TWC Code of Conduct

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Introduction

The Washington Center was founded on the belief that the right experience can transform students’ lives, setting them on a course of achievement, leadership, and civic responsibility. A defining hallmark of The Washington Center experience is the high levels of professionalism and integrity demonstrated by those participating in our programs.

Participants in The Washington Center’s programs come from all parts of the world – each brings with them a myriad number of experiences in academics, civic awareness, leadership foundation, and self-awareness. The Washington Center strives to foster a sense of community around shared experiences, goals, activities and aspirations. As an integral member of our community, each participant plays a vital role in ensuring that a positive living, working, and learning environment exists for everyone at The Washington Center.

To ensure the safety of all participants and to foster an environment that will promote the constructive transformation of students’ lives, The Washington Center has instituted policies and procedures that safeguard and promote its expectations of professionalism and integrity. The Code of Conduct covers the expectations of our participants and residents, and it outlines a framework for fostering mutual respect and support among all members of the TWC community. The Code serves as a guide for making informed decisions and for all participants to understand their rights and responsibilities during their time with The Washington Center.
Section 1: Academic Code of Conduct

1) General Expectations

While with The Washington Center, participants complete academic work, although the amount of work varies depending on each program. To support the integrative learning experience, participants must adhere to the following expectations to foster a productive learning environment for all community members:

- Individuals participating in The Washington Center’s programs must conduct themselves with appropriate integrity and professionalism in all aspects of the program, including in the classroom, during events or TWC sponsored activities in the community, in the housing, work and any other related settings.
- All academic work must be completed on time and with proper citation and credit.
- All participants are expected to adhere to the policies and expectations listed in the specific syllabi and/or set by the instructor or other representatives of The Washington Center.
- Participants who are aware of or observe any academic misconduct should notify their instructor, academic program advisor or other relevant representative of The Washington Center.

2) Academic Misconduct

Any violation of honesty or integrity in academic work is a serious matter of misconduct. The Washington Center reserves the right to impose penalties and sanctions for any incident of academic misconduct, up to and including failure for the assignment, part or all of the program, and/or expulsion from the program. Academic misconduct includes, but is not limited to the following:

- **Absenteeism**: The chronic failure of a student or participant to attend their academic course, internship, or required programming, regardless of the excused or unexcused nature of the absence. Missing two or more required meetings (e.g., of the academic course or LEAD colloquium) will trigger the possibility of reduced grade or other sanctions.
- **Disruptive Behavior**: Any behavior, whether active or passive, that interferes with the environment of teaching and learning or tone of professionalism as established by the instructor, internship supervisor, program advisor, or other official of The Washington Center. Disruptive behavior may include, but is not limited to, inappropriate dress, harassment, chronic lateness, refusal of directives of any TWC official, or violation of internship site policies.
- **Cheating**: The use of notes, books or electronic devices when prohibited; receiving or providing assistance while completing a quiz, exam or similar graded assignment unless such collaboration is suggested by the course instructor, academic program advisor or relevant TWC official.
- **Complicity**: The act of intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. Participants who are complicit in academic misconduct are equally responsible for behaviors or actions that result from the primary party’s intentions.
- **Plagiarism**: Any copying of other work, whether intentional or unintentional, that is not fully and transparently acknowledge in any graded assignment or similar activity. Plagiarism may include the act of submitting another’s work as one’s own; the use of others’ work or ideas without appropriate quotations or citations; the incorrect citation of a quote or piece of
information; and the attempt to submit work completed for another course or program as credit, without the express permission of the course instructor, internship supervisor, or academic program advisor.

- **Falsification**: The improper alteration or misrepresentation of any source, record, document or evaluation.
- **Obstruction**: Behaving in a disruptive manner or participating in activities that interfere with the educational mission of The Washington Center.
- **Unauthorized Departure from Internship**: The untimely and unapproved departure from an internship site without prior approval from the internship site supervisor and/or academic program advisor.
- **Dismissal from Internship**: The termination of the participant by their internship site due to poor or unsatisfactory performance, disruptive behavior, or other reasons at the discretion of the internship site supervisor.
- **Unsatisfactory Performance**: Poor academic performance in a course, internship, or academic program that results from a failure to exercise minimally due diligence.

3) **Adjudication**

In all incidents of academic misconduct, the Chief Academic Officer serves as the final arbiter. The Academic Affairs and Academic Internship Program teams, respectively, will investigate and determine sanctions for violations to the Academic Code of Conduct, depending on the time and nature of the violation. This process, along with definitions of misconduct and recommended sanctions and is outlined in Section 5: Conduct Process, later in this document.

The participant’s campus liaison (if applicable) will be notified of the outcome of the conduct process, upon conclusion. Incidents of misconduct may also be reflected in a student’s final evaluation or grade. Lastly, incidents of academic misconduct will affect a student’s financial aid, especially if the incident results in expulsion from a TWC program for which aid is provided.
Section 2: Professional Living Code of Conduct

1) Alcohol Intoxication

In the District of Columbia, Maryland, and Virginia, only persons 21 and over may legally consume alcohol. Therefore, individuals not of legal age are strictly prohibited from consuming alcohol while participating in TWC programs or residing in TWC properties. All residents of the apartment are responsible for the behavior and actions of their guests, in relation to alcohol, regardless of their presence or involvement. This includes underage drinking.

Intoxicated persons will be referred to emergency personnel for medical evaluation. These incidents will be reported as conduct violations and are subject to sanctions, as defined in Section 4: Conduct Process.

2) Contempt of the Conduct Process

Participants who violate TWC’s Code of Conduct or other policies of the program are expected to follow through with any sanctions, educational requirements, payments, or other details required of them following the conduct process. Contempt includes failure to appear for a conduct hearing or failure to observe and comply with conduct sanctions. Also, victims in cases involving certain violations of the Code of Conduct may be informed of another student’s judicial hearing outcome. Any student found to have shared this information inappropriately would also be in contempt of the judicial process.

If a participant is suspected of or is found to be liable in connection with any misconduct, a TWC staff member may request to meet in person with said individual. Participants are expected to respond to all requests for a meeting within 24 hours and schedule an official meeting time for no more than 48 hours from the initial request for a meeting. Failure to report to meeting requests may result in further disciplinary action or sanctioning being given without an in-person meeting.

3) Cleanliness

If building management or TWC staff deems an apartment below acceptable standards of cleanliness, notice will be given to improve the conditions of the apartment in a reasonable time frame. If the conditions in the apartment are not improved within the provided time frame, building management or TWC staff reserve the right to have the apartment professionally cleaned. Professional apartment cleaning services will result in an Apartment Damage fine charged to the responsible residents, and does not include shampooing of carpets, which incurs an additional fee.

Failure to maintain the apartment at a reasonable level of cleanliness and safety may result in eviction. Residents who are evicted will not have their housing security deposit refunded.

4) Criminal Activity

Any incidents involving criminal/illegal activity or suspected criminal/illegal activity must be reported immediately to all authorities including: Student Services staff, the security/management of the housing facilities (if applicable), local police, and/or other area police departments (e.g., National Park Police, Capitol Police or Metropolitan Police). Participants who are victims of criminal activity are encouraged to
file a report with the proper authorities (such as the local police) and provide Student Services staff members the case number of any case filed.

5) Directions from TWC Officials

Participants are expected to comply with the directions of TWC officials (Program Advisors, Alumni in Residence, Student Services staff, etc.) or other appropriate off-campus authorities, including law enforcement officials acting in the performance of their duties, is a serious offense. Conduct, such as failure to provide ID when asked and disrespectful, uncooperative, abusive, or threatening behavior(s), is not in conformity to the goals of TWC’s program.

6) Disturbing the Peace

Behaving in a manner that is judged to be a disturbance of the peace will be considered a violation of the Code of Conduct and may result in sanctions. Behavior considered to be a disturbance of the peace may include the following: causing any danger, discomfort or annoyance to residents or visitors; fighting or quarreling or inciting others to fight or quarrel; publicly using obscene or indecent language; or consistently or egregiously exceeding the appropriate noise level. If it is determined that a participant is disturbing the peace, or are a danger to themselves or others, The Washington Center reserves the right to call the police or emergency personnel.

7) Drugs

The use or possession of illegal drugs is strictly prohibited. Use or possession of illegal drugs will be reported to the local police department, the participant’s academic institution, and the Office of Student Services and Community Life at The Washington Center. The result will be immediate expulsion from the program at TWC. This policy also applies to the illegal use of prescription and over-the-counter drugs.

8) False Information

Dishonest behavior and/or knowingly providing false information, either verbally or as a form of identification, to a TWC staff member are strictly prohibited. This includes, but is not limited to, furnishing information to do the following: to gain unauthorized access to The Washington Center facilities, materials, equipment, or TWC-sponsored events; to evade potential conduct charges; to falsely pass another individual’s identification as one’s own and/or to give another individual one’s own identification; or to gain access to an apartment that is not one’s own.

9) Financial Aid

Participants receiving financial assistance awards from TWC may be required to reside in TWC housing facilities. As such, removal from TWC housing will result in loss of financial aid, with the appropriate amount added to the participant’s account.

For all billing-related issues, invoices will be delivered to participants with a time line for payment. Students who fail to meet the terms of the invoice or sign a promissory note will receive a written warning of eviction and possible expulsion. The standing of students who fail to satisfy outstanding balances will be determined by the Controller and the Managing Director of Student Services.
10) Harassment

Harassment is not permitted and will not be tolerated by TWC. Harassment is defined as verbal, written, visual or physical conduct based on or motivated by an individual’s actual or perceived sex, sexual orientation, gender identity or expression, race, creed, color, place of birth, ancestry, ethnicity, religion, national origin, age, disability, marital status, or other characteristics that has the purpose or effect, from the point of view of a reasonable person, of objectively and substantially:

a. undermining and detracting from or interfering with an individual's educational or work performance or access to resources; or
b. creating an intimidating, hostile, or offensive educational, work, or living environment.

Harassment may include repeated slurs, or taunts in the guise of jokes, or disparaging references to others, use of epithets, bullying, stalking, stereotypes, comments, gestures, threats, graffiti, display, or circulation of written or visual materials, taunts on manner of speech, and negative reference to customs when such conduct is based on or motivated by one or more of the characteristics identified above, or other characteristics identified by The Washington Center.

Furthermore, acts of sexual harassment constitute grievous violations of TWC policy. Sexual harassment includes, but is not limited to, rape, sexual assault, sexual misconduct, sexual exploitation, stalking, cyber stalking or other unwanted sexual advances or threats. It is the responsibility of each individual in the Washington Center community to become educated about such acts and their consequences.

Refer to Section 6 – Student Rights and Responsibilities for detailed information related to the process for discovery, investigation, and adjudication for these types of incidents.

11) J-1 Visa Regulations

Individuals participating in The Washington Center’s internship program via a J-1 Visa are required to follow each stipulation outlined by the Department of Homeland Security, which can be found here: http://j1visa.state.gov/programs/.

12) Noise

Residents must be considerate of others in the building. Residents are expected to use good judgment to avoid excessive noise and other disturbances to building occupants; non-TWC tenants have the right to complain about noise or call the local police. Noise violations will result in disciplinary action taken against participants who do not heed warnings about excessive noise. At all times, residents are expected to maintain a volume that does not disturb others. Noise policies are in effect for all TWC spaces including but not limited to: apartments, lobbies, common areas, patios, and outside the residential areas. Sanctions for noise can be given at any time (24 hours a day / 7 days a week) if the volume of any participant(s) is deemed inappropriate.

13) Photo Identification

All participants with TWC are required to carry a valid government-issued or university-issued photo ID with them at all times. Upon request, an intern must produce photo identification for examination by The Washington Center staff, concierge/security staff, and/or management personnel. Failure to comply with a request to present this information may result in police involvement; uncooperative parties may be
escorted out of TWC facilities or events until proper identification can be provided or a TWC staff member can properly identify the individual.

14) **Physical Harm**

Acts or threats of physical violence, intentional infliction of harm to another individual or self are not permitted, and will result in intervention by TWC staff, local police, or emergency personnel, as appropriate.

15) **Right to Privacy**

Residents are free to express themselves in a responsible manner. Such expression is unacceptable when the expression impinges on the rights of others, or when it disrupts administrative activities or approved programs or events.

1. A roommate who subjects others in the room to systematic stress and harassment will be subject to administrative and/or disciplinary action. In cases where it becomes clear that roommates have irreconcilable differences, some or all parties may be subject to an immediate administrative move or disciplinary action.

2. Taking photographs or making audio or video recordings of another person without his or her permission in any context in which that person has a reasonable expectation of privacy is prohibited. For example, residents and visitors may not photograph or make recordings of other residents or visitors in any area, including rooms, suites, or restrooms, within the residential facilities without written or verbal permission. In such areas, permission must be granted by all persons being photographed or recorded.

3. In a situation in which it is not acceptable to take a photograph or make a recording, it is also not acceptable to publish it. Transmission, in print, by phone, via email or any other means of technology constitutes publication. Publication of any photograph or recording is also subject to all applicable policies and laws, including copyright, in the same manner as any other image or document.

16) **Vandalism & Stealing**

Stealing or vandalizing is prohibited. This includes but is not limited to all furniture, kitchenware, and common area items (e.g. fitness center equipment, computers, lobby fixtures) provided by The Washington Center. Full replacement and fines will be levied upon responsible parties. Damages that cannot be traced to a particular person will be assessed equally among all residents of the apartment, or shared among all building occupants or participants, depending on the location of the vandalism or stolen item(s).

17) **Weapons/Firearms**

The use or possession of firearms, weapons, certain fireworks, or items used as weapons are prohibited under Washington, D.C., Maryland and Virginia law; such possessions (including all forms of fireworks) are not permitted in any TWC facility or at any TWC event. Possession will result in immediate confiscation by TWC staff members or local law enforcement. Any use of weapons/firearms will result in removal from TWC housing facilities and may require local law enforcement involvement.
Section 3: Housing Regulations and Guidelines

The following regulations and guidelines apply to living in and using common areas within TWC facilities, apartments, and any other shared living and/or meeting space associated with The Washington Center.

1) Air Conditioning/Heating Units

TWC apartments have individually controlled thermostats. Please do not block the air units. Windows should not be left open during the day when the apartment is unoccupied – condensation can form and wet the carpet and floor. Please do not leave the sliding glass door or the front door of the apartment open; doing so will allow heat or air conditioning to escape from the apartment. On hot days, closing the blinds/curtains of the windows to keep the room cooler is recommended. During the summer, the AC unit must NOT be set lower than 68 degrees Fahrenheit.

During the winter, the heat should NOT be set above 74 degrees Fahrenheit. Failure to maintain this temperature could lead to damages to the unit, for which the residents in the apartment will be held responsible.

In times of conflict between roommates over room temperature, TWC staff reserve the right to lock the room temperature at 71 degrees Fahrenheit.

2) Alcohol

Open containers of alcohol are not permitted on apartment balconies or in public areas, including but not limited to elevators, stairwells, patios, courtyards, or hallways. Washington, D.C., Maryland, and Virginia laws also prohibit the possession of open alcoholic beverage containers in public. Kegs or large volume alcohol containers are strictly prohibited within TWC properties.

3) Apartment Access and Use

Designated persons (specifically Office of Student Services staff and building management personnel) may enter and inspect rooms at any time without permission or consent of the occupants for the following reasons: health and safety purposes, to conduct repairs or general maintenance needs, or if there is just cause to suspect student endangerment or policy infractions. Participants are expected to comply with all reasonable requests for entry.

Common space in apartments is not intended to be inhabited. Residents are not allowed to move their bed or mattress to the common areas during their time at The Washington Center. Also, residents may not permanently sleep on the sofa. Common areas such as the kitchen, dining room areas, and family room are for all apartment occupants to enjoy and use.

4) Apartment Furniture and Appliances

All TWC apartments are furnished; the following is a list of items that are included in one apartment: beds (1 per student); closet/wardrobe; coffee maker; dining room table and chairs; dishwasher; dresser; ironing board and iron; lamps; living room couch/loveseat and chair; microwave; plates, bowls, coffee cups, flatware, glasses; pots and pans; refrigerator; stove and range; television; toaster, and washer/dryer.
Furnished items should never be taken out of their assigned apartment or used on the balcony. If items are lost or damaged, the residents residing in that apartment will be assessed Apartment Damage fines for the cost to replace or repair the item(s). Below are guidelines for the use of these items:

- **Beds**: Beds within the Residential and Academic Facility (RAF) are twin extra-long. In the RAF, beds may only be lofted or bunked by building management; bed loft and bunk requests may be submitted via e-mail to concierge@twc.edu. Beds may not be bunked or lofted in TWC-affiliate housing options outside of the RAF.
- **Desks**: TWC apartments do not come furnished with desks. If desired, residents will need to bring or purchase a desk upon arrival.
- **Dishwashers**: TWC apartments are provided with a dishwasher. Only use dishwasher detergent in the dishwasher. Using dish/hand washing liquid will damage the dishwasher and may cause it to leak into the apartment. Residents may be liable for any water damages that occur as a result of misuse.
- **Washers and Dryers**: Most apartments are equipped with a washer and dryer unit. Residents will be held financially accountable for any damage to equipment due to improper use. Each washing machine in the Residential and Academic Facility have a latching mechanism that locks the machine during and immediately after use. Allow the wash cycle to completely finish and the latch to release before trying to access clothing. Pulling on the latch and breaking it off will cause the machine to no longer function, and will result in a damage charge to the individual(s) responsible.
- **Vacuum Cleaners, Brooms, and Dust Pans**: Apartments are provided vacuum cleaners, brooms and dust pans. As with all other housewares items, vacuum cleaners, brooms and dustpans present at move-in should be left in the apartment after check-out. Items missing from the room at check-out will be assessed in damages, which will be billed to the occupants or responsible parties (as available). If a vacuum is not working properly, check the vacuum cleaner bag. If the bag is full, residents are responsible for emptying or replacing the bag.

5) **Cable and Internet Service**

The Washington Center provides basic cable and internet service through a cable and internet service provider in every apartment. The Washington Center is not responsible for any loss of service due to technical problems or weather. TWC will work with management and/or cable service providers to ensure a prompt response to any cable problems. Participants are not permitted to contract for premium channels, pay-per-view, on demand, or any other services, including but not limited to, extra Internet or digital cable services. Adding additional services for the apartment may result in fines assessed to each student residing in the apartment. In addition, residents of the apartment will be held responsible for paying any charges associated with the additional services, the disconnection of the additional services, and/or the return of any equipment associated with said services.

6) **Check-out Procedures**

All participants must check out and leave apartment units by 12 noon on their designated check-out date.

It is expected that housing facilities, including public areas, will be kept in good condition and used in a careful, safe, and proper manner, and that participants will abide by The Washington Center's policies. The condition of a resident's apartment is assessed prior to check-in and again after the residents move out. Residents are responsible for reviewing the condition of their living spaces on the "Apartment Inventory Report" at check-in and check-out. All apartments and common areas in the housing facilities must be returned to the same condition in which they were found at check-in.
Failure to properly check out will result in an Improper Check-out fine. Improper check-out includes the following: failure to attend the mandatory check-out meeting; failure to check out prior to the 12:00pm deadline without prior approval or extension (a fine is assessed per hour after deadline); or failure to leave the apartment in satisfactory move-in condition. Participants will be billed for the cost to replace any keys, building passes, and/or parking passes that are not returned prior to check-out and departure.

7) Common Area Access/Use

- Classrooms and Auditorium Space: The classrooms and auditorium are reserved by Student Services for academic and programming needs. Classrooms are otherwise locked. No food or drink is permitted in the classrooms. Participants interested in reserving a space for group projects, study hours, etc. must reserve the space using the RAF Room Reservation Request Form (http://www.twc.edu/reservation). All reservations are made based on availability and approval by the Office of Student Services and Community Life. Participants using classroom space for personal or group meetings take on responsibility for the cleanliness of the room, as well as the equipment in each room (such as computers, chairs, tables, etc.). Any damage to classrooms will be the responsibility of the individual(s) who reserved the room. Computers, Smart Boards and other electronic equipment in the room are not for participant use.
- Fitness Center and Computer Lab: The Fitness Center and Computer Lab, both located on the P1 level of the RAF, are accessible for all TWC participants; hours of operation are 24 hours a day, seven (7) days a week.
- Furniture, artwork, and other items in common areas are not to be moved without prior permission from Student Services staff. Computers, televisions and other technological equipment in common areas are not to be tampered with or moved. Damages to common area items may result in charges being distributed amongst all participants with access if the appropriate individual(s) cannot be identified.
- Hallways, stairwells and lobby areas should be kept clear at all times for easy access. Personal belongings, luggage, trash and other items may not be stored in common areas. Playing sports in common areas is strictly prohibited.
- Patio: The RAF patio area is a shared space. Participants are not allowed to place personal belongings for any reason on patios for any amount of time. Items found on the patio will be discarded, and TWC will not be responsible for said items. Participants and their guests should be especially mindful of their noise level when on the patio, as this common area is close to many resident rooms. Patios can only be accessed through common area doors.
- Pool Regulations: Some TWC-affiliated residential facilities have access to a pool. Outdoor pools are generally open from Memorial Day (late May) to Labor Day (early September) and closed the remainder of the year. Pool regulations are set and regulated by building management; such regulations are typically posted near the pool and should be followed. The pool counts as a common area, as defined in the appropriate section above.

8) Computer and Internet Use

Federal law restricts the use of copyrighted video, audio, or computer material. Any organization, guest, or participant using such material should be certain that its use conforms to law. This includes utilization of TWC internet access for downloads of movies, music, and other materials without proper authorization and/or copyright approval. Copyright infringement will result in system access being denied and referral to the conduct system.
Any information brought to the attention of TWC officials about the misuse of online resources, including social networking sites, may be pursued through the conduct system. Examples of such behavior include, but are not limited to, harassment and threats toward individuals or property, photographs portraying inappropriate or illegal situations, misrepresentation of identity, attempting to access personal information in TWC files, illegal downloads and uploading of viruses.

9) **Elevators**

Elevators are in each apartment building. As a source of transportation to the living areas of the buildings and a necessity for many residents in those buildings, please use care and respect when using the elevators. Smoking and/or leaving trash in the elevators is prohibited. Vandalism, inappropriate writing or other misconduct is prohibited in the elevator itself and on approved postings in the elevator.

During an emergency situation, such as a fire alarm, participants and their guests may not utilize the elevator. Persons with disabilities should move to the nearest stairwell for evacuation by the fire department. If that stairwell is compromised, move to the other end of the complex. Residents and their guests must wait for staff members to give permission before reentering the building following a fire alarm or other evacuation procedure. Individuals reentering the building are not permitted to use the elevators and should take the stairway. Individuals requiring the elevator may use this service as soon as it is restored following an emergency.

Ringing the elevator alarm bell and/or utilizing the elevator phone is strictly prohibited if there is not due cause, such as an emergency situation.

10) **Exercise Facilities**

TWC apartment complexes have exercise facilities; equipment varies for each facility. All housing facilities require an ID/access card/fob to use the exercise facility. By residing in The Washington Center facilities, residents understand that neither TWC nor the management companies of its residential facilities shall be liable for any damages arising from personal injuries (including death) sustained by residents or their guests in, on, or about the premises, or as a result of the use of the exercise equipment or facilities. Residents accept full responsibility for any and all injuries, damages (both economic and non-economic), and losses of any type, which may occur to them or their guest(s).

By using the exercise facilities, residents agree to be solely responsible for safety and well-being of themselves and their guest(s). The Washington Center does not provide supervision, instruction, or assistance for the use of the facilities and equipment.

Users must comply with all rules imposed by The Washington Center regarding the use of the facilities and equipment. Users must conduct themselves in a controlled and reasonable manner at all times, and refrain from using any equipment in a manner inconsistent with its intended design and purpose.

Users must acknowledge that the use of exercise equipment involves risk of serious injury, including permanent disability and death. Users also should understand and agree that The Washington Center is not responsible for property that is lost, stolen, or damaged while in, on, or about the premises.

Users must understand and agree that their use of the facilities and equipment is only to be undertaken on their own personal time and that their use of the facilities and equipment is not within the course or scope of their program participation.
11) **Fire Equipment/Alarms**

Residents and their guests are required to leave the building when a fire alarm sounds. Federal law forbids misuse or abuse of fire equipment (tampering/disconnection of alarms, extinguisher, hoses, smoke detectors, hanging items from sprinkler heads, etc.). Tampering with any fire equipment in an apartment or common area (e.g. smoke detectors, sprinklers) will result in a fine per responsible party, in connection with replacing or reconnecting the fire equipment, repairing any damages, and any fines given by building management.

Emergency exit doors should never be propped open and should only be used in the case of an emergency. Fire exits or fire doors may not be blocked at any time. Hallways and other common areas are generally paths of evacuation and should be kept clear at all times.

12) **Guests**

To maintain a noise level that is acceptable and conducive to a professional living environment, apartment occupancy is limited to no more than twelve (12) people in an apartment at one time across all TWC residential facilities.

All guests (friends, fellow participants, etc.) in apartments must be at the mutual agreement of all roommates. At any point, if any roommate does not want the guest(s) in the apartment, the guest(s) must find other accommodations and cannot stay in the apartment. Overnight guests cannot stay longer than three (3) nights in a seven (7) night period, per visit in an apartment.

All residents of the apartment are responsible for the behavior and actions of their guest(s), in both the apartment and on the property, whether or not they are present when the behavior occurs. Guest(s) are not permitted to stay in any TWC facility without the presence of their host at any time.

The Washington Center reserves the right to ask any and all guests to vacate the facility at any time. If a guest is asked to leave and fails to do so, the police may be contacted to escort the guest from the building.

At the Residential and Academic Facility, all guests (even those enrolled with TWC) are required to sign in upon entry to the building at the Concierge desk. Residents may sign in up to four guests at one time. Residents must meet guests in the lobby at the Concierge desk, and accompany them during their time in the building. Residents are responsible for guest(s) behavior during their time within the building.

Residents may not allow any nonresident to enter a TWC facility if the nonresident is not known to the resident. This includes propping the door open for others to enter the facility or claiming responsibility for a guest and then not accompanying the guest throughout the building.

Additionally, due to the shorter nature of TWC Academic Seminar programs, participants in those seminars are not allowed to have overnight guests in TWC housing.

13) **Identification (ID) and Access Cards**

All TWC participants will be provided with both a TWC identification card (ID) and an access card during Orientation. Identification cards depict the TWC logo and contain the participant’s name and program. The access card grants access to all appropriate TWC facilities. Participants must carry their TWC ID at all times. IDs and access cards are for individual use only and are not to be loaned to other individuals. These items carry the following regulations:
• Participants must present the TWC ID to gain access to The Washington Center main headquarters at the receptionist area and the Residential and Academic Facility (RAF).
• Participants must present the TWC ID to use the Residential and Academic Facility shuttle.
• Participants must present the TWC ID, along with a government-issued or university-issued picture ID, to retrieve packages and other items from the Concierge desk at the Residential and Academic Facility.
• Participants may access the Academic Annex electronically via their access card for class, programming, and other TWC sponsored events.
• Lost or stolen IDs and access cards will result in a Lost ID and/or Access Card fee.

At the end of the term or program, participants may keep their TWC ID, but must return the access card to avoid fines.

14) Keys and Locks

Each resident is provided one key to each lock in an apartment door. Residents may also be provided with a key or a pass card to access the front door of their assigned building, if needed. If a resident is locked out of his/her apartment, the concierge/security staff, Alumni-in-Residence on Call, or the Office of Student Services can be contacted if immediate access is needed. Residents will be assessed a Lock-Out fee per instance. Lost keys and access cards should be reported to the Office of Student Services, as soon as possible. Replacing lost keys and/or creating new locks will incur appropriate fines.

Participants and their guests may not tamper with or damage any locking mechanism, including but not limited to door locks, mailbox locks, access panels, sliding glass door stops and window stops. Damage to locks must be reported immediately and may result in fines if negligent behavior occurred.

For optimal safety and security of personal belongings, apartment doors are to be locked at all times. The use of the deadbolt lock is encouraged. Apartment doors may not be propped open at any time. Residents are encouraged to have renter’s insurance to ensure protection of their belongings.

15) Mail Services

Each housing facility has United States Postal Service, which is delivered and picked up Monday through Saturday (except when the United States Post Offices are closed). Resident mail will be delivered to the box corresponding with the addressee’s apartment number. Any mail received that is not addressed to a current resident should be marked "return to sender" and placed in the outgoing mail slot.

Resident addresses should read as follows:
Name (ex. Jane Smith)
Number and Street Name of Building (ex. 130 M Street, NE)
Apartment # (ex. Apartment 7C)
City, State and Zip Code (ex. Washington DC, 20002)

16) Maintenance Requests

Residents at The Residential and Academic Facility (RAF) should submit a maintenance request outlining the specifics of the issue to concierge@twc.edu. Residents not living in the RAF should check their apartment information binder for further details regarding maintenance requests.

For most requests, maintenance staff members will address any reported issues within 48 business hours of submission. Some issues may take longer, depending on part availability, nature of the issue or other
building priorities. Maintenance staff members may complete their work in the apartment when residents are not present. If this is the case, notification will be left to indicate that staff entered the apartment, along with details about any work that was completed or is still pending.

In the event of an emergency maintenance or facility concern, RAF residents should contact the 24/7 Student Services on-call phone number (202-412-5302). Residents of other TWC-affiliated residential properties should contact the concierge/front desk of their residential property for more information.

17) Parking

Prior to arrival, participants must submit a parking request with their housing application to be considered for a parking space at the Residential and Academic Facility (RAF). Parking requests are submitted online via the application portal or found on the Accepted Student page of TWC’s website. Parking spaces are limited and available on a first-come, first-serve basis.

For approved parking requests, the termed rate per parking space must be paid by the resident’s designated check-in date. Residents must park in their designated parking area and follow all building parking procedures. Vehicles that are not registered, are not parked in the designated area, or are not parked correctly (e.g., parked in a reserved spot, blocking another space) are subject to tow at the vehicle owner’s expense.

The Washington Center assumes no liability for damage, tickets, or towing that may occur to vehicles. Residents granted parking must return parking decals/hangtags and garage passes to building management at check-out. Any parking decals/hangtags/garage openers not returned upon departure will result in a fine added to the participant’s account.

Additionally, any damage to parking spaces or garage due to a participant’s automobile will be charged to the individual assigned to that space. This includes but is not limited to: oil spills/leaks, fuel spills/leaks, damages to columns or walls, etc. Repairs or maintenance work on vehicles cannot be conducted in housing facilities parking or garage spaces; vehicles must be taken offsite for such maintenance.

18) Pets

No pets of any kind are allowed in TWC housing facilities, with the exception of service animals that have received prior approval from Student Services staff. Participants must provide official documentation before seeking to house a service animal in TWC facilities.

19) Postings and Decorations

The hanging of banners, flags, posters, signs, clothing, etc., from windows, balconies, patio doors, the front door of the apartment, or in hallways is strictly prohibited. Signs, flyers, posters or other announcements are not permitted to be posted in any public area, including but not limited to elevators, hallways, exterior walls/fences of the building, and the front desk.

Residents wishing to publicize events or post information should send a draft of their flyer and a description of their event to Student Services (housing@twc.edu) for review, approval, and posting. All flyers must have a Student Services approval stamp in order to be displayed. Residents may not post flyers in common areas.

Chalking on TWC property is strictly prohibited.
Painting of individual apartments is strictly prohibited. Stickers, putty, or nails should not be used on furniture, walls or other locations that would leave a residue or damage to TWC property. Residents should use care when hanging and taking down artwork, posters or other items in individual rooms, as any damage that occurs will result in charges to cover any repair needs.

20) **Prohibited Items**

Due to their extremely hazardous nature the following items are prohibited from possession and/or use in TWC apartments: halogen lamps, gas or charcoal grills, oil lamps, incense, candles and space heaters. No exceptions of any kind can be made to this policy, including for religious observances. Residents may not grill on the back patio, but may grill in the top parking lot, at least be 50 feet away from the building and all vehicles.

21) **Property Management Policy Enforcement**

Management officials of TWC-affiliated residential facilities reserve the right to set and enforce policies specific to the housing facilities and grounds. Certain violations are subject to referral to law enforcement authorities. Public spaces, which include but are not limited to lobbies, hallways, stairwells, elevators, fitness centers, courtyards, pools, patios, and rooftop decks are subject to the rules and regulations of the housing facility. Residents are responsible for knowing and understanding the specific policies and regulations of their specific housing facility. Residents are also responsible for ensuring their guests abide by the same policies and regulations. Failure to comply with these regulations will be considered a direct violation of TWC policies.

Additionally, public spaces that are vandalized or damaged will result in common area charges being assessed to all residents in that residential facility. If the liable individual(s) is identified, said individual(s) will be charged accordingly.

22) **Restricted Areas**

Unauthorized presence in any area marked as or known to be restricted by building management is strictly prohibited.

23) **Room Assignments and Room Swap**

Residents assigned to TWC housing are not permitted to move into another TWC apartment without prior written approval from the Director of Student Services and Community Life. Room changes are not permitted within the first ten days of the program; after ten days, residents may work directly with their Alumni-in-Residence to determine alternative methods of resolution and next steps.

24) **Roommates**

Most apartments in TWC facilities are shared spaces between 1-3 other roommates. Residents are expected to be respectful to their roommates during the program. Communication is an important tool between roommates to ensure mutual understanding and agreement upon shared responsibilities, such as cleaning. For this reason, all TWC residents living with at least one other roommates or apartment mate MUST complete a Roommate Agreement Form at the beginning of their term. All roommates must agree on the policies established in the Form and sign their consent. For any issues that are not agreed upon, residents should seek the advice and mediation of their Alumni-in-Residence.
Despite upfront planning, roommate conflicts can still occur throughout the term. In the event of the policies in the Roommate Agreement Form being violated or other discomfort within a room, all roommates may be asked to participate in mediation with an Alumni-in-Residence or member of the Office of Student Services and Community Life. Failure to participate in these meetings may result in decisions regarding housing and student services being made on behalf of a resident by TWC staff members. Failure to follow mediation directions from an Alumni-in-Residence mediation or with the Manager of Alumni-in-Residence after a mediation which the student is disturbing the peace in the apartment can result in removal from TWC housing without a refund.

25) **Shuttle Service**

Shuttle Service to/from the Residential and Academic Facility is reserved for TWC participants and staff only. Guests, parents and other visitors are not permitted to ride the TWC shuttle without being accompanied by a TWC participant or staff member. Participants and staff members must show their TWC ID to utilize the shuttle.

A shuttle schedule will be provided to participants at Orientation. This schedule is subject to change, and all residents will be notified of changes to the schedule or route via e-mail. The shuttle may observe a different schedule on federal holidays. Additionally, The Washington Center is not responsible for delays or changes in shuttle service due to traffic, inclement weather, or other issues that may disrupt traffic flow in and around the normal route.

The shuttle is considered a common area of The Washington Center, and all actions and behaviors on the shuttle are subject to the TWC Code of Conduct. Participants whose behavior creates damage, housekeeping, or maintenance concerns for the shuttle will be held accountable through TWC’s conduct process.

26) **Smoking**

All Washington Center facilities are non-smoking. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, electronic cigarettes, pipes, bongs, hookahs, or other lighted tobacco product in any manner or form. Smoking must be conducted a minimum of 50 feet from all TWC facilities. Students are not allowed to smoke on all balconies and patio areas of the residential units. Smoking in an apartment or restricted area will result in a minimum $50.00 fine. Residents in the apartment will also be held responsible for any costs associated with the removal of any smoke smells, cigarette/cigar litter or other smoking-related damages and charges from building management.

Smoking is also prohibited in all indoor public areas, including but not limited to hallways, elevators, stairwells, and lobbies of TWC facilities. If a participant chooses to smoke outside of a TWC facility, s/he must stand at least 50 feet away from designated entrances. Cigarette waste must be disposed of in proper receptacles.

27) **Solicitation**

TWC participants will not be permitted to utilize any TWC owned or rented property for any commercial venture or business. Commercial activity shall not be conducted by TWC participants on any TWC owned or rented property.

TWC respects participants’ rights to privacy. As such, businesses, as well as participants wishing to advertise programs, will not be permitted to distribute flyers, promotional items, and other goods to TWC.
owned or rented units. Any participant wishing to access TWC residents via residential units or common areas must first seek approval and be granted permission by the Office of Student Services and Community Life. This includes speaking engagements, door-to-door solicitation, flyer distribution and others actions. The Office of Student Services reserves the right to deny the display of content deemed inappropriate for the TWC community or the general public.

Participants may promote approved events using the following channels:

- **RAF P1 Level Monitor:** Interested parties can submit their PowerPoint slide to housing@twc.edu. Student Services will review, determine approval, and post submissions on the P1 Level Monitors in RAF.
- **RAF Bulletin Board (near mailboxes on the 1st floor):** Interested parties may email their flyer to housing@twc.edu for review, approval, and posting.
- **RAF mailboxes:** Interested parties can submit an electronic copy of flyers to housing@twc.edu. Student Services will review, determine approval, and electronically stamp the flyer (if permission is granted). Once approval is granted, participants may drop off 100 copies of their flyer at the Concierge desk for distribution.

Flyers in the RAF Elevator are typically not allowed, as this is strictly for Student Services events; however, Student Services reserves the right to allow flyerin in the elevator at the office’s discretion.

### 28) Telephone/Long Distance Service

Basic, local telephone service is provided in all Residential and Academic Facility (RAF) apartments. As RAF building management provides telephone service, The Washington Center is not responsible for loss of service due to technical problems or weather; however we will work closely with management and/or phone service providers to ensure a timely resolution to any technical problem(s) that may occur. Residents are not allowed to contract for long distance service with a long distance provider. If residents wish to place a long distance call from their apartment phone, a long distance calling card will be needed.

### 29) Trash Disposal

All trash should be removed from apartments in a timely manner. Cardboard boxes and newspapers must be disposed of in dumpsters or recycling bins instead of using trash chutes. Do not leave trash piled in a trash chute room; if a trash chute is not available or is backed up, take the trash to the building’s dumpsters. Residents are encouraged to use recycling bins whenever possible to decrease the amount of trash disposed. During a TWC-sponsored event or while in TWC facilities, all parties are responsible for cleaning up after themselves. Excessive amounts of trash left in trash rooms may result in community charges. During the week of check-out at The Residential and Academic Facility (RAF), the trash rooms will be locked. Residents must take all trash to the dumpsters in the top parking lot. Any individuals who leave trash in the hallways during check-out or who do not discard their trash appropriately will be subject to a Community Damage fine per trash bag or item.

### 30) Utilities

Fees for electricity, water, sewer, trash disposal, and gas service are included in the housing fee. Residents using these utilities excessively will be assessed accordingly. The Washington Center is not responsible for any loss of service due to weather or other area outages. TWC will work with management and/or electricity providers to ensure a prompt response to any problems; however, repair timelines are set at the discretion of local utility providers. Residents may overload the circuit by plugging in too many items or items with a very high wattage usage. If a fuse is blown due to too many items being plugged in, residents should use the fuse box to reset the circuit and refrain from overloading the circuit in the future. TWC is
not responsible for individual residents utilizing more wattage than the apartment is able to accommodate. Residents should not receive cable, utility or other bills, unless otherwise noted. Any bills that occupants receive should be immediately brought to the attention of and delivered to the Office of Student Services and Community Life at the Concierge desk at the Residential and Academic Facility. If received bills are not given to an Alumni-in-Residence in a timely manner, the account may remain unpaid, which could lead to a disruption in service.

Any utility concerns within the RAF should be reported to concierge@twc.edu. Any utility concerns outside of the RAF should be reported to housing@twc.edu.

31) Windows, Balconies, and Doors

The throwing or dropping of objects from windows, sundecks, rooftops or balconies is prohibited. Tampering with or removing screens, door stops, or storm windows is also prohibited. Gaining access to another apartment via the balconies, patio access doors, or windows is expressly prohibited. Residents with windows or doors facing patio common areas are not permitted to access the patio through their apartments and must also use common access points. Removal of safety locks on patio doors or windows, and removal of window screens is also prohibited. If the safety lock is removed or tampered with on any apartment it will result in an Apartment Damage fine assessed to all responsible residents. For safety considerations, doors should not be propped. Entrance and emergency doors at the Residential and Academic Facility and TWC Headquarters are alarmed; any tampering will result in the appropriate authorities will be contacted.
Section 4: The Conduct Process

1) Responses to Policy Violations

All TWC participants are expected to act professionally and respectfully while taking part in a Washington Center program. If a participant is found to be in violation of any policy or procedures outlined in the Code of Conduct or other posted TWC regulations, TWC staff members will follow up with warnings, sanctions, or other appropriate actions to hold participants responsible for their behavior. The following list details possible sanctions for policy violations. Intention, severity, timing and impact on community living will considered when determining appropriate responses to policy violations.

Overall, the following categories are overarching options for responding to policy violations:

- **Conduct Probation**: A period of time assigned as a sanction by the judicial representative as a period of warning to address behavioral issues. During probationary periods, further violations could result in higher-level sanctions.
- **Course and/or Assignment Failure**: A failing grade for an assignment, course, or program for academic misconduct.
- **Course Withdrawal**: Immediate removal from enrollment in an academic course, due to academic misconduct.
- **Educational Task**: An assigned learning opportunity that allows for self-reflection on specific behavior, as well as impact on community values and living. Educational tasks may take the form of seminars, workshops, one on one meetings with staff, research projects, civic engagement assignments, etc…
- **Eviction**: Removal from TWC housing facilities. This may include prohibiting students to visit any TWC facility as a guest of another participant, depending on the severity of the issue.
- **Expulsion**: Removal from all TWC program components for Internships and/or Academic Seminars. This also includes removal from TWC housing, if applicable.
- **Legal/Medical Referral**: In instances of criminal activity or health concerns, outside professionals may be utilized.
- **No Contact (this is not a sanction)**: At any time, Alumni-in-Residence or Student Services staff can issue an order of “no contact” to TWC participants. This means that participants are not allowed to contact another individual by talking or communicating to them via any means of technology. Also, residents are not allowed to go to the other individual’s apartment or attempt to make contact them in any form. Student Services staff will communicate the specifics of “no contact” upon implementation.
- **Restitution/Fines**: Use in instances deemed appropriate by Student Services or building management for policy violations, particularly if there are replacement, damage or cleaning charges that result.
- **Verbal Conduct Warning**: Used when the violation is minor and may be paired with the following sanctions: an educational task, restitution, order of “no contact,” removal of unauthorized or offensive property, or requirement that an academic assignment be completed.
- **Written Conduct Warning**: Used when the violation necessitates an official record. A written warning may result in the following sanctions: an educational task, restitution, prohibiting further contact with designated person(s), removal of unauthorized or offensive property, or requirement that an academic assignment be completed. A copy of the written warning is filed with the Office of Student Services and Community Life. NOTE: A participant may only receive one written warning for the same policy violation.
and should receive no more than two written warnings in the same term. A written warning does not have to be issued prior to conduct charges.

2) Definition of Prohibited Conduct

Violence of any kind will not be tolerated on or off TWC premises or at TWC-sponsored events (such as internships or courses). Any participant or resident 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:

a. Academic Misconduct – See Section 1 of this document for more information.
b. Assault – Placing a person in fear of imminent physical danger or injury through the use of electronic, written, verbal, or physical means.
c. Destruction of Property – Destroying or damaging TWC property, such as common areas, or the property of others.
d. Dishonesty – Non-academic dishonesty including but not limited to,
   a. Furnishing false information to TWC staff or local police.
   b. Furnishing false information during conduct hearings or disciplinary proceedings.
   c. Forgery, unauthorized alteration, or unauthorized use of any TWC documents, records, or identification cards, including computer records, misuse of computer facilities, and electronic mailing systems.
e. Disorderly Conduct – Shouting or making excessive noise either inside or outside a building; verbally abusing TWC officials acting in performance of their duties; acting in a manner that annoys, disturbs, threatens, endangers, or harasses others; disrupting, obstructing or interfering with the activities of others; or behaving in a lewd or indecent manner.
f. Discrimination – Committing any of the above acts because of a person’s race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.
g. Drug / Alcohol Violation – Possession or use of alcohol by persons under 21; intoxication on TWC premises or public property; offering, providing, or otherwise making available any alcoholic beverage to any person under the age of 21; possession or use of illegal drugs or controlled substances; possession of paraphernalia containing drug residue; manufacture or distribution of illegal drugs or controlled substances.
h. False Alarm/Report – Knowingly or negligently causing or attempting to cause a fire in a TWC or TWC-affiliated building; initiating or causing to be initiated any false alarm/report, warning, or threat of fire, explosion, or other emergency.
i. Housing Regulation Violation – See Section 3 of this document for more information.
j. Misuse of Fire Safety Equipment – Misuse or damage to fire safety equipment, such as fire extinguishers or exit signs.
k. Non-compliance – Failure to comply with reasonable directions of TWC staff, including representatives of the Office of Student Services and Community Life acting in performance of their duties. Directives to cooperate in the administration of this “Code” including those to appear and give testimony at a conduct hearing, as well as directives to produce identification are included in the scope of this provision.
l. Physical Abuse – Committing physical abuse and/or battery of any person.
m. Professional Living Code Violation – See Section 2 of this document for more information.
n. Sanction Violation – Violating the terms of any disciplinary sanction imposed in accordance
with this “Code”.

o. Sexual Harassment / Misconduct – Making any unwelcome sexual advances or requests for sexual favors to another person, or engaging in any activities or conduct of a sexual nature with respect to another person that is offensive, degrading or pervasive, or that creates an intimidating or hostile academic, work, living or social environment for that person.

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

q. Theft – Theft of property or of services or knowing possession of stolen property.

r. Weapon or Fireworks Violation – Use, possession, or storage of any firearms, ammunition, knives, other weapons, fireworks, or objects that could be construed as weapons. Items that pose a potential hazard to the safety or health of others are also prohibited.

s. Trespass – Entering or remaining on or in any part of any TWC facility without proper authorization.

t. Unauthorized Use of the TWC’s Brand or Name – Any unauthorized commercial use of the TWC’s name, logo, or other representation.

u. Violation of Law – Violation of federal and/or local law, including, but not limited to, possession of any false, fraudulent, or otherwise illegal identification card or document; manufacture, sale, or distribution of local, state, or federal identification.

3) Recommended Minimum Sanctions

The following are recommended minimum sanctions for selected instances of prohibited conduct. Conduct sanctions may be issued at the discretion of the judicial officer, and may deviate from the recommendations listed below.

a. Sexual Assault: Program expulsion and eviction from TWC residential facilities.

b. Physical Abuse: Program expulsion and eviction from TWC residential facilities.

c. Assault: Disciplinary probation.

d. Sexual Harassment: Disciplinary probation.

e. Drug Violation: Program expulsion and eviction from TWC residential facilities.

f. Possession or Storage of a Weapon or Object That Could Be Construed as a Weapon: Disciplinary probation and eviction from TWC residential facilities.

g. Use of weapons, firearms, ammunition or objects that could be construed as weapons: Program expulsion and eviction from TWC residential facilities.

h. False Alarm/Report: Program expulsion and eviction from TWC residential facilities.

i. Interfering with University Events: Verbal Warning.

j. Sanction Violation: Disciplinary probation.

k. Dishonesty: Disciplinary probation.

l. Misuse of Fire/Safety Equipment: Restitution.
m. Theft: Restitution.

n. Destruction of Property: Restitution for the cost of replacement or repairs; loss of privileges in residential facilities or other TWC-affiliated properties.

o. Non-compliance: Disciplinary probation.

p. Regulation Violations: Disciplinary probation, eviction from TWC residential facilities, loss of computer privileges/access. In egregious cases, such as tampering with TWC computer records, the student may be expelled.

q. Fireworks Violation: Eviction from TWC residential facilities; restitution for the cost of repairs.

r. 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.

s. Unauthorized Use of the TWC’s Name: Disciplinary probation.

t. Disorderly Conduct: Disciplinary probation and/or eviction TWC residential facilities.

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.

Conduct sanctions may be issued at the discretion of the judicial officer, and may be escalated based on the intention, severity, timing and impact on community living of the violation.

4) Conduct Process and Appeals Hierarchy

The conduct process and appeals hierarchy are depicted below. Incidents in black denote activities or violations that may activate the process. The boxes in red depict the appropriate TWC judicial officer that will investigate the incident and issue the sanction, depending on the severity of the situation.
Conduct violations occur on levels, depending on the circumstances and severity of each situation. These levels, their appropriate judicial officers, and potential sanctions are listed below.

- **Level 1** – First-time and/or Low-level violations of Sections 1 – 3 of Code of Conduct
  - **Judicial Officers**: Manager of Alumni-in-Residence, for incidents submitted through Incident Report submitted by Alumni-in-Residence; Manager or Senior Director of Academic Affairs, for incidents/reports from course instructor or faculty member; Academic Program Advisors, for incidents/reports relating to TWC program participation
  - **Potential Sanctions**: Verbal Conduct Warning; Written Conduct Warning; Educational Task; Conduct Probation

- **Level 2** – Multiple and/or Severe violations of Sections 1 – 3 of Code of Conduct
  - **Judicial Officers**: Director of Student Services and Community Life, for all incidents happening within TWC and/or affiliated housing; Manager, Academic Internship Programs, for incidents occurring within the Academic Internship Program (LEAD Colloquium and Internship Placement); Senior Director, Academic Affairs, for incidents involving academic courses; Director of Federal Relations, for incidents involving regional participants enrolled through federal contracts
  - **Potential Sanctions**: Conduct Probation; Course and/or Assignment Failure; Course Withdrawal; Educational Task; Eviction; Verbal Conduct Warning; Legal/Medical Referral; Written Conduct Warning

- **Level 3** – Billing concerns; Violations of the Code of Conduct warranting housing eviction or program expulsion
  - **Judicial Officers**: Managing Director, Academic Internships, Federal Relations, Academic Seminars, and Student Services; A Conduct Board will be convened to hear cases, as determined by the aforementioned Managing Director.
  - **Potential Sanctions**: Written Conduct Warning; Educational Tasks; Conduct Probation; Course Removal; Restitution/Fines; Legal/Medical Referral; Eviction; Program Expulsion
Other TWC Staff Involved in the Conduct Process

1. **Office of International and Advanced Leadership Programs.** Cases involving participants for whom English is not their first language may request or be assigned a member of the International and Advanced Leadership Programs team to serve as a liaison to ensure full student and staff understanding and engagement with the conduct process. The J-1 Visa Officer and Senior Director of International Recruiting and Marketing will also be involved, as a student’s visa status can be affected by the conduct process.

2. **Office of Admissions and Institutional Relations.** Depending on the severity of the case, the Director of Admissions and Institutional Relations (or designee) will ensure that campus liaisons are included in the conduct process (or notify appropriate staff of violations). Instances where the campus liaison will be contacted include the outstanding balances that impact program continuation, academic performance with potential impact on program success, internship removal, and high-level student issues (medical and other emergencies, other situations with ramifications on student experience).

3. **Academic Program Advisors.** The term “academic program advisors” also includes program staff affiliated with any of TWC’s programs, including but not limited to Civic Engagement, Public Policy Dialogues, Academic Seminars, and Federal Contracts.

Appeals Process for Conduct Sanctions

Participants found in violation of any TWC policy or who have outstanding financial matters have the right to an appeal to the next level of the conduct process.

All appeals must be filed in writing within 36 hours of the delivered sanction from the judicial officer. Appeals may be submitted to the issuing judicial officer. A copy must also be submitted to the Office of Student Services and Community Life (housing@twc.edu).

Grounds for appeal are restricted to the following:

- Insufficient information that a policy was violated;
- A procedural error in resolving the case;
- Sanction inappropriate or not commensurate with the violation;
- New information presented that was unavailable at the time of conduct meeting that could affect the outcome of the case.

When an appeal is filed, the entire conduct file relating to the specific incident will be sent to the appeals officer(s). Appeals will be heard by the corresponding officer in the next level. Final appeals will be heard by the Chief Academic Officer (CAO), the Chief Financial Officer (CFO), or an Appeals Board convened as determined by the CAO or CFO.

A decision to the appeal will be generated within 5 business days. The original sanctioning may be modified, removed, or increased to a new level, including expulsion.

All delivered sanctions are upheld until the appeal process is completed (e.g. intern removal from housing or program stands until appeal is processed).
Section 5: Participant Rights

1) **Good Samaritan Provision**

The health and safety of The Washington Center participants is of the highest priority. At times, participants may need immediate medical or other professional assistance. However, participants may be reluctant to get help because of concerns that their own behavior may be a violation of the Code of Conduct. To minimize any hesitation participants may have in obtaining help due to these concerns, TWC has enacted the following “Good Samaritan” provision. Although policy violations cannot be overlooked, TWC will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences for the participant needing assistance. At a minimum, participants should make an anonymous report that would put the individual in need in touch with Student Services Staff.

2) **Grievances**

If a participant has an issue with any TWC staff member or process, a grievance may be filed to initiate an investigation and follow-up on the concern.

Grievances related to orientation, housing, student activities, disability accommodations, event services, or career services may be submitted in writing to the Office of Student Services and Community Life at housing@twc.edu.

Academic course grievances, issues with course instructors or faculty, or concerns about the course material, class format, etc… may be submitted in writing to the Office of Academic Affairs courses@twc.edu.

Academic internship program grievances may be filed with the Managing Director for Academic Internship Programs and may be submitted in writing to Kevin Nunley at kevin.nunley@twc.edu.

3) **Notification of Conduct Violations**

TWC support staff will be notified of the outcome any documented conduct process involving a student via e-mail. These staff members include, but are not limited to, the appropriate Academic Program Advisor, the appropriate Alumni-in-Residence, the Manager of Alumni-in-Residence, the Director of Student Services and Community Life, Managing Director of Academic Internships, the Chief Academic Officer, and the Chief Financial Officer.

College and university liaisons, along with the Dean of Students or the unit that handles student conduct policies at the participant’s home institution (if necessary), are notified if the participant is placed on conduct probation. Any conduct violations that take place 7 days prior to leaving The Washington Center will be forwarded to the participant’s home institution. The home institution will have the authority to apply sanctions based upon their respective student conduct processes.
4) **Parental Notification**

The Washington Center follows the guidelines associated with FERPA (Family Educational Rights and Privacy Act) in reference to the rights and privacy of TWC participants. In order to share information with other individuals, TWC requires participants to permit the organization to do so. In the event of an emergency situation, the Office of Student Services and Community Life will make an informed decision on contacting emergency contacts with information based on individual situations.

5) **Sexual Assault**

The Washington Center encourages all members of the TWC community to be aware of the options available to survivors, as well as the guidelines applicable to both survivors and accused participants. Recommendations for survivors and the rights for survivors and the accused are listed below.

**Suggested Actions**

1. **Seek Medical Assistance:** It is crucial to obtain medical attention as soon as possible to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases (such as HIV), and to prevent pregnancy. It is also important to consider having an evidence collection kit (or “rape kit”) completed within 72 hours, should the victim decide that they might want to file legal or judicial charges, either immediately or at a later date. In order to preserve evidence, the victim should avoid showering, bathing, going to the bathroom or brushing their teeth. They should also wear the same clothing or take the clothes they were wearing during the assault in a paper bag (not plastic) to the hospital. However, an evidence collection kit can still be completed even if the victim has showered or bathed. A Forensic Expert trained in evidence collection procedures will conduct the examination, collecting hair, fluid and tissue samples. When obtaining an evidence collection kit, participants have the option of filing an official police report immediately or having a “Jane Doe kit” collected which allows the evidence to remain anonymous until the student chooses to make an official police report.

2. **Obtain Information and Emotional Support:** It is important that victims receive the support and information they need to make considered decisions about how to proceed. There are a number of resources available to participants at every point. The Student Services staff members, including Alumni-in-Residence, are familiar with referral resources. Alumni-in-Residence are required to submit a written, confidential situational report to their supervisors. However, all staff members will protect a victim’s confidentiality.

3. **Suggestions if you feel that you or someone you know is being stalked**
   - Don’t try to handle the situation on your own. Call the police immediately or the 24-hour Student Services emergency line.
   - Keep a journal of all incidents with specific information on date, time, place, event, and any witnesses to the incident.
   - Save any evidence (i.e. notes, gifts, objects, photos, printed email messages, and voice messages.)
   - Don’t walk or ride alone, and alter your travel routes and daily routines.

4. **Consider Reporting the Assault:** Victims may report an incident of sexual misconduct either directly to the Police or to the Office of Student Services and Community Life. The Washington Center highly encourages participants to file both a police report as well as a conduct report with Student Services. It is always the victim’s decision as to what path to follow, however, TWC must
ensure the safety of it’s entire community. Victims have three options for reporting potential sexual misconduct.

a. At TWC, Victims are strongly encouraged to report an incident of sexual misconduct to the Office of Student Services and Community Life. The Conduct System is not a substitute for instituting criminal or civil action, though TWC procedures will be postponed if civil or criminal actions are initiated. Interim suspension authority may be exercised until external court matters have been resolved.

• Period of Limitation: A participant may file a complaint of sexual misconduct at any time while both they and the alleged assailant are enrolled as participants at TWC, regardless of the length of time between the alleged misconduct and the decision to file the complaint.

• Confidentiality: TWC will take all precautions feasible to preserve the confidentiality of both the complainant and the accused. TWC cannot control confidentiality violations by other participants who may be involved as witnesses in the judicial hearing.

• Sanctions: Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include, but are not limited to: expulsion, suspension, disciplinary probation, specialized treatment off site, and/or other educational sanctions as deemed appropriate by the hearing member or panel.

b. Civil Suits. Victims may also consider pursuing a civil suit for money damages against the perpetrator of a sex crime, and against any other negligent or tortious parties. A victim should contact a civil attorney, who will often work for a contingency fee.

c. Criminal Prosecution. Victims also have the right to have charges filed by a prosecutor or district attorney to pursue criminal prosecution and conviction of a perpetrator

6) Rights of Survivors and Accused Participants

1. Survivors

• Victims should be treated with respect by TWC officials.
• Victims should not be discouraged from reporting to officials.
• Victims should be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct.
• Victims should be informed in a timely manner of their options to notify proper law enforcement authorities
• Victims should be notified of available counseling, mental health or student services for victims of sexual misconduct, both at TWC and in the community.
• Victims should be notified of and made aware of options for, and provided assistance in changing academic and living situations after an alleged sexual assault, if so requested by the victim and if such changes are reasonably available.
• The irrelevant prior sexual history of a victim should not be admitted in a hearing.
• Victims should be permitted to make a victim-impact statement to the hearing officer or body and to have that statement considered by the hearing officer or body in determining its sanction.
• Victims should be able to seek and receive a restraining order against another individual who has engaged in or threatens to engage in stalking, threatening, harassing, or other improper behavior that presents a danger to the welfare of the complaining intern.
• Victims have the right to submit a written statement to the appeals board in cases of appeal.
• To seek proper redress, a victim of any form of harassment is encouraged to contact The Office of Student Services, who will follow procedures for harassment found in the Personnel Policies and Procedures Manual for The Washington Center.

2. Accused Participants

• The accused should be treated with respect and accorded all appropriate rights based TWC policies and procedures.
• The accused may refuse to answer some or all questions with the understanding that that silence should not be used against him or her.
• The accused may question witnesses at a hearing.
• The accused should be notified as to the outcome and sanction of the hearing.
• The accused may appeal the outcome of his or her case under certain circumstances outlined in the appeals section (see appeals section).