

Internships and Academic Seminars



The Washington Center

TWC Code of Conduct

Version SU18

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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/Professional Code of Conduct

1) *Program 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/professional misconduct should notify their instructor, LEAD Instructor, Program Manager/Advisor or other relevant representative of The Washington Center.

2) *Attendance*

Attendance to required events for TWC's internship program, including, but not limited to the Simpson-Mineta Leadership Series, Professional Track sessions, and Friday LEAD programming are part of the academic core of The Washington Centers' programs. All participants must be on time and present unless otherwise instructed by their LEAD Instructor. Seminar participants are similarly held to a required attendance policy for events, lectures and other meetings, as instructed by TWC staff and professors.

Students are expected to attend their internships for a minimum of 32 hours per week and a maximum of 36 hours per week, following the schedule that is set by the Internship Site.

Regular attendance and participation in the evening academic course is essential to the academic learning experience. Chronic absenteeism may also be disruptive to the learning experience of other students in the class. Students who miss more than two regularly scheduled class meetings of the evening course will be withdrawn from the evening course and asked not to return. The grade of AW (Administrative Withdrawal for absenteeism) will be assigned and forwarded to the home college or university.

Additionally, participation in The Washington Center's scholarship or funded programs may have required events and/or other stipulations where failure to attend could result in financial award/stipend impacts.

3) 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:

- **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.

4) *Professional Conduct*

- **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.
- **Unprofessional/Unsatisfactory Performance:** Poor performance in a course, internship, or academic program that results from a failure to exercise minimally due diligence and/or professional characteristics
- **Rescinding offers:** The acceptance of an internship placement and then subsequent rescinding of the internship site offer without prior approval or support from The Washington Center's Internship Site Relations department.

5) *Adjudication*

In all incidents of academic misconduct, the Vice President of Student Affairs serves as the **final** arbiter. The Academic Affairs and Academic Internship Program teams, respectively, will investigate and determine sanctions for violations to the 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 4: 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 may 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 Use and 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. Persons of legal drinking age may not distribute alcohol to those underage. 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.

Persons presenting symptoms of extreme intoxication 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*.

Possession or consumption of an open container of any alcoholic beverage on apartment balconies or in common areas is prohibited. Kegs or large volume alcohol containers are also strictly prohibited within TWC residential facilities. Washington, D.C., Maryland, and Virginia laws also prohibit the possession of open alcoholic beverage containers in public.

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. In rare cases, complainants may be informed of the outcome of an incident report. Any student found to have inappropriately shared information related to a conduct investigation will be held in contempt of the conduct 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 or painting, which incurs additional fees. Failure to maintain the apartment at a reasonable level of cleanliness and safety may also result in eviction. Residents who are evicted will not have their housing security deposit refunded.

Building management and/or TWC staff reserve the right to assess damages to an entire suite, floor, or building for any damages to or excessive trash left in any of the building common areas, including trash rooms, lounges, classrooms, the fitness center, or public restrooms.

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 to ensure appropriate follow-up.

5) Directions from TWC Officials

Participants are expected to comply with the directions of TWC officials (LEAD Instructors, Program Advisors, Alumni in Residence, Student Services staff, etc.) or other appropriate authorities, including law enforcement officials acting in the performance of their duties. Conduct, such as failure to provide ID when asked, or disrespectful, uncooperative, abusive, or threatening behavior(s), is not in conformity to the goals of TWC's program and will initiate the conduct process.

6) Disturbing the Peace

Disturbing the peace of The Washington Center residential and/or academic facilities is prohibited. Such behavior includes, but is not limited to the following: disorderly conduct; failure to comply with an order to disperse; fighting; quarreling; inciting others to fight or quarrel; being in a state of intoxication or impairment due to unlawful alcohol or drug usage; causing any danger, discomfort or annoyance to residents, neighbors, or visitors; using obscene or indecent language in public; or consistently or egregiously exceeding the appropriate noise level. If it is determined that a participant is disturbing the peace, or are an immediate danger to themselves or others, The Washington Center reserves the right to call the police or emergency personnel.

7) Drugs

The use, possession, and/or distribution of unauthorized / illegal drugs or controlled substances is strictly prohibited. This also applies to possession of paraphernalia containing drug residue and the unsanctioned use of prescription and over-the-counter drugs. Such use, possession, or distribution of 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. Those who violate this policy will be considered for immediate expulsion from their TWC program.

The consumption of marijuana, although decriminalized in the District of Columbia, is not permitted within TWC facilities. Use, possession, or distribution of marijuana may be treated like any other unauthorized or illegal drug.

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 timeline 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 Vice President of Student Affairs.

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. This applies to acts that take place in person, or through social media.

Furthermore, acts of sexual misconduct (including sexual harassment and sexual violence) constitute grievous violations of TWC policy. Sexual harassment is defined as 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. Sexual violence is defined as 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.

The Washington Center takes such acts seriously and charges each member of its community with the responsibility of becoming more educated regarding sexual misconduct and its consequences. The Washington Center also educates its staff regarding the appropriate protocols, level of response, and resources in handling these situations. Refer to *Section 4: Conduct Process* and *Section 5: Student Rights and Responsibilities* for detailed information related to the process for discovery, investigation, and adjudication for conduct violations.

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

At all times, residents are expected to maintain a volume that does not disturb others. Residents must be considerate of others in the building and are expected to use good judgment to avoid excessive noise and other disturbances to building occupants. Noise policies are in effect for all TWC spaces, including, but not limited to, apartments, lobbies, common areas, patios, and outside the residential areas. Non-TWC tenants have the right to complain about noise or call the local police. Disciplinary action will be taken against residents who do not heed warnings about excessive noise. Excessive noise is defined as unreasonably loud noise that is likely to annoy or disturb one or more persons or noise that can be heard audibly from outside of the apartment unit. 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 their TWC ID, along with 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 building 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.

All TWC participants will be provided with both a TWC identification card (ID) and an access card during check-in. Identification cards depict the TWC logo and contain the participant's name and program. The access card grants access to all appropriate TWC facilities. 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 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) Photographs/Video/Media at Events

The Washington Center reserves the right to use a photographer/videographer at all events and feature any photographs/media clips taken in future publications. If you do not wish to be photographed/videoed for use of future TWC publications please contact the Vice President of Communications, Menchu Mendiola, at Menchu.Mendiola@twc.edu within 5 days of your arrival to The Washington Center.

15) 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.

16) 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.

17) 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).

18) 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) 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. 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.

3) 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 through the appropriate maintenance system. 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.

4) 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.

5) 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.

6) *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.

7) *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.

8) 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.

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

9) 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.

10) 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.

11) 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. Additionally, overnight guests must be age 18 and over in order to stay with a TWC member.

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.

12) 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 Mentor 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.

13) 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)

14) Maintenance Requests

Residents at The Residential and Academic Facility (RAF) should submit a maintenance request through the Community Life Portal (<http://www.twc.edu/clportal>). Residents not living in the RAF will report maintenance issues to the building concierge or through their specific portal.

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.

15) 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.

16) Pets

Animals not permitted in TWC buildings with the exception of service animals and support animals determined to be a reasonable accommodation by the office of Student Services & Community Life. Service animals are welcome within TWC housing facilities but we do ask that participants make the office aware of the service animal via the community profile. Support animals are only welcome within TWC housing facilities when granted approval through Disability Services. A formal request must be made and approval given before the animal is on-site.

17) 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 charges to cover any repair needs.

18) 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.

19) 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.

20) Restricted Areas

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

21) 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 Mentor to determine alternative methods of resolution and next steps.

22) 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 roommate 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 Mentor.

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 Mentor 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 Mentor mediation or with the Manager of Community Life after a mediation which the student is disturbing the peace in the apartment can result in removal from TWC housing without a refund.

23) Smoking

Smoking is prohibited within all Washington Center facilities. 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 and participants 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. Failure to adhere to these guidelines will result in fines and sanctions.

24) 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 flyers to be utilized in the elevator at the office's discretion.

25) 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.

26) 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 Mentor 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.

27) 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) *Enforcement of the TWC Code of Conduct*

All TWC personnel who encounter or work with student participants must uphold and enforce the TWC Code of Conduct.

2) *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 be 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.
- **Academic Withdrawal:** Immediate removal from enrollment of 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 ones 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.
- **Loss of Privileges:** The judicial officer may revoke privileges originally provided through the Code of Conduct, such as the privilege of having visitors, the privilege to have or consume alcohol within a unit, or the privilege to have overnight guests.
- **Order of No Contact:** At any time, Student Services or other designated staff may 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 with 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 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. A verbal warning does not have to be issued prior to conduct charges.
- **Written 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.

3) Recommended Minimum Sanctions for Selected Instances

The following are recommended **minimum** sanctions for selected violations of the Code of Conduct. Sanctions may be issued at the discretion of the judicial officer, and may deviate from the recommendations listed below:

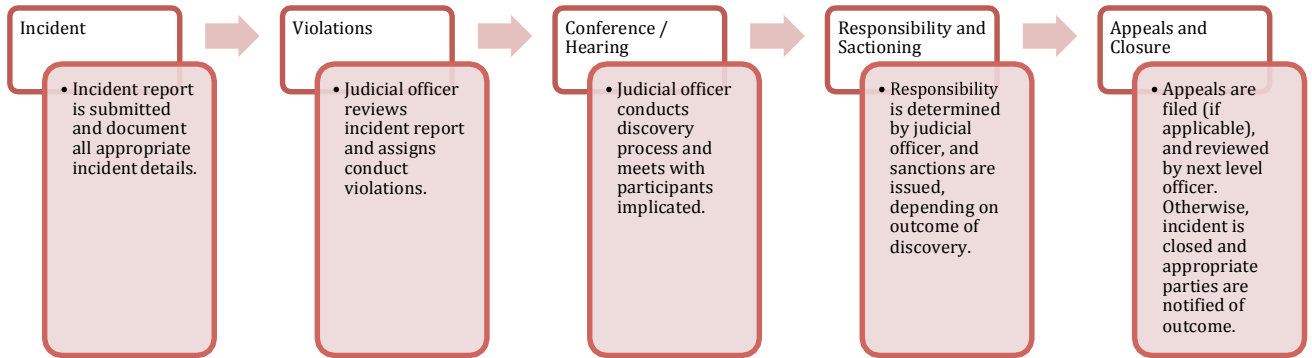
	1st violation	2nd violation	3rd violation	4th violation
Alcohol Use and Intoxication	Judicial Educator, Written Final Warning, Educational Task	Conduct conference; Probation	Program Expulsion; Eviction	
Cleanliness	Written warning; policy reminder; scheduled re-inspection	Cost of housekeeping; Judicial Educator; final written warning	Conduct conference; cost of housekeeping / pest control; conduct probation; eviction	
Criminal activity	Conduct conference; Probation; Eviction			
Disturbing the Peace	Judicial Educator; \$50 fine; policy reminder	\$100 fine and Conduct conference; conduct probation, educational task		
Drugs	Conduct conference; Program Expulsion; Eviction			
Guests	Written warning, policy reminder	Judicial Educator, final written warning, policy reminder	Conduct conference, Loss of guest privilege	Eviction

Harassment	Conduct conference, Judicial Educator, Order of No Contact, Eviction	Expulsion		
Noise	Verbal warning	Written warning, policy reminder	Judicial Educator, \$25 fine and final written warning, policy reminder	Conduct probation; \$50 fine; conduct conference; eviction
Open Container	Written warning, policy reminder	Judicial Educator, written warning, policy reminder	Conduct conference, Educational Task/Reflection, conduct probation	Eviction
Physical Harm	Conduct conference; Eviction; Expulsion			
Smoking in Apartment Unit	Written warning, \$50 fine; cost of housekeeping; policy reminder	Judicial Educator, \$100 fine; cost of housekeeping; final written warning, policy reminder	\$150 fine; cost of housekeeping; conduct conference; educational task; probation	Eviction
Smoking in Common Areas	Written Warning, \$50 fine; policy reminder	Judicial Educator, \$100 fine; final written warning, policy reminder	\$150 fine; conduct conference; educational task; probation	Eviction
Tampering with Fire Equipment or Alarm	\$250 Fine; Conduct Probation			
Vandalism & Stealing	Written warning, probation; Judicial Educator	Eviction		
Weapons and Firearms	Conduct conference; Eviction; Expulsion			

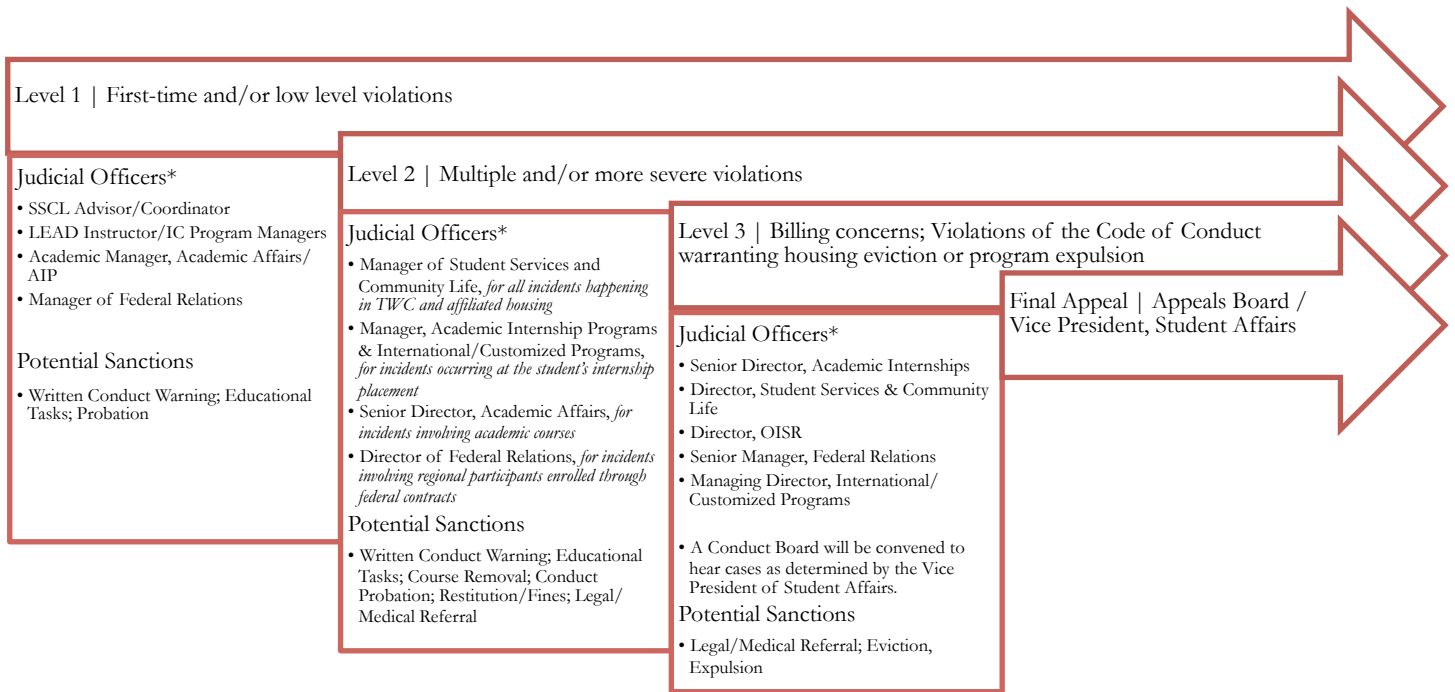
Conduct sanctions may be issued at the discretion of the judicial officer, and may be escalated based on the intention, severity, timing and impact on community living of the violation.

4) Conduct Process and Appeals Hierarchy

The conduct process is outlined below with a brief summary of each step in the process. The second graphic below depicts 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*
 - SSCL Advisor/Coordinator – through Incident Report submitted by Alumni Mentors or other avenues
 - LEAD Instructors – through report submitted by internship site supervisor
 - Program Manager(s) – International/Customized Programs
 - Manager, Academic Affairs– through report from course instructor
 - Manager of Federal Relations* – through report from internship site supervisor or off-site / affiliated manager
 - Director of Academic Seminars* – through report from program faculty or Student Services staff
- Potential Sanctions
 - Written Conduct Warning; Educational Tasks; Probation

Level 2 | Multiple and/or severe violations of sections 1 – 3 of the Code of Conduct

- Judicial Officers*
 - Manager of Student Services and Community Life, *for all incidents happening in TWC and affiliated housing*
 - Senior Manager, Academic Internship Programs or Program Manager, International/Customized Programs, *for incidents occurring at the student's internship placement*
 - Director, Academic Affairs, *for incidents involving academic courses*
 - Sr. Manager of Federal Relations, *for incidents involving regional participants enrolled through federal contracts*
- Potential Sanctions
 - Written Conduct Warning; Educational Tasks; Course Removal; Conduct Probation; Restitution/Fines; Legal/Medical Referral

Level 3 | Billing concerns; Violations of the Code of Conduct warranting housing eviction or program expulsion

- Judicial Officers*
 - Senior Director, Academic Internships Programs
 - Director, Student Services & Community Life
 - Sr. Manager of Federal Relations
 - Senior Manager of Federal Relations
 - Director of Academic Seminars
 - Director of OISR
 - Director of OCUR
 - Managing Director of International/Customized Programs
 - J1 Visa Responsible Officer apprised of situations
 - A Conduct Board can be convened to hear cases as determined by the Vice President of Student Affairs
- Potential Sanctions
 - Legal/Medical Referral; Eviction, Expulsion
- **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 Vice President of Student Affairs with consultation with Directors of impacted departments.

Appeals to Sanctions

Students who are found in violation of the Code of Conduct may appeal the decision. Appeals will be heard by the corresponding officer in the next level. Final appeals will be heard by the Vice President of Student Affairs or an Appeals Board convened and chaired by the VP of Student Affairs, the CAO or the COO.

After thoroughly reviewing your sanction letter, you may submit a detailed appeals statement on any of the following grounds:

- Insufficient information that a policy was violated;
- 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.

Appeals must be filed in writing within 3 business days of the date of sanctioning, and may be submitted online. Instructions about how to access the form will be included in the sanction letter.

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. A decision regarding the appeal will be determined within 10 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).

***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.
2. **Office of College and University Relations.** Depending on the severity of the case, the Managing Director of the Office of College and University 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. **Conduct Board.** In certain situations, a conduct board may be convened to hear a case. Members of the conduct board will be selected from areas not directly associated with the particular issues involved as to present an un-biased approach to the case and its outcomes.

Section 5: Participant Rights

1) Dissemination of Student Record Information

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.

2) 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.

3) 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, or career services may be submitted in writing to the Office of Student Services & 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 Academic Affairs at courses@twc.edu.

Academic internship program and other grievances may be filed with the Director of Academic Internship Programs and may be submitted in writing to Sherrod Williams at Sherrod.williams@twc.edu.

4) 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 program staff, the Alumni Mentors, the Manager of Community Life, the Director of Student Services and Community Life, the Vice President of Student Affairs, 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), may be notified if the participant is involved in a violation that requires specific university response, in accordance with local, state, and national policies

(e.g. Title IX or Clery Act). Liaisons may also be notified if the participant is placed on conduct probation. Any conduct violations that take place 7 days prior to leaving The Washington Center may be forwarded to the participant's home institution for adjudication. The home institution will have the authority to apply sanctions based upon their respective student conduct processes.

5) Response to Alleged Incidents of Sexual Assault

1. Complainant Rights

- Complainants may seek and receive an order of no contact 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.
- To seek proper redress, a complainant of any form of harassment is encouraged to contact the Vice President of Student Affairs, who will activate the response protocol to investigate and support all involved parties on behalf of The Washington Center.
- Complainants will be treated with respect by TWC officials.
- Complainants will not be discouraged from reporting to officials.
- Complainants may be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct.
- Complainants will be informed in a timely manner of their options to notify proper law enforcement authorities.
- Complainants should be notified of available counseling, mental health or student services for complainants of sexual misconduct, both at TWC and in the community.
- Complainants 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 complainant and if such changes are reasonably available.
- The irrelevant prior sexual history of a complainant should not be admitted in a hearing.
- Complainants should be permitted to make a complainant-impact statement to the hearing officer or body and to have that statement considered by the hearing officer or body in determining its sanction.
- Complainants have the right to submit a written statement to the appellate board in cases of appeal.

2. Respondent Rights

- The respondent should be treated with respect and accorded all appropriate rights based TWC policies and procedures.
- The respondent may refuse to answer some or all questions with the understanding that silence should not be used against him or her.
- The respondent may question witnesses at a hearing.
- The respondent should be notified of the outcome and sanction of the hearing.
- The respondent may appeal the outcome of their case under certain circumstances, as outlined in *Section 4: Conduct Process*.