

**Brunswick House Apts.**

1414 17th St NW

(202) 667-0879  
Brunswickhouse@verizon.net  
Apartment types: Studio & 1 Bedroom  
Cats allowed  
Nearest metro: Dupont (red)  
Distribution list available - will notify you when apartments become available

**The Capital Park Tower**

301 G St SW  
(202) 479-3900  
Apartment types: Studio & 1, 2 Bedrooms  
No pets

Nearest metro: Federal Center (Blue/Orange)  
No waiting list - apply 30 days before needed

**Dorchester House**

2480 16th St NW  
(202) 667-3312  
Apartment types: Efficiency & 1, 2 Bedrooms  
Cats allowed

Nearest metro: U St (Green)  
No waiting list - apply 60 days before needed

**Fifteen Hundred Mass Ave**

1500 Massachusetts Ave NW  
(202) 293 -1500  
Apartment types: Efficiency & 1 Bedroom  
No pets  
No waiting list - apply 30 days before needed

**The Gables at Dupont Circle**

1750 P St NW  
(202) 986-3600  
Apartment types: 1, 2 Bedroom & Townhouse  
Cats allowed

Nearest metro: Dupont (red)  
No waiting list - call 60 days before needed

**Harvard Village**

1829 Summit Place NW  
(866) 375-1973  
Apartment types: Studio & 1, 2 Bedrooms  
Cats allowed

Nearest metro: Woodley Park (red) or Columbia Heights (green)  
Waiting list  
[www.dcaptst.infoharvard@dcaptst.info](http://www.dcaptst.infoharvard@dcaptst.info)

**Marbury Plaza**

2300 Good Hope Rd SE  
(202) 678-0700  
Apartment types: Efficiency & 1, 2 Bedrooms



No Pets

Nearest metro: Eastern Market (Orange/Blue) or Anacostia (Green)  
Waiting list certain times of year - apply 15-30 days before needed

**Park Plaza**

1629 Columbia Rd NW  
(866) 301-4012  
Apartment types: Studio & 1, 2 Bedrooms  
Cats allowed

Nearest Metro: Columbia Heights (Green)  
Waiting List  
[www.dcaps.info/leasing@dcaps.info](http://www.dcaps.info/leasing@dcaps.info)

**Post Massachusetts Avenue**

1499 Massachusetts Avenue NW  
(202) 234-7678  
Apartment types: Studio, 1, 2, 3 Bedroom  
Dogs and Cats Allowed

Nearest Metro: McPherson (Blue and Orange)

**Tunlaw Park**

3850 Tunlaw Road NW  
(202) 337-7555  
Apartment types: Studio, 1, 2 Bedroom  
Cats Allowed

Nearest Metro: Not Within Walking Distance  
No waiting List - apply 60 days before needed  
[SmithApartments.com](http://SmithApartments.com)

**Webster House Condominiums**

1718 P St NW  
(202) 387-7777  
Apartment types: Studio  
Pets up to 20 pounds allowed

Nearest metro: Dupont (red)  
No waiting list - units rented directly from individual owners

**Westpark**

2130 P St NW  
(202) 452-1230  
Apartment types: Efficiency, 1 & 2 Bedroom  
Cats allowed

Nearest metro: Dupont (red)  
No waiting list - apply 30 days before needed

**Wingate Towers & Garden Apartments**

4660 Martin Luther King Jr. Ave. SW  
(202) 563-2300  
Apartment Types: 1 & 2 bedrooms

Nearest metro: Anacostia (green)

### **Maryland Apartments**

#### **Yale Village Townhomes**

1699 Yale Place, Rockville  
(301) 424-6326  
Apartment Types: 2, 3 & 4 bedroom townhome  
Pets under 60lbs allowed

Nearest metro: Rockville (Red) less than 1 mile

### **Virginia Apartments**

#### **Abingdon House**

815 18th Street South (Arlington)  
(703) 979-8661  
Apartment types: Efficiency & 1, 2 Bedrooms  
Cats allowed

Nearest metro: Pentagon City & Crystal City (Blue/Yellow)  
Waiting List  
[http://www.thebrickcompanies.com/for\\_living/abingdon\\_house/](http://www.thebrickcompanies.com/for_living/abingdon_house/)

#### **Horizon East and West**

4300 Old Dominions Drive (Arlington)  
(703) 527-2353  
Apartment types: Efficiency & 1, 2, 3 Bedrooms  
Cats allowed

Nearest metro: Ballston (Orange)  
No waiting list - apply 60 days before needed

#### **Metropolitan at Pentagon Row**

1401 South Joyce St (Arlington)  
(866) 396-1436  
Apartment types: Studio & 1, 2 Bedrooms  
Cats and dogs allowed

Nearest metro: Pentagon City (Blue)  
Waiting list at certain times of year  
[metatpentagonrow@KSImanagement.com](mailto:metatpentagonrow@KSImanagement.com)

#### **The Parc Vista at Pentagon City**

801 15th St South (Arlington)  
(866) 429-6824  
Apartment types: Studio & 1, 2 Bedrooms  
Cats and small dogs allowed

Nearest metro: Pentagon (blue/yellow)  
No waiting list - apply 60 days before needed  
[www.parcvistaapt.com](http://www.parcvistaapt.com)

**Post Pentagon Row**

1201 South Joyce St, Suite C-1 (Arlington)  
(703) 486-3700  
Apartment types: Studio & 1, 2 Bedrooms  
Cats allowed

Nearest metro: Pentagon (blue/yellow)  
No waiting list; priority deposit, apply 60 days before  
[www.postproperties.com](http://www.postproperties.com)

**Lincoln Towers**

850 N. Randolph Street  
Arlington, VA 22203  
703-243-9500  
Apartment types: 1, 2 bedrooms  
Cats allowed

Nearest metro: Ballston (orange)  
No waiting list - apply 60 days before needed  
[www.LincolnTowersApt.com](http://www.LincolnTowersApt.com)

**Randolph Towers**

4001 North Ninth St (Arlington)  
(703) 525-9000  
Apartment types: 1, 2, 3 Bedrooms  
No pets

Nearest metro: Ballston (orange)  
No waiting list - apply 60 days before needed  
[www.dittmarcompnay.com](http://www.dittmarcompnay.com)

**Rosslyn Heights**

1804 North Quinn St  
(703) 522-0700  
Apartment types: 1, 2 Bedrooms  
Cats allowed

Nearest metro: Rosslyn (orange/blue)  
Waiting list for some - apply 60 days before needed  
[RosslynHeights.com](http://RosslynHeights.com)

**Van Metre Fort Georgetown**

2100 North Pierce St (Arlington)  
(888) 296-4159  
Apartment types: Efficiency & 1, 2 Bedrooms  
Cats and dogs allowed

Nearest metro: Rosslyn (orange/blue)  
Waiting list  
[www.FortGeorgetownApt.com](http://www.FortGeorgetownApt.com)

**Oakwood Falls Church**

501 N. Roosevelt Boulevard (Falls Church, VA)  
703-534-7702  
Apartment types: Studio & 1Bedrooms

Rent range: \$1300 - \$1500

Cats and dogs allowed

Free shuttle bus to East Falls Church metro stop

[www.oakwoodfallschurch.com](http://www.oakwoodfallschurch.com)

**The Park at Arlington Ridge**

1800 S 26th Street

703-836-1600

Apartment types: 1 & 2 Bedrooms

Rent range: \$1445-1940



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John Quincy Adams House, 2129 I Street, Washington, DC 20052, Upper Level

phone: (202) 994-0334 | fax: (202) 994-3051 | email: [ocsa@gwu.edu](mailto:ocsa@gwu.edu)

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

Discover GW

Campus Development

Community Notices

Contact GW—Day or Night

Back to GW Neighborhood Home

SEARCH The GW Neighborhood

# Contact GW Day or Night

## GW COMMUNITY CONCERN POLICY

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 University Police Department  
**Community Concern Hotline - (202) 994-6110**  
(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 community, the University responds to the report taking into account factors such as the geographic location of the complaint/incident. GW's University Police Department ("UPD") 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. UPD enlists the assistance of DC's Metropolitan Police ("MPD") when a police response is required outside of UPD's jurisdictional boundaries. GW also maintains a good neighbor policy that calls for an active response to noise/behavior issues involving townhouses or streets within specific neighborhood boundaries. [\*\*Click here for map of specific boundaries.\*\*](#)

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

**Townhouses:** If the concern involves noise/behavior issues at neighborhood townhouses within the *townhouse response boundaries*, UPD will respond, knock on the door of the property and make the occupants aware of the concern, and if GW students are involved, attempt to resolve the issue. If police authority or action is necessary, UPD will contact MPD.

- *Townhouse response boundaries: 19th Street – 26th Street, E Street – M Street.*

**Apartment Buildings:** If the concern involves noise/behavior inside apartment (or condo) buildings in the neighborhood, UPD 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 the *street noise response boundaries*, UPD will attempt to contact the reported offenders and make them aware of the concern. UPD 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 outside of the *street noise response boundaries*, MPD will be contacted.

- *Street noise response boundaries: 19th Street – 26th Street, E Street – Pennsylvania Ave. (E of*

## *Washington Circle) & K Street (W of Washington Circle).*

In all cases where GW students are involved in an incident that violates the Code of Student Conduct, UPD 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:

- UPD 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.
- 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.
- University officials will investigate the concern and adjudicate as appropriate.

GW also has a Crime Tips Hotline (**202-994-TIPS**), which enables community members to communicate directly with Chief of University Police, Dolores Stafford. **994-TIPS (8477)** gives people who have sensitive information a means of reporting that information directly to Chief Stafford with a promise of confidentiality.

As this line connects to a voicemail box that is checked periodically, it is best to call the Hotline (**994-6110**) with issues requiring an immediate response.

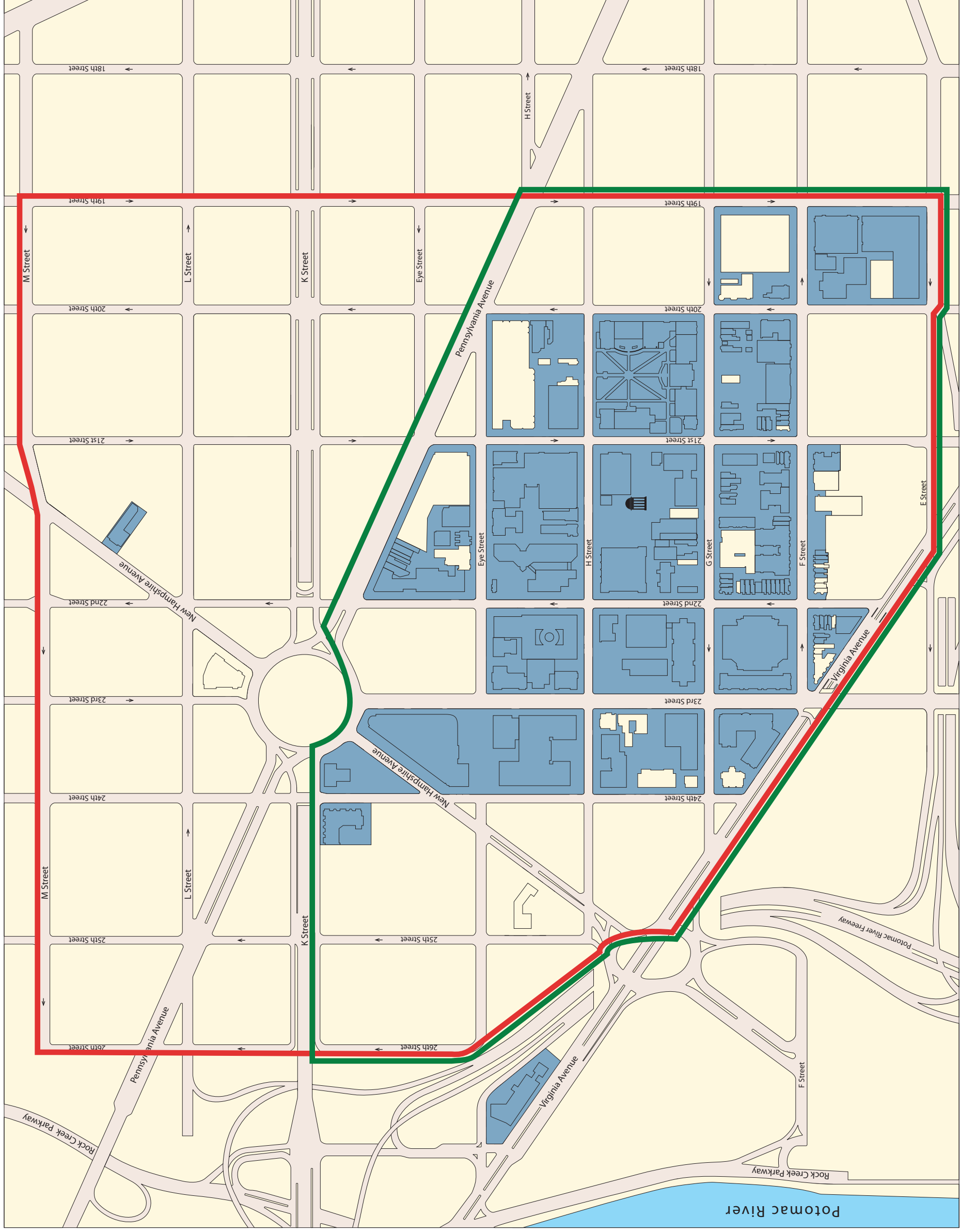
Updated: September 2008

[Campus Development](#) | [Discover GW](#) | [Community Notices](#) | [Contact GW-Day or Night](#)

**THE GEORGE WASHINGTON UNIVERSITY**  
WASHINGTON DC

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# GW Community Concern Policy Response Boundaries



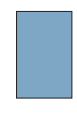
**Street Noise  
Response Boundary**



**Townhouse  
Response Boundary**



**Areas of UPD  
Police Authority**







### GW Trash Concern Policy

As with all issues that can have a negative impact on the quality of life in our neighborhood, GW takes trash concerns very seriously. The University has implemented a progressive strategy for addressing trash problems.

**1<sup>st</sup> offense - Letter regarding Trash Policy from Office of Off-Campus Student Affairs**

The first time a trash-related complaint is received, any GW students that are on-record as residing at the problem property will immediately receive a friendly reminder from the Office of Off-Campus Student Affairs. In addition to outlining the city's trash pickup procedures, students will be instructed to promptly resolve the issue at hand.

**2<sup>nd</sup> offense - Warning letter from Office of Student Judicial Services**

A second violation at the same location will result in a written warning letter from the Office of Student Judicial Services.

**3<sup>rd</sup> offense - Student Judicial Process started through Office of Student Judicial Services**

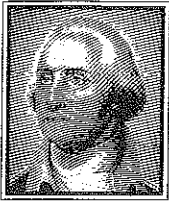
Any future violations will involve an in-person meeting with a University official and the dispensation of appropriate sanctions. Of course, this tiered process can be altered depending on the severity of the trash concern.

In addition to relying on community members to notify us of problems, staff from the Office of Community Relations and the Office of Off-Campus Student Affairs will regularly walk the neighborhood to proactively identify areas of concern.

Furthermore, GW is committed to working with the DC government on persistent problem properties. Addresses that have been the subject of repeated complaints will be shared with the Mayor's Office of Community Relations and Services and the Director of Constituent Services for the appropriate Council office (in most instances, Evans) for referral to the appropriate city agency. The combination of GW's follow-up with building occupants and the City's follow-up with owners should allow us to effectively combat persistent violators.

GW-related concerns regarding violations of the law or city ordinances can be reported via the 24-hour GW Community Concern Hotline at 202/994-6110. Alternately, you may send an email to [discover@gwu.edu](mailto:discover@gwu.edu).

July 2009



October 6, 2009

Re:

Dear ,

We are writing to express our deep concern over conditions surrounding the above referenced property, and their impact on the GW student residents and 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.

The George Washington University has been an integral part of the District of Columbia community for more than 180 years, and works to continually improve our community relations. GW provides education, health care, employment, and other benefits and resources to District residents and has done so for decades. But GW's positive impact on the community can become overshadowed when student conduct negatively affects the quality of life of community residents. GW students are responsible for behaving in a courteous manner and must comply with GW policy, District law, and community standards that require respect for the rights of others.

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

Thank you for your attention in this matter.

Sincerely,

Michael Akin  
Executive Director, Government  
International & Community Relations

Tara Pereira  
Assistant Dean of Students

Community Concerns Report  
2008 - 2009

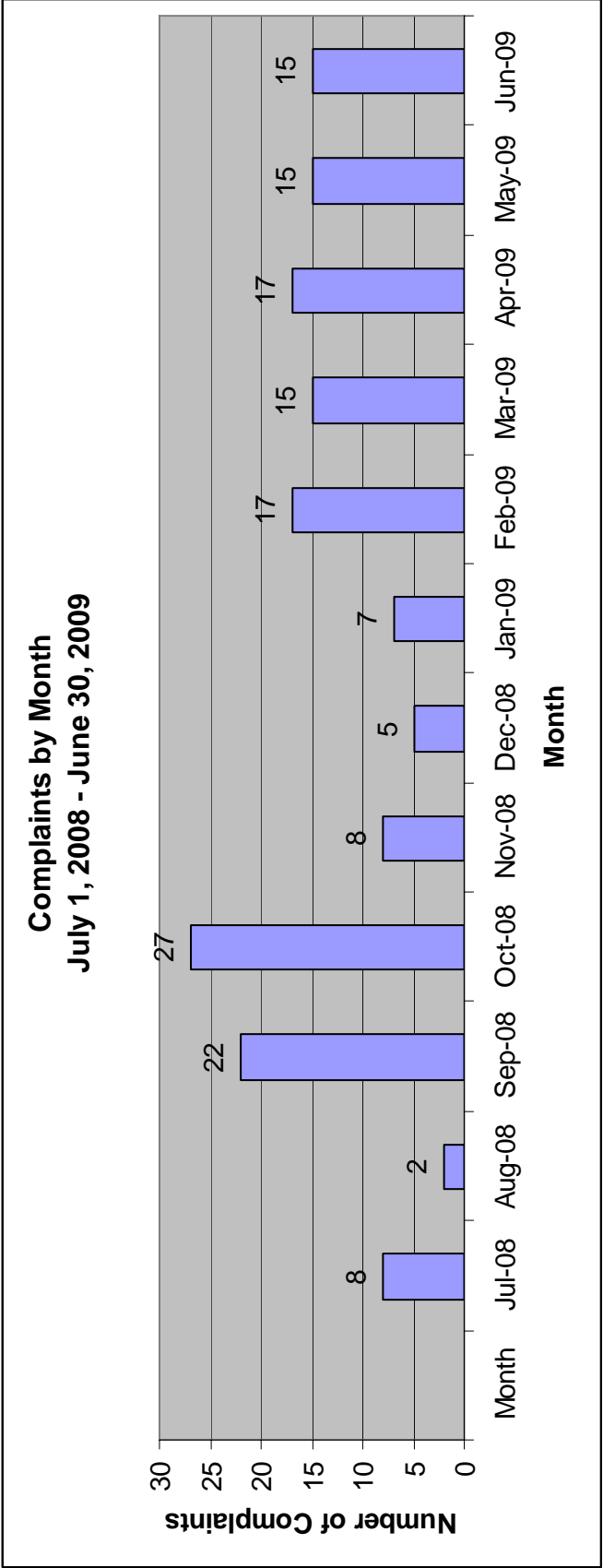


THE GEORGE WASHINGTON UNIVERSITY  

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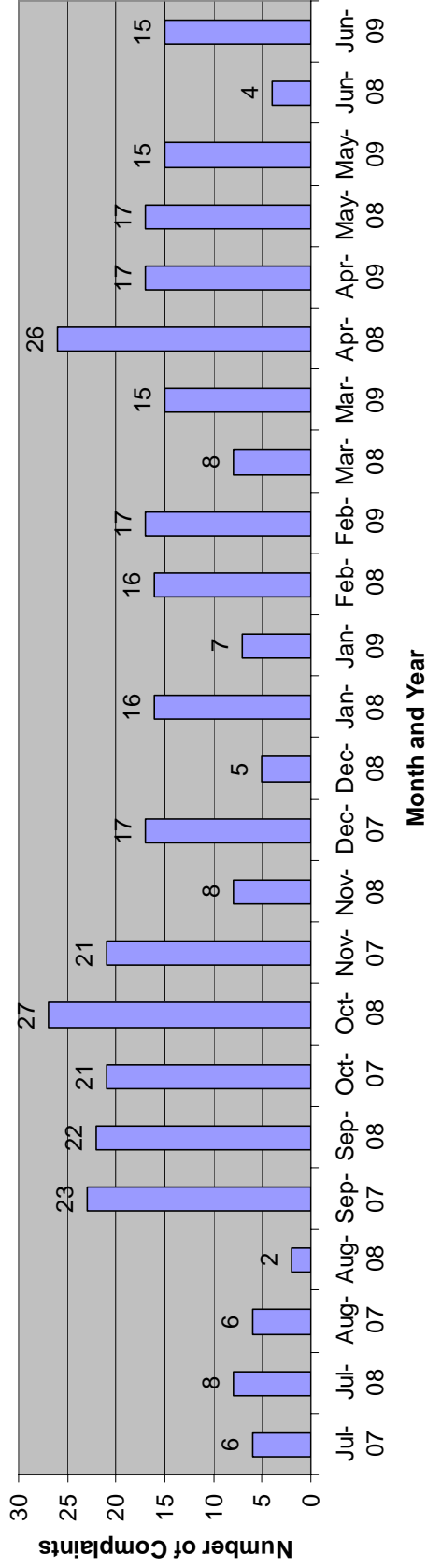
WASHINGTON DC



**Total =158**

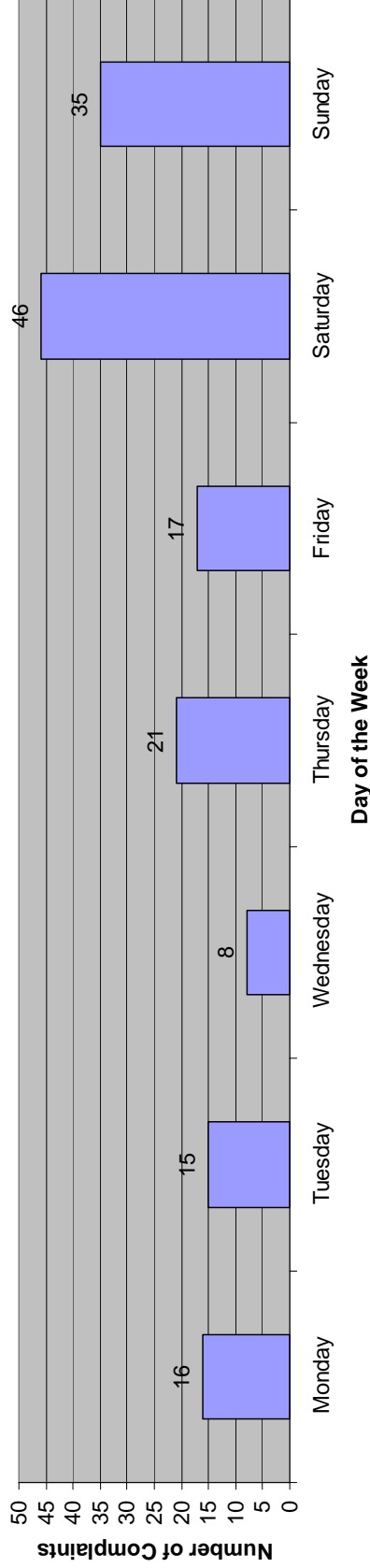
*Complaints are reported to the Community Concern Line, University Police Department, and the Office of Community Relations.*

**Complaints by Month and Year**  
**July 1, 2007 - June 30, 2009**



**2007 – 2008: Total = 181**  
**2008 – 2009: Total = 158**

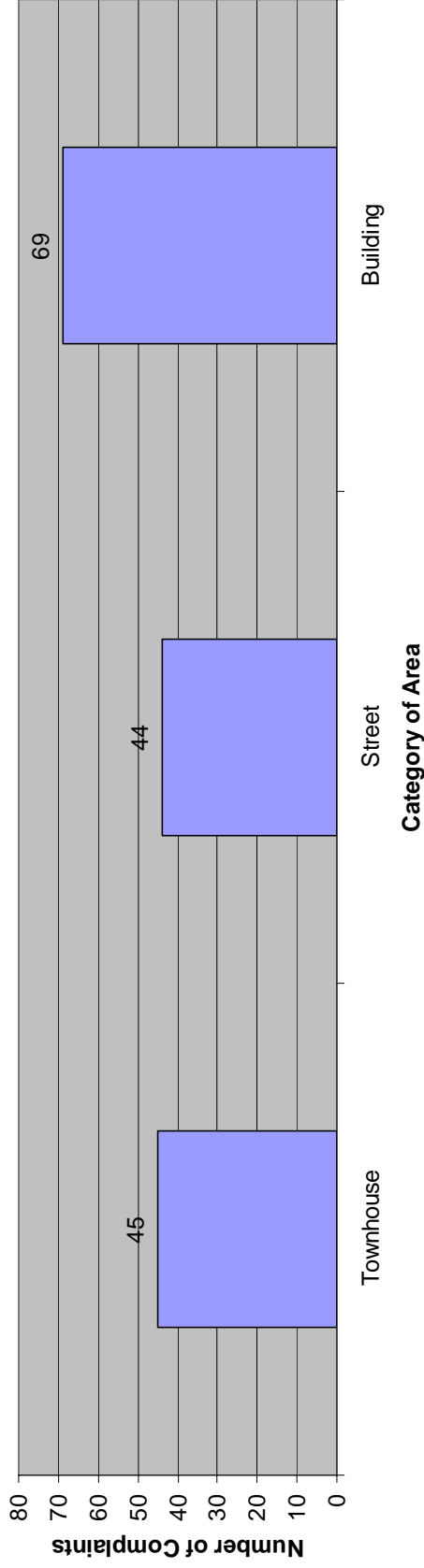
**Complaints by Day of the Week  
July 1, 2008 - June 20, 2009**



**Total = 158**

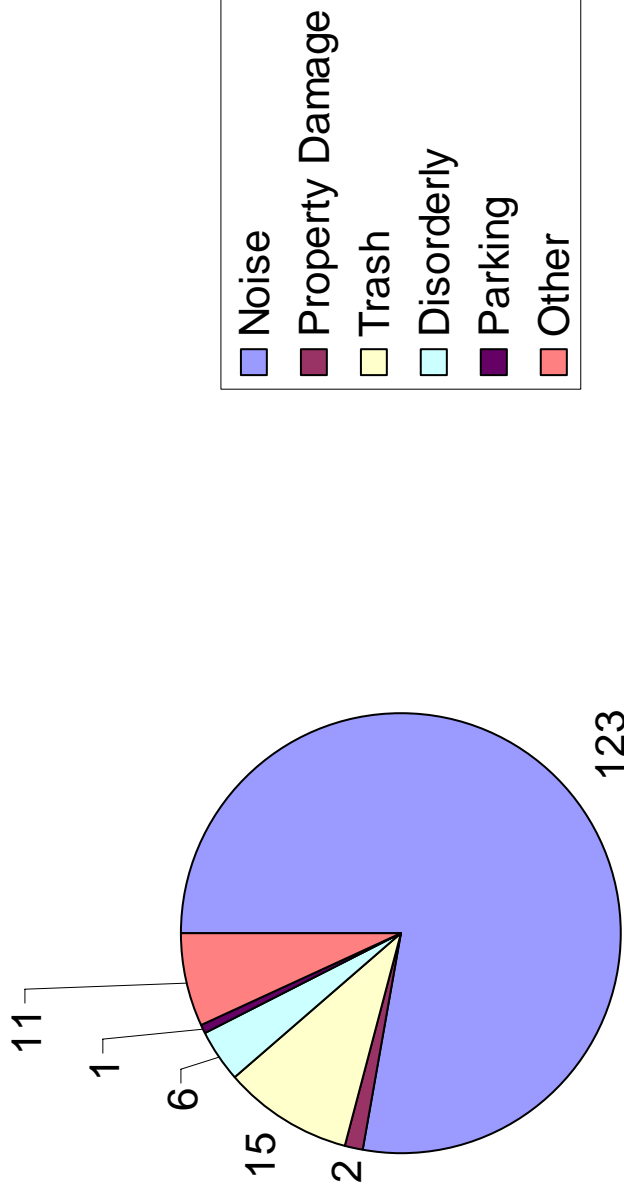
*Peaks may be partially due to calls during the hours of 12 AM to 3 AM from the previous night.*

**Category of Area  
July 1, 2008 - June 30, 2009**



**Total =158**

## Types of Complaints July 1, 2008 - June 30, 2009



**Total =158**

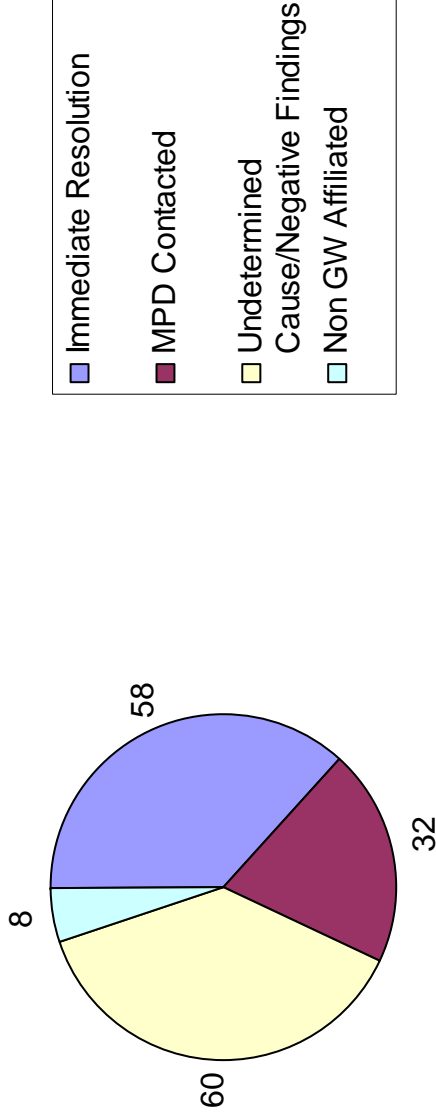
Noise complaints include loud talking, music and parties originating from inside residence hall rooms, private townhouses and private apartments as well as on public streets and sidewalks.

Property Damage complaints involve any theft of or damage to neighborhood property.

Disorderly complaints include public arguments, use of fireworks, playing ball in the street, suspected marijuana use and harassment.



## Action Taken July 1, 2008 - June 30, 2009



**Total = 158**

*Immediate Resolution* actions are those situations in which UPD responded and was able to halt the offending activities on the scene.

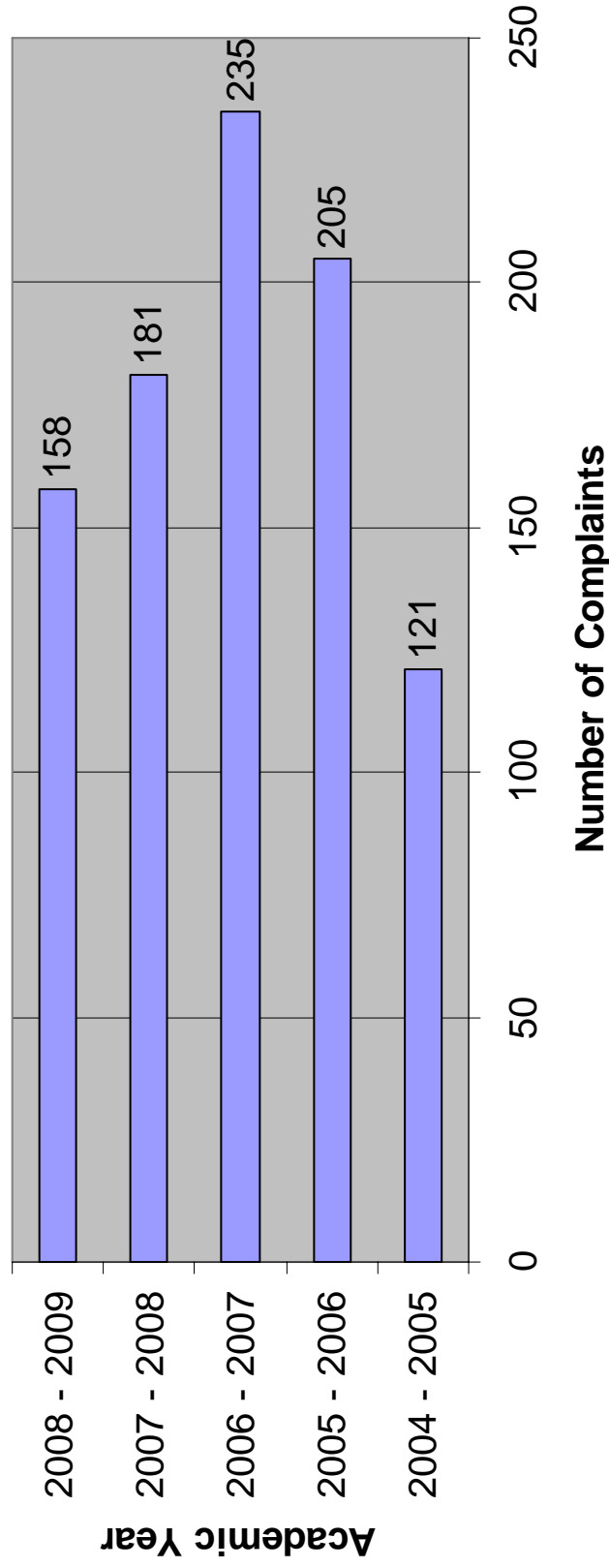
*MPD Contacted* includes any time in which MPD was contacted by UPD or when UPD was unable to respond because the activity occurred outside of their boundaries.

*Undetermined Cause/Negative Findings* includes situations in which UPD responded, but found no activity or evidence of complaint.

*Non GW Affiliated* includes situations in which UPD responded, and the persons involved/situations complained about were not affiliated with The George Washington University.

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

### Year by Year Comparison July 1, 2004 - June 30, 2009



In the 2005-2006 academic year, the University launched a campaign to better inform the community of the Community Concern Hotline and Policy leading to the significant increase in complaints between the 2004-2005 and 2005-2006 academic years.

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

# CODE OF STUDENT CONDUCT

2009-2010



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THE GEORGE  
WASHINGTON  
UNIVERSITY

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WASHINGTON DC

# 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; however, minor deviation 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 judged by the Associate Dean of Students 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 Student Activities Center 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, 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; or
- (4) Take place on University premises.

## 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 judicial 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 Students or designee, following consultation with the 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 Judicial Services

**10.** The Office of Student Judicial Services within the Dean of Students Office directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the Office include:

- a. Determining the disciplinary charges to be filed according to this "Code";
- b. Interviewing, advising, and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before the various judicial boards on a timely basis;
- c. Training and advising the campus judiciary;
- d. Maintaining all student non-academic disciplinary records;
- e. Developing procedures for conflict resolution;
- f. Conducting disciplinary 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 Assault - Inflicting any sexual invasion (including but not limited to sexual intercourse) upon any person without that person's consent. "Consent" requires actual words or conduct indicating a freely-given agreement to have sexual intercourse, or to participate in sexual activities. The University community should be aware that, depending on the particular circumstances, previous sexual relationships, the current relationship between the persons involved, or silence or lack of protest do not necessarily constitute consent. Further, 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. Physical Abuse - Committing physical abuse and/or battery of any person.
- c. Assault - Placing a person in fear of imminent physical danger or injury through the use of verbal or physical threats.
- d. Sexual Harassment - Committing sexual harassment against another person. "Sexual harassment" means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- (1) Submission to such conduct is made explicitly or implicitly a term or condition of academic performance, advancement or employment; or
  - (2) Submission to or rejection of such conduct by a person is used as a basis for a decision relating to the academic performance, advancement or employment of the person; or
  - (3) A person knows or should have known that such conduct is unwelcome and that the conduct has the purpose or effect of
    - (a) Substantially interfering with a person's academic or work performance; or
    - (b) Limiting participation in University programs or University-sponsored activities; or
    - (c) Creating an intimidating, hostile, or offensive academic, work, social or living environment.
- e. Drug / Alcohol Violation - Possession or use of alcohol by persons under 21; intoxication on University premises; 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 Office of Student Judicial Services 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 GWHP Residential Community Conduct Guidelines and Administrative Policies (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 falsified identification; 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 - Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to others; shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others; verbally abusing University officials acting in performance of their duties; or acting 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 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 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, or sexual orientation.

### 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 or group 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. 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.
- e. 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.
- f. 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 Judicial Services.
- 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 Assault: One year suspension and eviction from the residence halls or University-owned or controlled rental properties.
- b. Physical Abuse: One semester suspension and eviction from the residence halls or University-owned or controlled rental properties.

- c. Assault: Disciplinary probation.
- d. Sexual Harassment: Disciplinary probation.
- e. Drug Violation:
  - (1) Possession and/or use:
    - 1st offense: \$50 fine, required participation in a drug abuse education program and eviction from residence halls;
    - 2nd offense: \$100 fine and required evaluation by a certified service at the student's expense;
    - 3rd offense: Conference with the Dean of Students or designee to determine the viability of the student's remaining at the University.
  - (2) Manufacture, distribution, possession with intent to distribute drugs: One year suspension.
  - (3) Violation of the Alcohol Policy:
    - 1st offense: \$50 fine and required participation in an alcohol education program;
    - 2nd offense: \$100 fine and required assessment by a certified service at the student's expense;
    - 3rd offense: Conference with the Dean of Students or 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, 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.

**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.

**16.** Students subject to eviction from the residence halls or University-owned or controlled rental properties or suspension or expulsion from the University will be entitled to a Judicial Board hearing. Students subject to any other sanction will be entitled to an informal disciplinary conference. (See Sections 25 and 26.)

#### Case Referrals

**17.** Any person may refer students or student groups or organizations suspected of violating any part of this "Code" to the Office of Student Judicial Services and the University Police Department. Any person who witnesses a violation in progress should report it immediately to the University Police Department.

**18.** The Associate Dean of Students or designee will review the reported allegation to determine whether a sanction of suspension, eviction from housing, or expulsion is warranted. From that determination, a Judicial Board hearing or disciplinary conference will be scheduled based on the terms in Articles 25 and 26. Any student, however, may elect to have a disciplinary conference. If a student entitled to a judicial board hearing elects a disciplinary conference, the full range of sanctions may be imposed, including, eviction, suspension, and expulsion.

**19.** The Associate Dean of Students or designee may defer disciplinary proceedings (Judicial Board hearing or disciplinary conference) for alleged violations of this "Code" for a period not to exceed one semester. Pending charges may be withdrawn thereafter, depending on the conduct of the accused student, or be added to any subsequent charges within the period of deferment.



## Judicial Boards

### 20. Judicial Bodies:

- a. The University Hearing Board hears cases to be resolved in accordance with this “Code”. The Board is composed of 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 Associate Dean of Students 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. Ad hoc Boards may be appointed by the Associate Dean of Students or designee if after reasonable effort a board is not able to be constituted, is unable to obtain a quorum, or is otherwise unable to hear a case. Ad hoc Boards may be composed of administrators, faculty members, students, or any combination thereof. Reasonable efforts should be made to arrange for student membership on any ad hoc Board.
- 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 Students; 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 Students. The Committee on the Judicial System’s decisions on appeals are final and conclusive.

21. With the exception of the Student Parking Violations Board, the finding of fact as determined by each Judicial Board will be forwarded to the Associate Dean of Students or designee for determination and imposition of sanction, if applicable. In case of suspension or expulsion, the Dean of Students or designee, in concurrence with the Executive Vice President for Academic Affairs or designee, will impose sanctions.

### Selection and Removal of Judicial Board Members

22. Student members of each Judicial Board and the presiding officer are selected in accordance with procedures developed by the Associate Dean of Students or designee. Student members of each Judicial Board are appointed by the Dean of Students or designee to serve for a term of one year. Faculty and administrative members of each Judicial Board are nominated by the Faculty Senate and the Dean of Students,

respectively, and are appointed by the President for terms established by the Faculty Senate.

23. Members of any judicial pool who are charged with any violation of this “Code” or with a criminal offense will be suspended from their judicial positions by the Associate Dean of Students 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 Associate Dean of Students or designee.

24. 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

25. When deemed appropriate by violation, when requested by students in place of a Judicial Board hearing, or when used to adjudicate minor violations of residence hall regulations, the following procedural guidelines for a disciplinary conference will be used:

A disciplinary conference will normally consist of an informal, non-adversarial meeting between the accused student and a University administrator or an experienced member of the University Hearing Board as designated by the Associate Dean of Students or designee, or the Office of Student Judicial Services. Respondents may request the Office of Student Judicial Services to call appropriate and relevant witnesses on their behalf. 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 respondents in disciplinary conferences:

- a. Written notice of the specific charges and date of the scheduled conference at least three days prior to the conference.
- b. Reasonable access to the case file at least three days prior to and during the conference. A case file is part of the student’s education record under the Family Educational Rights and Privacy Act of 1974. The personal notes of University staff members are not included in the case file. The case file will be retained in the Office of Student Judicial Services.
- c. The opportunity to respond to the evidence and to call appropriate and relevant student witnesses. 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 27.
- e. If a student entitled to a Judicial Board hearing elects a disciplinary conference, the full range of sanctions may be imposed, including eviction, suspension, and expulsion.
- f. Notarized affidavits may be accepted or other accommodations made at the discretion of the presiding officer in lieu of live testimony if a witness is out of state or otherwise determined to be unavailable.

## Procedural Guidelines - Disciplinary Hearings

26. The following procedural guidelines shall be applicable in all disciplinary hearings:

- a. Students accused of violations will be given written notice of the hearing date and the specific charges against them within a reasonable amount of time and be given reasonable access to the case file, which will be retained in the Office of Student Judicial Services.
- b. The Office of Student Judicial Services will take steps to compel the attendance of student witnesses whose testimony may help the University Hearing Board establish the factual record. Failure to appear when called will 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 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. In such cases, the University Hearing 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, to avoid needless consumption of time and to achieve an orderly completion of the hearing. Anyone disrupting the hearing may be removed or excluded from the hearing by the presiding officer, the Associate Dean of Students 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 tape recorded or transcribed. The method used is at the discretion of the Associate Dean of Students or designee.
- g. Any party may challenge a Board member on the grounds of personal bias. The decision to disqualify a Board member will be made by the Associate Dean of Students 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 respondent's advisor if applicable) to the alleged violation may be present throughout the hearing. All parties will be excluded during Board deliberations.
- j. The Board will question all parties in an effort to establish the factual record. On disputed points, a preponderance of the evidence available, fairly considered, 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". Confidentiality will be observed.

- l. All parties may question witnesses who testify for any of the parties at the hearing.
- m. Prior to the hearing, the Associate Dean of Students or designee may appoint a special presiding officer in complex cases.
- n. Reports of the Board shall include a finding of fact and a determination of whether or not the respondent is in violation of the alleged misconduct. If the Board determines 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 Associate Dean of Students or designee for review. If in the judgment of the Associate Dean of Students or designee the sanction recommended by the Board is significantly at variance with sanctions imposed in closely similar cases, the Associate Dean of Students or designee may then revise the sanction.
- o. In cases of suspension or expulsion, the Dean of Students or designee, in concurrence with the Executive Vice President for Academic Affairs or designee, will impose sanctions. The past disciplinary record of the accused student and applicable mitigating and aggravating circumstances will be taken into account in determining the sanction(s).
- p. The accused student will receive, in writing within a reasonable amount of time, the decision of the Board and the sanction(s) determined.
- q. Accused students have the right to an advisor in accordance with the guidelines in Article 27.
- r. Notarized affidavits may be accepted or other accommodations made at the discretion of the presiding officer in lieu of live testimony if a witness is out of state or otherwise determined to be unavailable.

### Representatives and Advisors

27. Representation is not permitted in University disciplinary hearings or conferences. Accused students may be accompanied by an advisor or friendly observer. The role of advisors shall be limited to consultation with respondents; advisors may not address the Board or question hearing participants. Violations of this limitation will result in the advisors being ejected from the hearing at the discretion of the presiding officer. The advisor may be, but may not act as, legal counsel. Accused students must notify the Office of Student Judicial Services if they will have legal counsel at the hearing or conference at least three business days prior to the hearing or conference.

### Student Groups and Organizations

28. Student groups and organizations may be charged with violations of this "Code".

29. 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.

**30.** The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by the Associate Dean of Students 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 Associate Dean of Students 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.

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

### Appeals

**32.** 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.

**33.** Appeals must be submitted in writing to the Office of Student Judicial Services within five business days from the date of the written sanction notice. These appeals will be reviewed by the Senior Assistant Dean of Students or designee to determine their viability based on new information significantly altering the finding of fact. Only when deemed viable will the appeal be forwarded to the Committee on the Judicial System for its review. Failure to appeal within the allotted time will render the original decision final and conclusive. Decisions to grant or deny the appeal will be based on information supplied in the written appeal and, when necessary, on the record of the original proceedings. Findings and sanctions arising from new hearings or conferences ordered by the Committee on the Judicial System are final and conclusive.

**34.** 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;
- c. Request that a new board or conference officer hear the case.

**35.** The imposition of sanctions will be deferred during the pendency of appellate proceedings unless, in the judgment of the Dean of Students 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

**36.** An encumbrance may be placed on a student’s University records by the Associate Dean of Students or designee while disciplinary proceedings are pending or sanctions are incomplete.

**37.** 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 Associate Dean of Students 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

**38.** 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.

**39.** 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.

**40.** Disciplinary records may be removed from the student disciplinary files of the Office of the Dean of Students by the Associate Dean of Students 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 Associate Dean of Students 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.

**41.** 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 Judicial Services. The encumbrance will be removed upon completion of all sanctions required by the University.

### Conflicts

**42.** In event of conflict between the terms of this “Code of Student Conduct” and any other 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://gwired.gwu.edu/osjs/Policies/RCCG/>

## **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/grad/unrg.html>

## **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/grad/unrg.html>

## **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."*



To: Members of the GW Community  
From: Office of Off-Campus Student Affairs  
Date: October 28, 2009  
Re: Halloween 2009

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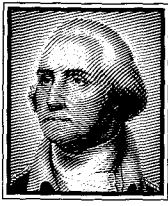
Over the upcoming weekend, we hope that you have fun and enjoy celebrating Halloween. Please be mindful of your neighbors in the Foggy Bottom, West End, Foxhall, and larger District of Columbia communities. Foggy Bottom and Foxhall residents are a mix of students, retired seniors, working professionals, families with children, and others who make the neighborhood their permanent home. Please be respectful of the community and neighborhood surrounding The George Washington University.

The George Washington University has been an integral part of the District of Columbia community for more than 180 years, and works to continually improve our community relations. GW provides education, health care, employment, and other benefits and resources to District residents and has done so for decades. However, GW's positive impact on the community can become overshadowed when student conduct negatively affects the quality of life of community residents.

To help us all be better members of our community, we are continuing the Quiet Zone initiative. We encourage everyone to keep these tips in mind:

- When walking in a group, please keep your talking and laughing 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 outside a building at night.
- Refrain from congregating outside of your or other's on or off campus residence late at night or early in the morning.
- Keep your mobile phone conversations to a reasonable volume.

Thank you for being mindful of your neighbors this weekend, and act in a courteous, respectful, and safe manner as you venture out into the city. Best wishes for a safe and enjoyable Halloween weekend.



September 28, 2009

Dear Student:

The George Washington University and the Office of Off-Campus Student Affairs (OCSA) welcomes you back for the 2009-2010 academic year. Living off campus will prove to be an exciting phase of your life, during which you will have more freedom as well as more responsibility.

While you are getting settled into your new place and acclimated to the community, OCSA is pleased to provide you with the 2009 "[GW Guide to Living Off-Campus](#)." This resource is filled with useful information on neighborhood issues and concerns, including noise, garbage, parking and safety.

DC Metro area residents are a mix of students, retired seniors, working professionals, families with children, and others who make the neighborhood their permanent home. Remember we are not alone, be respectful to your neighbors. Check out our [video](#) dedicated to you and your neighbors.

In order for OCSA to continue to provide you with updated community information, please remember to update your contact information, including your local address, on [GWeb](#). Please take the time to review the University's policy on the [Collection of Student Address Information](#).

If you have any questions or would like additional resources about living off campus as a GW student, please contact the Office of Off-Campus Student Affairs at 202-994-0334 or via email at [ocsa@gwu.edu](mailto:ocsa@gwu.edu).

Sincerely,

Tara Pereira  
Assistant Dean of Students

Emerald L. Christopher  
Assistant Director, Office of Off-Campus Student Affairs

**ATTACHMENT G: Detailed Information Regarding Local Address Information**

***Local Address Information for Foggy Bottom Students not living in GW-housing<sup>1</sup>***

<b>Full-Time Foggy Bottom undergraduate Students Residing in Foggy Bottom/West End outside the Campus Plan Boundaries</b>	<b>1,018</b>
<b>District of Columbia outside the Foggy Bottom Campus Plan boundaries and outside Foggy Bottom/West End</b>  breakdown by zip code: 20001 25 20002 14 20003 7 20004 0 20005 27 20006 0 20007 28 20008 11 20009 38 20010 14 20011 9 20012 0 20015 5 20016 5 20017 1 20018 0 20019 0 20020 0 20024 13 20027 0 20032 1 20036 20 20037 41 20056 0 20071 0 20076 0 20078 0	<b>259</b>
<b>Maryland</b>	<b>125</b>
<b>Virginia</b>	<b>258</b>

Note 1: This data is current as of the GW census date, November 13, 2009 and represents a 97% response rate from the 1,778 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**

November 2009

On Campus Parking

Lot #	Lot Name	Self-Park	Valet Parking	Total Spaces
1	Lot 1 (Closed in Fall of 2009)	0	0	0
3	Lot 3	22	45	67
4	Academic Center Garage	226	60	286
5	Elliot School	198	59	257
6	New Hall Garage	59	0	59
7	Ambulatory Care Center G	110	0	110
9	Media & Public Affairs G	64	0	64
10	Warwick Lot	24	0	24
12	Lot 12	23	0	23
13	Kennedy Onassis	20	0	20
14	Ross Hall Garage	139	48	187
15	Old Main	63	0	63
16	Funger Hall Garage	218	46	264
17	Ivory Tower	90	0	90
18	South Hall (Square 80)	180	0	180
20	Dakota	60	0	60
21	Health & Wellness Garage	112	0	112
UPG	University Parking Garage	1020	230	1250
	University Parking Garage-Addition	232	0	232
MC	Marvin Center Garage	170	144	314
Lot A	Support Building	49	44	93
Rear of Westend	Rear of Westend	9	0	9
Riverside	Riverside Towers	5	0	5
	<b>Total</b>	<b>3,093</b>	<b>676</b>	<b>3,769</b>

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

# Foggy Bottom Campus Public Transportation Options

The Foggy Bottom campus is served by myriad public transit options, including the Foggy Bottom-GWU Metrorail Station (Blue and Orange lines), numerous Metrobus routes and commuter buses from Maryland and Virginia. [www.wmata.com](http://www.wmata.com) has complete information about Metrobus and Metrorail.

- The DC Circulator ([www.dccirculator.com](http://www.dccirculator.com)) and the Georgetown Metro Connection ([www.georgetowndc.com](http://www.georgetowndc.com)) also offer convenient downtown service.
  - Regional rail services are provided by Virginia Rail Express, Maryland's MARC Train, and Amtrak.
- Advice for new bus riders:** Metrobus names and routes can be confusing at first! Visit the interactive map at [www.goDCgo.com](http://www.goDCgo.com) 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); **M12** the D series (D1, 3, 5, 6); **M13** the N series (N2, 3, 4, 6); **M14** the H1 series; **M15** 80 series; **M16** the Y series (Y3, 11, 16) and the **M16** S1 series; as well as the **M17** the L series (L1 & 2). The map to the right shows primary locations of bus stops for each series.

**GW's pre-tax transportation benefits** allow full time and regular part time **GW employees** to set aside up to \$230 per month on a pre-tax basis for the purchase of "Metrocheks" or Metro SmartTrip funds. SmartTrip cards can be used on Metrobus, Metrorail, DASH, Ride-On services and the DC Circulator.



## Bicycles

Bicycle racks and storage facilities are available throughout the Foggy Bottom and Mount Vernon campuses. Outdoor bike racks on the Foggy Bottom Campus can be found at the locations depicted on the map to the right. Mount Vernon Campus bike racks can be found at:

- UPD gatehouse
- Lloyd Gym
- Somers Hall
- Merrriweather Hall

**BICYCLE REGISTRATION ON CAMPUS:** The University Police Department offers free bicycle registration services — find out more at <http://gwidred.gwu.edu/upd/services/theftprevention/bikeeregistration>



## DDOT's SmartBike Program

**DDOT's SmartBike program** offers a rental location on 23rd Street in front of the GW Hospital. The program features self-service bike rental kiosks at 10 locations around DC. For more information, go to [www.smartbikedc.com](http://www.smartbikedc.com)

## Shuttle Transportation Options:

- The Vern Express** — connects the Mount Vernon and Foggy Bottom Campuses. For more information, visit <http://gwidred.gwu.edu/mvcl/express/>
- The Colonial Express Shuttle** — serves the Foggy Bottom Campus and the surrounding neighborhood. For more information, visit <http://gwidred.gwu.edu/upd/transportation/ColonialExpressShuttleBuscopy/>
- The Virginia Campus Shuttle** — connects the Foggy Bottom and Virginia Campus (also provides service to the Virginia Campus from West Falls Church Metro during certain times of the day). For more information, visit <http://www.va.gwu.edu/student-services/vanpool.html>
- The West Falls Church Express** bus service connects Metro's West Falls Church Station to the main entrances of Research I and Building II from 6:15 a.m.-7:00 p.m. Monday-Friday. This is a free service for GW World card-holders and \$1 for general public each way. For more information, visit [www.vatransit.org](http://www.vatransit.org)

# Transportation Options for GW students, faculty, staff and neighbors



# Transportation Options for GW students, faculty, staff and neighbors



## Information/Contact Us

The DC Zoning Commission's approval of **The 2007 Foggy Bottom Campus Plan** allows GW to implement a "Grow Up, Not Out" strategy so the University can accommodate its academic and student housing space requirements within the existing campus boundaries. To ease traffic and support sustainable practices, GW is increasing its efforts to encourage the use of public transportation and promote smart growth development strategies. This fact sheet aims to provide students, staff, faculty and neighbors of GW's campuses with information about available **transportation options**. We welcome your comments on how we can better serve your transportation needs.

- Send transportation related questions/comments to [gwttrans@gwu.edu](mailto:gwttrans@gwu.edu)
- Visit [www.neighborhood.gwu.edu](http://www.neighborhood.gwu.edu) for more details on the 2007 Foggy Bottom Campus Plan, Square 54 and other campus development projects.



## Flexible Work Arrangements

The University offers flexible work arrangements such as compressed work weeks, flex time and telecommuting in appropriate circumstances. Such arrangements must be approved in advance by an employee's supervisor and the appropriate Vice President.

## Carpooling pays!

Effective January 1, 2009 carpoolers registered with GW's Parking Office pay \$190 monthly instead of standard \$210 monthly fee. A carpool is defined as two or more GW employees sharing the program. Parking fees paid via payroll deduction from each of the carpools.

## On-Campus Parking Options

GW's Foggy Bottom Campus offers a number of campus parking lots to accommodate faculty, staff, students and visitors to the campus. Visitors may park at University Parking Garage 24 hours a day/7 days a week (entrance on 22nd Street, between H & Eye Streets). Other visitor lots are located in the Marvin Center (7am-Midnight), 1957 E Street (7am-10pm) and Ambulatory Care Center (7am-8pm). Monthly contract parking is available to students, faculty and staff at a variety of locations throughout the campus.

**For parking rates and locations and information on the GW campuses go to [www.gwu.edu/parking](http://www.gwu.edu/parking)**



## On-Campus Parking Restrictions:

Freshmen and sophomore students are prohibited from bringing vehicles to the Foggy Bottom Campus and the Foggy Bottom/West End area other than in extreme/exceptional circumstances. **To view GW's on-campus parking policy, please visit <http://my.gwu.edu/files/policies/ParkingRestrictionsFINAL.pdf>**



Please note: GW is providing this information as a resource and is not a provider of many services detailed on this fact sheet.

## ZipCar—[www.zipcar.com/friendsofgw](http://www.zipcar.com/friendsofgw)

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. Become a ZipCar member and rent a ZipCar at [www.zipcar.com/friendsofgw](http://www.zipcar.com/friendsofgw) 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.*



## DC Specific Transportation Information

[www.godCgo.com](http://www.godCgo.com) links directly to all transportation information relevant to getting you "Straight to the Point" in Washington, DC. The site includes interactive mapping technology allowing you to plot your trip and choose the transportation options that fit your needs. Whether you are a student, employee or neighbor, [www.godCgo.com](http://www.godCgo.com) is your "one stop shop" for getting around DC.

## Free Regional Commuter Assistance

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

- **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 Connections' 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. For more information on these and other programs visit the Commuter Connections website at [www.CommuterConnections.org](http://www.CommuterConnections.org)



## Campus Escort Vans/4RIDE

The University Police Department offers a free vehicle escort service to and from locations on and near the Foggy Bottom Campus. This service is available from 7:00 p.m. to 6:00 a.m. to enhance the safety and peace of mind for members of the GW community needing to travel between dusk and dawn. To use 4RIDE, call 202-994-RIDE and provide your name, current location and destination to the UPD dispatcher. More information regarding service areas is available online at <http://gwired.gwu.edu/upd>

## DC Taxicabs

DC Taxicabs now operate on a meter system with a \$3.25 initial charge for the first half mile plus \$0.90 for each additional 1/2 of a mile or fraction thereof. More details can be found at [www.dctaxi.dc.gov](http://www.dctaxi.dc.gov)



## 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. Reward points can be redeemed online for retail gift cards, discounts and event tickets.

To use NuRide:	1. Register your GW email address with NuRide.
	2. Find other GW employees who have a similar travel route.
	3. Share a ride.
	4. Go online to record your trip and earn reward points.
	5. Redeem your points for a NuRide reward.
	For more information, go to <a href="http://www.nuride.com">www.nuride.com</a> .





# Foggy Bottom ↔ Mount Vernon THE VERN EXPRESS

## Express Stops

Departure times refer to primary pick-up & drop-off locations.

### Mount Vernon Campus

- The Quad, across from Somers Hall (primary location)
- Clock Tower
- Webb Building

### Foggy Bottom Campus

- 23rd and H Streets (primary location)

↳ Exception:

Weekdays, 6AM-10AM:  
21st and H Streets  
(Marvin Center)

- 2025 E Street (in front of the Red Cross building)
- 22nd and G Streets
- 2601 Virginia Avenue (Hall on Virginia Avenue, across from the Watergate), except on weekdays from 6AM to 10AM

The one-way trip typically takes between 7 and 10 minutes, although may take longer (10 to 13 minutes) during weekday rush hours (7AM-10AM and 3PM-7PM).



## Fall 2009 – Mon Aug 31 through Tue Dec 8, 2009

Except for Labor Day (Mon Sept 7) on which The Vern Express will operate on a weekend schedule, and Thanksgiving Break (Wed Nov 25 through Sun Nov 29) for which a separate schedule will be issued.

TIME	MONDAY-FRIDAY	SATURDAY-SUNDAY
12AM		MIDNIGHT-2AM
1AM		<b>15 MINUTE DEPARTURES<sup>2</sup></b>
2AM	MIDNIGHT-6AM	
3AM	<b>30 MINUTE DEPARTURES<sup>1</sup></b>	
4AM		2AM-8AM
5AM		<b>30 MINUTE DEPARTURES<sup>1</sup></b>
6AM	6AM-7AM	
7AM	<b>15 MINUTE DEPARTURES<sup>2</sup></b>	
8AM		
9AM		
10AM		
11AM	7AM-9PM	
12PM	<b>CONTINUOUS DEPARTURES</b>	
1PM	(departures every 5-10 minutes from both campuses)	
2PM		8AM-MIDNIGHT
3PM		<b>15 MINUTE DEPARTURES<sup>2</sup></b>
4PM		
5PM		
6PM		
7PM		
8PM		
9PM		
10PM	9PM-MIDNIGHT	
11PM	<b>15 MINUTE DEPARTURES<sup>2</sup></b>	

1. When running on a 30-minute schedule, The Vern Express departs from the Foggy Bottom Campus at :00 and :30 past the hour and from the Mount Vernon Campus at :15 and :45 past the hour.

2. When running on a 15-minute schedule, The Vern Express departs from both campuses at :00, :15, :30, and :45 past the hour.

For questions and comments about The Vern Express, visit <http://gwired.gwu.edu/mvcl/express>, email [mvcl@gwu.edu](mailto:mvcl@gwu.edu), or call 202-242-6673 Mon-Fri 9am-5:30pm (at other times, call University Police at 202-242-6110).

## <http://gwired.gwu.edu/mvcl/express>

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**SIGN UP** FOR INSTANT TEXT-MESSAGE UPDATES (powered by Twitter) about *The Vern Express* (including notice of service interruptions, excessive traffic, and stop location moves) at <http://gwired.gwu.edu/mvcl/express>.

# THE GEORGE WASHINGTON UNIVERSITY Virginia Campus Transportation Options

## GW'S INTER-CAMPUS SHUTTLE SERVICE Foggy Bottom & Virginia Campus Service

### FROM FOGGY BOTTOM (Marvin Center 21<sup>st</sup> Street entrance)

Departs Foggy Bottom 9:45am • 12:00pm • 2:30pm • 4:45pm • 10:10pm\*  
 Arrives at VA Campus 10:40am • 12:45pm • 3:20pm • 5:35pm • 10:55pm\*

### FROM VA CAMPUS (Main entrances Research I and Building II)

Departs Building II 8:35am • 10:45am • 12:50pm • 3:30pm • 9:00pm  
 Departs Research I 8:40am • 10:50am • 12:55pm • 3:35pm • 9:05pm  
 Arrives @ Foggy Bottom 9:40am • 11:50am • 1:55pm • 4:35pm • 10:05pm

\*Late-night shuttle runs Mon-Thurs **ONLY**. No Friday service.

*GW Inter-campus shuttle service is a contract service provided by GW for use by its students/faculty/staff/visitors.*

### GWORLD CARD ID REQUIRED TO RIDE.

*Schedule is subject to change during late opening/early closing or inclement weather situations. Virginia Campus weather line: 703.726.8333.*



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## GW STUDENTS/FACULTY/STAFF RIDE FREE WITH GWORLD, GENERAL PUBLIC \$1.

NEW SERVICE AS OF 3/2/09

Morning Departures from West Falls Church and Loudoun County

1	West Falls Church Metro Station North Bus Bay A	6:15	6:45	7:15	8:00	8:30	9:45	10:15	11:30	12:00
2	Beaumeade Circle	6:45	7:15	7:45	8:30	9:00	10:15	10:45	12:00	12:30
4	George Washington University Building 2	6:55	7:25	7:55	8:40	9:10	10:25	10:55	12:10	12:40
3	George Washington University Research 1	7:00	7:30	8:00	8:45	9:15	10:30	11:00	12:15	12:45
5	HHMI Janelia Farm Research Campus	7:08	7:38	8:08	8:53	9:23	10:38	11:08	12:23	12:53
6	Prison Fellowship 44180 Riverside Parkway	7:10	7:40	8:10	8:55	9:25	10:40	11:10	12:25	12:55
7	INOVA Loudoun Hospital	7:20	7:50	8:20	9:05	9:35	10:50	11:20	12:35	1:05
1	West Falls Church Metro Station North Bus Bay A	8:00	8:30	--	9:45	10:15	11:30	12:00	--	--

Afternoon Departures from Loudoun County and West Falls Church

1	West Falls Church Metro Station North Bus Bay A	--	--	2:45	3:15	4:25	4:55	--	6:00
7	INOVA Loudoun Hospital	1:45	2:15	3:25	3:55	5:00	5:35	6:00	6:40
6	Prison Fellowship 44180 Riverside Parkway	1:47	2:17	3:27	3:57	5:02	5:37	6:02	6:42
5	HHMI Janelia Farm Research Campus	1:52	2:22	3:32	4:02	5:07	5:42	6:07	6:47
4	George Washington University Building 2	2:00	2:30	3:40	4:10	5:15	5:50	6:15	6:55
3	George Washington University Research 1	2:05	2:35	3:45	4:15	5:20	5:55	6:20	7:00
2	Beaumeade Circle	2:15	2:45	3:55	4:25	5:30	6:05	6:30	7:10
1	West Falls Church Metro Station North Bus Bay A	2:45	3:15	4:25	4:55	6:00	6:35	7:00	7:40

WFC Express is operated by Virginia Regional Transit in partnership with Loudoun County

For information during inclement weather situations, please call the VA Campus Weather line: 703.726.8333 or VRTA Dispatch. If schedule problems occur, contact VRTA Dispatch: 540.338.1610.

Schedules are available online at: [HTTP://GWVIRGINIA.GWU.EDU/STUDENTSERVICES/VANPOOL.HTML](http://GWVIRGINIA.GWU.EDU/STUDENTSERVICES/VANPOOL.HTML)

# PAYROLL SERVICES

## THE GEORGE WASHINGTON UNIVERSITY

### PAYROLL SERVICES

- ▶ Home
- ▶ Payroll News
- ▶ Payroll Staff
- ▶ Time Reporting
- ▶ SmartTrip / SmartBenefit
- ▶ Off-Campus Parking
- ▶ Direct Deposit
- ▶ Online Payroll Info
- ▶ Forms
- ▶ Payroll Calendar
- ▶ Individual Tax Withholding

### FREQUENTLY ASKED QUESTIONS

- ▶ Who To Call
- ▶ Faculty/Staff
- ▶ Students
- ▶ Time Reporting
- ▶ Tax Department
- ▶ Policies

**Information Regarding Changes To Smarttrip Will Be Coming Soon**

### Pre-Tax Transportation Benefit SmartTrip/SmartBenefit Voucher Program

This pre-tax transportation benefit allows benefit eligible employees (full-time and regular part-time) to set aside up to **\$230** per month on a pre-tax basis. **You may elect payroll deductions in \$10 increments starting at a minimum of \$40 to a maximum of \$230 per month** for the purchase of SmartBenefit Vouchers or for adding value to your SmartTrip card. *SmartTrip* cards may be used for Metrorail, Metrobus, Metro Parking and various area transit providers who accept the SmartTrip card as a payment option. The *SmartBenefits vouchers* can be used as fare exchange for regional transit systems that *have not* adopted the SmartTrip payment option. Those systems are Virginia Railway Express (VRE), MARC Train Service, MTA commuter buses (Eyre, Dillon's, and Keller) and MetroAccess. *SmartBenefit vouchers* cannot be transferred to a SmartTrip card. Visit Metro's Internet site at: <http://www.wmata.com> to learn more about the *SmartTrip* card and the SmartBenefits voucher program.

You may enroll, change or terminate your benefit any time during the year by completing a new [Enrollment/Change Form](#). Procedures follow:

**Biweekly Paid Employees:** New enrollments, changes or terminations must be received two weeks prior to the first pay of the month in which the deduction is effective. The deductions are taken the first two pay periods of the month.

**Monthly Paid Employees:** New enrollments, changes or terminations must be received by the 10th of the month in order for the enrollment to be effective the first day of the following month.

SmartTrip benefits can be added to your card on the 1st of each month following the month deductions are made. SmartBenefit Vouchers can be picked up on the 1st of each month at the Ticketmaster window located on the ground floor of the Marvin Center. Contact Payroll Services at 202-994-7714 if you have questions regarding this benefit.

**Note:** You must claim your **SmartTrip benefit each month. Benefits NOT claimed by the end of the month will be forfeited to the plan.**

**Learn more about the Pre-tax Transportation benefit by clicking the links below:**

[Program Highlights](#)

[FAQ'S](#)

[GW Human Resource Services Benefits Description](#)

[Washington Metropolitan Area Transit Authority](#)



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The George Washington University  
Payroll Services  
Academic Center, 801 22nd Street T-101  
Washington, DC 20052



## Pre-tax Transportation Benefits

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This pre-tax transportation benefit allows benefit eligible employees (full-time and regular part-time) to set aside up to **\$230** per month on a pre-tax basis. **You may elect payroll deductions in \$10 increments starting at a minimum of \$40 to a maximum of \$230 per month** for the purchase of SmartBenefit Vouchers or for adding value to your SmarTrip card. *SmarTrip* cards may be used for Metrorail, Metrobus, Metro Parking and various area transit providers who accept the SmarTrip card as a payment option. The *SmartBenefits vouchers* can be used as fare exchange for regional transit systems that *have not* adopted the SmarTrip payment option. Those systems are Virginia Railway Express (VRE), MARC Train Service, MTA commuter buses (Eyre, Dillon's, and Keller) and MetroAccess. *SmartBenefit vouchers* cannot be transferred to a SmarTrip card. Visit Metro's Internet site at: <http://www.wmata.com> to learn more about the *SmarTrip* card and the SmartBenefits voucher program.

GW's pre-tax transportation benefits program highlights include:

- \* Available to all regular full time and regular part time employees.
- \* Payroll deductions can be made in \$10 increments starting at a minimum of \$40 to a maximum of \$230 per month.
- \* If you are currently enrolled in the Pre-Tax Transportation Plan and wish to change your current deduction to one of the other options, you must complete a new [Enrollment/Change Form](#). Changes to existing deductions must be received by Payroll Services by the *first week* of a month in order to be effective for the 1st of the following month.
- \* You may elect to receive this benefit automatically as a credit to your Metro "SmarTrip" card. Unlike SmartBenefit vouchers, there's no standing in line to pick up a SmarTrip card and if you lose it, Metro transfers the remaining balance at the time you reported it lost to a new card. (For a description of the SmarTrip program or go to Metro's Internet site at: <http://www.wmata.com/USINGMET/smartrip.htm>). If you only ride Metrorail, you are required to elect this option.
- \* If your commute involves public transportation provided by regional transit systems that *have not* adopted the SmarTrip payment option, you will receive SmartBenefit vouchers. Those systems are Virginia Railway Express (VRE),

MARC Train Service, MTA commuter buses (Eyre, Dillon's, and Keller) and MetroAccess.

- \* SmartBenefit vouchers and/or SmarTrip cards never expire. If you participate in this program you will receive SmartBenefit vouchers or SmarTrip credits each month. You must however, be sure to claim your SmarTrip credit and/or pickup your SmartBenefit vouchers each month.
- \* Smarttrip benefits can be added to your card on the 1st of each month following the month deductions are made.
- \* SmartBenefit vouchers can be picked up from the Ticketmaster's office located on the ground floor of the Marvin Center.
- \* Upon termination, if you did not cancel your pre-tax transportation benefit prior to the monthly due date for changes, you must contact the Payroll Department for proper disposition of your last month's deduction.
- \* Deductions are taken twice a month for employees paid on a bi-weekly basis and once a month for employees paid on a monthly basis.
- \* Employees may enroll or suspend participation at any time during the year. You may suspend or reactivate your pre-tax deduction once per quarter, or when you move, or change commuting modes. When you terminate your participation will end, but you can continue to use up your remaining SmartBenefit vouchers and/or SmarTrip credits.

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***YES! I'm Interested!***

- \* Foggy Bottom staff – pick up information and enrollment materials from the Payroll Services Office in the Academic Center, 1<sup>st</sup> floor (Rome Hall, 101)
- \* All others, complete the form below and return it to Payroll Services, Academic Center (Rome Hall, room 101).

***Please send me more information on how I can sign up for the SmarTrip/ SmartBenefit Voucher plan.***

Name \_\_\_\_\_

Campus Mail Address \_\_\_\_\_

Phone (include area code and exchange) \_\_\_\_\_



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