


WILLIAM AND MARY



*STUDENT HANDBOOK*  
1988-89





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*STUDENT HANDBOOK*  
1988-89

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## THE WILLIAM AND MARY ALMA MATER

Hark the students' voices swelling,  
Strong and true and clear  
Alma Mater's love they're telling,  
Ringing far and near.

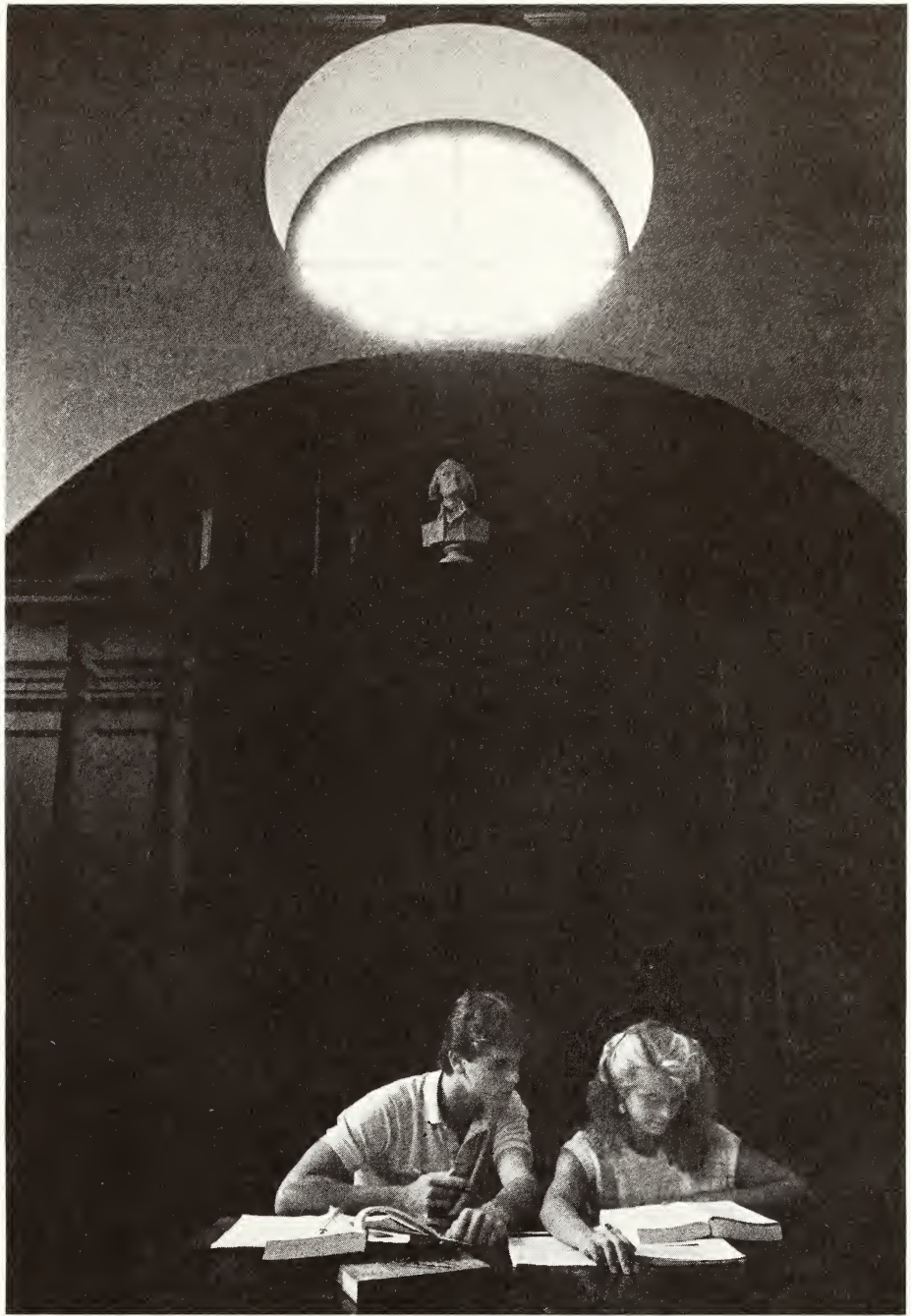
William and Mary loved of old  
Hark, upon the gale,  
Hear the thunder of our chorus  
Alma Mater hail!

Iron shod or golden sandaled  
Shall the years go by -  
Still our hearts shall weave about thee  
Love that cannot die.

God, our Father, hear our voices  
Listen to our cry  
Bless the college of our fathers  
Let her never die.

--James Southall Wilson '02





## HISTORY

Over 290 years old, the College of William and Mary has played an important role in the history and development of the United States and the Commonwealth of Virginia. It was chartered in 1693 by King William III and Queen Mary II as the College of William and Mary in Virginia. It is the second oldest institution of higher learning in the United States and includes the Sir Christopher Wren Building which is the oldest academic building in continuous use in America.

The list of patriots who studied at William and Mary is long and distinguished. There were three American Presidents: Thomas Jefferson, James Monroe and John Tyler; sixteen members of the Continental Congress; four signers of the Declaration of Independence; four justices of the Supreme Court of the United States, including John Marshall; and many other Senators, Congressmen, cabinet members and diplomats. Additionally, George Washington received his surveyor's license from the College and, after his Presidency, returned as Chancellor.

While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. To the curriculum he added chairs of modern languages and constitutional law, and the College adopted the nation's first honor system. In 1776 William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity; and in 1781, by uniting the faculties of law, medicine and the arts, the College became America's first true university.

William and Mary suspended operations during the Civil War and again

in 1881 when its financial resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term. In 1906, the Commonwealth of Virginia purchased the College and made it a part of the State system of higher education, and in 1918, the College became co-educational. After a period of steady growth, the College gave birth to four new Colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher Newport College; and Richard Bland College.

Today William and Mary, still a moderate-sized university, is primarily an undergraduate institution with 22 departments in the Faculty of Arts and Sciences and the School of Business Administration, Education, Law, and Marine Science. There are concentrations in 25 areas and an interdisciplinary major for the bachelor's degree, 18 for the master's and 5 for the doctorate. The College is governed by a Board of Visitors, seventeen members appointed by the Governor of Virginia who meet regularly to supervise the operation of William and Mary and of Richard Bland College. The Board of Visitors is empowered to select a Rector of the College, a Vice-Rector, a President, a Chancellor and Faculty as necessary. In 1986 the Board of Visitors selected former Chief Justice Warren Burger as Chancellor of the College.

# August

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Monday

**15**

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Tuesday

**16**

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Wednesday

**17**

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Thursday

**18**

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Friday

**19**

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Saturday

**20**

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Sunday

**21**

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## ADMINISTRATIVE OFFICES

**President of the College.** Paul Verkuil, Brafferton 5, ext. 4213.

The President is the chief executive officer of the College. He administers the College through powers invested in his office by the Board of Visitors and through officers to whom he has delegated authority.

**Office of the Provost.** Melvyn Schiavelli, Provost, Brafferton 2, ext. 4217. Kathleen Slevin, Associate Provost for Academic Affairs, Wren 100, ext. 5586.

The Provost is the chief academic officer and the primary vice president of the College. He administers academic programs through authority delegated to his office by the President of the College. The Associate Provost for Academic Affairs administers the offices of Admission, Financial Aid, and the Registrar. She is responsible for Honor Council and Discipline Committee appeals.

**Office of the Dean of the Faculty of Arts and Sciences.** David Lutzer, Dean, ext. 4683. Robert Scholnick, Dean of Graduate Studies, James Blair 111, ext. 4682. Thomas Finn, Dean of Undergraduate Studies, James Blair 112, ext. 4681.

As administrative head of the Faculty of Arts and Sciences at the College, the Dean is concerned with the educational and fiscal resources which impact upon teaching and learning within Arts and Sciences. He is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted in his duties by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**School of Business Administration.** John Jamison, Dean, Chancellors Hall 214, ext. 4001. John Thrash, Jr., Academic Program Coordinator, Chancellors Hall 210, ext. 4278.

The School of Business Administration administers the undergraduate business curriculum and the Master of Business Administration program.

**School of Education.** John Nagle, Dean, Jones Hall 212, ext. 4291; Virginia Laycock, Associate Dean and Director of Graduate Studies, Jones Hall 217, ext. 4232; Paul Clem, Director of Educational Placement, Jones Hall 311, ext. 4312.

The School of Education administers the undergraduate curriculum leading to teacher certification and several postgraduate programs leading to the M.A. in Education, M.Ed., Advanced Certificate, and the Ed.D.

The Financial Aid office of the School of Education administers two financial aid programs specifically for undergraduate students in teacher education and a number of financial aid programs for graduate students. Those for undergraduates include the Fred L. Hill Mathematics Teaching Scholarship for outstanding students who intend to become teachers of mathematics and the Virginia Teaching Scholarship and Loan program for outstanding Virginians who plan to teach mathematics or science in the public schools of the Commonwealth.

Placement and certification services of the School of Education are centralized with the Office of Educational Placement. Credential files are created for students upon their request, and assistance is offered in writing and maintaining resumes. Some other resources and services provided are a file of application forms for Virginia and other state school systems; scheduling of interviews on campus with personnel representatives of public school systems, private schools, and academies; and listings of current

# August

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Monday

**22**

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Tuesday

**23**

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Wednesday

**24**

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Thursday

**25**

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Friday

**26**

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Saturday

Freshman Residence Halls Open 8 a.m.  
Freshman Orientation Begins  
Exhibition at Muscarelle: Elders of the Tribe through October 16

**27**

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Sunday

Upperclass Residence Halls Open 12 Noon

**28**

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openings in institutions of higher education and in both public and private educational systems throughout the nation. When a graduate's placement file is sent to prospective employers, no charge is made for the first three mailings; thereafter, a one-dollar service charge for copying each set of additional credentials will apply. Placement files are automatically maintained for five years; they are preserved indefinitely for graduates who keep their credentials current. Inactive files are sent to the College archives, but they may be recalled and reactivated upon request of a graduate.

**Admission Office.** G. Gary Ripple, Dean of Admission, Ewell Hall, ext. 4223.

The Admission Office processes and makes decisions upon approximately 9,000 undergraduate applications for admission to the College yearly. The Admission staff conducts personal interviews with applicants and offers group presentations and campus tours each weekday and at 10 a.m. on Saturdays when the Office is open.

The Office is open 8 a.m. - 5 p.m. Monday through Friday and 9 a.m. - 12 noon on Saturdays September through May.

**Office of the Registrar.** Dorothy Bryant, Registrar, James Blair 116, ext. 4245; Sharon Reed, Associate Registrar, James Blair 110, ext. 4245.

Primary functions of the Registrar's Office are registration and changes in registration, grade processing and recording, degree audit of undergraduates, and maintenance of various types of student data.

The following transactions are handled through the Main Office, James Blair 116: ID cards, declaration and changes of concentration, course withdrawals, address changes and other directory corrections (with the exception of residence hall addresses), requests for transcripts, declaration of

pass/fail option, enrollment certifications, summer session registration, filing notice of candidacy for graduation, veterans certification, and immigration forms for foreign students on F-1 visas.

The Records Evaluation section of the Registrar's Office, directed by Sharon Reed, aids in the maintenance of all student records. The Associate Registrar also performs academic advising and prepares degree audits for undergraduates. Undergraduate students who wish to have their progress toward a degree evaluated, or who have questions regarding degree requirements, may make an appointment to review their academic records with the Associate Registrar.

The staff of Records Maintenance, Room 118, processes drop-add requests and handles questions and problems about course registration.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**Office of the Treasurer.** Kenneth Greene, Treasurer, James Blair 102, ext. 4305 or 4210.

The Office of the Treasurer is responsible for the collection and deposit of all College funds. Student accounts and student loan accounts are functions of the office. Inquiries about refunds of tuition and fees should be addressed here.

**Office of Student Financial Aid.** Edward P. Irish, Director, James Blair 201, ext. 4233 or 4301.

The Office of Student Financial Aid administers a comprehensive financial aid program incorporating federal, state and institutional funds. Students and their families may request information and counsel concerning grants, loans, and student employment.

Office hours are 8 a.m. - 5 p.m. Monday through Friday.

**Center for International Studies.** James A. Bill, Director; Carolyn B. Car-

**August  
September**

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**Monday**

**29**

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**Tuesday**

**30**

Registration of Arts & Sciences Graduate Students

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**Wednesday**

**31**

Registration of Entering Freshmen and Other New Students

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**Thursday**

**1**

Classes Begin

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**Friday**

**2**

Reception at Muscarelle 5:30 - 7:30 p.m.

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**Saturday**

**3**

Football at UVA  
Exhibition at Muscarelle: Jasper Johns Prints through October 23

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**Sunday**

**4**

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son, Director of International Programs; CeeJay Kinney, Administrative Assistant, The Manse, ext. 4354.

The Center for International Studies coordinates various area studies programs and supports students and faculty members with international interests. The Center is the primary resource for students interested in study abroad; Rhodes, Marshall, and Fulbright scholarships; and international studies concentrations. Foreign student advising is also provided.

William and Mary students who wish to study abroad for a summer or academic year may elect to participate in a William and Mary program. Academic year programs are available in Exeter, England; St. Andrews, Scotland; Montpellier, France; Muenster, West Germany; Beijing, China; and Copenhagen, Denmark. Summer programs are available in Cambridge, England; Montpellier, France; Muenster, West Germany; Florence, Italy; and St. Eustatius, Netherlands Antilles. In addition, the Center's Resource Room contains information on other U.S. college-sponsored programs, foreign university catalogs, scholarships, and travel information. The Center is open 8 a.m. - 5 p.m. Monday through Friday.

**Campus Police Department.** Richard Cumbee, Chief; Campus Police Station (behind Campus Center), Emergency: ext. 333 (on campus) or 253-4333 (off campus). Administrative numbers: ext. 4596, 4597, or 4702.

Campus Police officers are fully sworn law enforcement officers under Virginia law. They have the same duties, responsibilities and training as municipal police. Most importantly, however, they enforce College rules and Virginia law in a manner sensitive to the interests and needs of students and faculty. The Campus Police Department is in charge of all the police services, security services, and lost and found at William and Mary.

The Campus Police Station is open 24 hours a day.

**Equal Opportunity and Affirmative Action Office.** Dale Robinson, Director, 225 Richmond Road, ext. 4651.

The Director of Affirmative Action assumes the role of leadership in the development, dissemination, implementation and monitoring of the College's programs. Guidance is provided to students, faculty, and staff on equal opportunity and/or affirmative action matters.

## STUDENT AFFAIRS

### Office of the Dean of Student Affairs

**Dean of Student Affairs.** W. Samuel Sadler, James Blair Hall 203B, ext. 4387.

The Dean of Student Affairs and his staff provide a broad range of services to the students of the College. The Office has primary responsibility and concern for general student counseling, student rights and responsibilities, organizations and activities, student government, discipline, the Campus Center, student residences, and student health and psychological needs. The staff members work closely with the members of the faculty and administration of the College to represent student concerns to them as well as to present academic and administrative policies to the students.

**Associate Dean of Student Affairs for Activities and Organizations.** Kenneth Smith, Campus Center 203B, ext. 4557.

The Associate Dean provides counsel and services for student activities and all student organizations of the College. The office serves as a clearinghouse for volunteer programs, coordinated by the Associate Dean. He is responsible for maintaining the College's activities calendar, supervising the operation of the Campus Center to achieve the Center's objective of social



**WATCH FOR in September:**

Music at the Muscarelle. Selected Sundays at 3 p.m.

# September

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	<b>Monday</b>
Labor Day	<b>5</b>
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	<b>Tuesday</b>
	<b>6</b>
<hr/>	
	<b>Wednesday</b>
	<b>7</b>
<hr/>	
	<b>Thursday</b>
	<b>8</b>
<hr/>	
	<b>Friday</b>
	<b>9</b>
<hr/>	
Football at Home — VMI	<b>Saturday</b>
	<b>10</b>
<hr/>	
	<b>Sunday</b>
	<b>11</b>
<hr/>	

education and service to the College community, and developing and administering special on-campus programs, workshops, and retreats. The Associate Dean is also responsible for group discipline.

**Associate Dean of Student Affairs for Minority, Commuting and Handicapped Students.** Carroll Hardy, James Blair 209, ext. 4247.

The Associate Dean is responsible for programs aimed at assisting the academic growth and social well-being of minority, off-campus and handicapped students. She serves as administrative liaison to the Black Student Organization and the off-campus students and administers the off-campus housing referral service.

**Office of Academic Support.** Amy Jarmon, Director, James Blair 211, ext. 4581, 4546. Emily Harbold, Assistant Director, James Blair 210, ext. 4361. Susie Mirick, Study Skills Director, James Blair 215, ext. 4633.

The Office of Academic Support monitors the academic progress and social standing of all undergraduate students. The staff provides academic counseling and referrals to other College resources, develops and directs fall and spring orientation activities, administers social regulations of the College, and provides counsel and services to its judicial organizations.

The Director of Study Skills provides individual counseling on skill-enrichment topics including time management, reading strategies, note-taking skills, test-taking strategies, and others. She also presents a series of college-wide workshops and coordinates residence-hall presentations and a peer tutoring service.

**Office of Career Services.** Stan Brown, Director; Pam Ewouds and Bob Hunt, Associate Directors; Natalie Mahoney, Coordinator of Experiential Programs; Pam Garrette, Recruitment Coord-

inator. Morton Hall 140, ext. 4604.

The mission of the Office of Career Services is to provide students with skills and knowledge appropriate for making career decisions. Its services are intended to foster the development of individual identity, autonomy, initiative, and responsibility.

Assistance is provided through individual career counseling, career development seminars, and special programs and speakers. Students have access to a computer-based guidance and information system, allowing them to gain assistance with a wide range of career concerns.

Career Services provides a central resource for internship information. Through the Shared Experience Internship Program, students have the opportunity to participate in local internships during their academic semesters. Application deadlines for each fall and spring are within three weeks of the first day of classes. The Office also facilitates the placement of students in regional and national internships such as the Carnegie Endowment for International Peace, Central Intelligence Agency Career Trainee Program, Criminal Justice Minority Trainee Program, Dow Jones Newspaper Fund Intern Program, Smithsonian Internships, and the U.S. Department of State Intern Program.

Another resource is the Alumni Career Advisory Service (ACAS), which offers students the opportunity to talk with alumni and friends of the College who can provide advice concerning their particular careers. A weekly bulletin, *Futures*, is published to keep the College community abreast of career information, internship opportunities, career speakers on campus, and other announcements pertaining to the world of work.

The Career Library contains books, extensive files, directories, and audio and video tapes on a wide variety of career fields, as well as information on work abroad, internships and

# September

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Monday

End of Drop Period 5 p.m.  
Rosh Hashanah

**12**

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Tuesday

**13**

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Wednesday

End of Add Period 5 p.m.  
Last Day to Exercise Pass/Fail Option

**14**

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Thursday

**15**

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Friday

**16**

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Saturday

Football at Home — Lehigh

**17**

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Sunday

**18**

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graduate and professional school opportunities. It houses a collection of graduate and professional school catalogs on microfiche.

Assistance is offered students and alumni in obtaining employment with businesses, not-for-profit organizations, and government agencies. Services also include career search seminars on such topics as resume writing, interviewing techniques and other aspects of job search strategies, credential file maintenance and transmittal, and on-campus interviewing.

The Office works closely with many organizations to arrange recruiting visits on campus. Employer representatives come to the campus to discuss with students the qualifications necessary for success in their special fields, to explain employment opportunities, and to interview graduating students for available positions.

The Office of Career Services does not function as an employment agency; it does not guarantee placement or assume responsibility for locating jobs for students. Rather, its efforts are directed toward assisting students and alumni in all activities that go into job searching.

The Office of Career Services is open 8 a.m. - 5 p.m. Monday through Friday and 10 a.m. - 2 p.m. on Saturdays when students are on campus.

**Center for Psychological Services.** Jay L. Chambers, Ph.D., Director; Leonard G. Holmes, Ph.D., Assistant Director; Mollie B. Tribble, Ph.D., Director of Clinical Training. 125 Richmond Road, ext. 4231.

The Center for Psychological Services offers professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. These services are offered through individual psychotherapy, group psychotherapy, and personality testing and assessment. The services are free of charge to students, with the exception of national test services.

Center staff members include both male and female clinical and counseling psychologists. All are highly trained and widely experienced in dealing with the problems of college students. Staff members work with the clients on an individual, couple, family, or group basis, depending on the needs of the client.

The Center for Psychological Services is not only for people with "problems" or people who have difficulties adjusting to college life. All students, including the highly successful student, often find significant benefit in counseling as a means of increasing self-awareness, maximizing potentials, and making the college experience more productive and meaningful.

In addition, the Center serves as a regional testing center for certain nationally administered examinations, including the GRE, LSAT, and MCAT. The Center also administers the Miller Analogies Test throughout the year. Application forms and additional information concerning these examinations may be obtained at the Center.

Appointments are made within a week after the initial request, depending on the urgency of the problem and the staff time available. Appointments may be made in person or by telephone. Clients may be administered psychological tests or referred to other sources when appropriate. Testing is never done routinely but only after a discussion of the problem with the client. No information concerning an individual's contact with the Center will be released without the written permission of the client. At no time do the results of counseling or psychotherapy become a part of the student's permanent college record; and reports are never submitted to parents, college authorities, or potential employers unless requested in writing by the client.

Office hours are 8 a.m. - 12 noon and 1 p.m. - 5 p.m. Monday through Friday.

# September

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Monday

**19**

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Tuesday

**20**

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Wednesday

**21**

Yom Kippur

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Thursday

**22**

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Friday

**23**

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Saturday

**24**

Football at JMU

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Sunday

**25**

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**Office of Recreational Sports.** Denny Byrne, Director; Deidre McLaughlin, Assistant Director, ext. 4498.

The Office of Recreational Sports oversees intramural and recreational programs as well as recreational facilities on campus. The intramural program alone offers more than 30 activities for students; and a variety of sport clubs are active, including men's and women's rugby, men's lacrosse, crew, ice hockey, and martial arts. Also available for use during open/informal recreation opportunities are four facilities and many outdoor areas for year-round utilization. Activity and facility schedules are available through the *Flat Hat* and at various campus kiosks and information desks. The 24-hour recreational sports hotline is 253-5125.

**Office of Residence Life.** Fred Fotis, Director; Debbie Boykin, Associate Director (Housing Services); Rita Hepp, Associate Director (Staff); Jerri Harris, Assistant Director (Administration). James Blair 205, 206, ext. 4314, 4319, and 4150.

The Office of Residence Life has overall responsibility for management of student residents and the various residence halls. It has budgetary responsibility for each of the halls, as well as their condition and upkeep. The central office staff of Residence Life includes the Director, two Associate Directors, an Assistant Director, and eight Area Directors. Questions concerning residence life should be directed to this office, which is open 8 a.m. - 5 p.m. Monday through Friday.

The Director of Residence Life is responsible for the direction, coordination, and management of all aspects of the residence life program, including long-term facilities and financial planning which pertain to the residence hall community.

The Associate Director (Housing Services) provides direction to House-

keeping and Buildings and Grounds personnel. She is responsible for residence hall furnishings and equipment, administers the Room Damage Deposit fund, and coordinates appeals and rebate requests.

Supervision of the professional staff of Area Directors is the responsibility of a second Associate Director (Staff). She coordinates the selection and training of the student staff and works with all staff members to implement programs, referrals, and other social and educational activities.

The Assistant Director has responsibility for the room assignment process. She administers vending contracts, directs the summer school program, updates housing publications, facilitates Family Housing assignments, and serves as a telecommunications liaison to Auxiliary Services.

**Student Health Service.** Juliette Karow, M.D., Director, Student Health Center, Gooch Drive, ext. 4386, 4701.

The Student Health Service provides a variety of services to students, most of which are covered by the Student Health Fee, a portion of the Tuition and General Fee. There is complete confidentiality in all matters between the Student Health staff and the students themselves. Brochures which give a more complete description of services are available in the lobby of the Student Health Center.

If at all possible when coming to the Center after midnight, the student or individual aiding the student should call first to alert the staff to expect a patient.

Medical services and consultations are provided for all full-time students and for those graduate students who are carrying fewer than nine credit hours who are certified by the Dean of their respective school to be doing the "equivalent of full-time work." The latter must have (1) paid the Student Health Service fee at whatever level is set for the particular semester in-

September  
October

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Monday

**26**

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Tuesday

**27**

---

Wednesday

**28**

---

Thursday

Muscarella Deadline: Application to Docent  
Training Program

**29**

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Friday

Parents Weekend

**30**

---

Saturday

**1**

---

Sunday

**2**

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volved and (2) filed with the Student Health Service a completed physical and history form.

During the times that the Student Health Service is closed, the nearest health facility is the Emergency Room of the Williamsburg Community Hospital. The student may also elect to see a local private physician, but it is emphasized that either of these options is exercised at the student's expense.

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Student Affairs, ext. 4387.

The College of William and Mary Student Health Service provides no written medical excuses. Each student is responsible for notifying instructors of absences because of illness. Faculty members may verify the fact that a student visited the Health Service or is confined there by calling the Service. If a student is so ill that he cannot notify his professor of a continuing absence, the Student Health Service will inform the Office of Academic Support which will, in turn, notify the student's professors.

The Student Health Center is staffed 24 hours daily. Physicians' hours are 9 a.m. - 4:30 p.m. Monday through Friday. Emergency care only is available Saturdays and Sundays. Student Health is closed during College holidays.

**Health Education.** Cynthia Burwell, Health Educator. Student Health Center, Gooch Drive, ext. 4386.

Advancing the role of the Student Health Service as a primary resource for health information is the goal of Health Education. Directed by the Health Educator, a projected comprehensive program for students will address such concerns as alcohol and

substance abuse, sexuality, AIDS, contraception, eating disorders, fitness, nutrition, and stress management. The office provides individual health-related counseling, sponsors outreach programs, and makes referrals to community resources.

The Health Education office is located in the Student Health Center. Hours are 8 a.m. - 5 p.m. Monday through Friday and varied evening hours.

## ACADEMIC POLICIES AND REGULATIONS

Assisted by the Office of Academic Support, the Committee on Academic Status (CAS) monitors the continuance requirements of all undergraduate students (see "Continuance in College," *Undergraduate Catalog*). The Committee on Degrees and the Office of the Registrar also carry out academic policies and procedures of the College.

The following information is partial and is meant only to highlight some important facets of the academic regulations. For the official publication of academic regulations, students should consult "Requirements for Degrees and Academic Regulations" in the *Undergraduate Catalog*.

*Absence from final examinations:* Petitions for absence from a final examination for reasons of illness or other grounds must be filed in the Office of Academic Support. Requests for *rescheduled* examinations must be filed by 5:00 p.m. on the last day of classes. If approved, *deferred* final examinations, requested before or during Reading Period, will be scheduled for the beginning of the following regular semester.

Permission for rescheduled or deferred final examinations is not automatic; students should not make any plans until written permission is obtained. Individual faculty members



**WATCH FOR in October:**

“Films on Art” series at the Muscarelle.

Selected Sunday and Wednesday afternoons.

# October

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	<b>Monday</b>
Deadline for Rhodes and Marshall Scholarship Applications	<b>3</b>
<hr/>	
	<b>Tuesday</b>
	<b>4</b>
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	<b>Wednesday</b>
	<b>5</b>
<hr/>	
	<b>Thursday</b>
	<b>6</b>
<hr/>	
	<b>Friday</b>
	<b>7</b>
<hr/>	
	<b>Saturday</b>
Football at Delaware	<b>8</b>
<hr/>	
	<b>Sunday</b>
	<b>9</b>
<hr/>	

may not grant permission to re-schedule or defer a final examination.

*Area and sequence requirements:* See *Undergraduate Catalog* current at the time of admission to the College.

*Class attendance:* Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Without specific permission from the instructor, no person may attend a class for which he/she is not officially registered.

*Consecutive/conflicting final examinations:* Students who have three scheduled final examinations in three consecutive examination periods on consecutive days may request changes through the Office of the Dean of the Faculty of Arts and Sciences. This office should also be contacted when scheduled examinations conflict. For a course in which there are two sections taught by the same instructor, students may request the preferred examination period through the Dean's office.

*Continuance requirements:* Continuance requirements are minimal standards (earned academic credits and quality points or grade point average) required for continuing at William and Mary. The specific continuance requirements applicable for each student are those stated in the *Catalog* under which the student entered the College unless more than six calendar years have elapsed.

*Dean's List:* Eligibility is limited to full-time, degree-seeking students completing a minimum of 12 hours, with grades of A, B, C, D, and F. Students selected will comprise the top 15% of those eligible, as determined by grade point average. Upon resolution of grades of I and G, students who then meet the established grade point average for the relevant semester will be added to the Dean's List.

*Declaration of concentration:* When a student has earned 38 academic cre-

ditions, a concentration should be declared; it must be declared by the second semester of the junior year. Students selecting a concentration in Interdisciplinary Studies or International Studies must declare no later than pre-registration period for the senior year. Forms for declaration of concentration are available in the office of the Registrar. The chairperson of each department, listed as the student's advisor when a concentration is chosen, will explain departmental requirements to the student.

Most departments require completion of 27 to 33 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. No student shall be permitted to apply toward a degree more than 48 semester credits in a subject field. The *Catalog* contains further information.

*Degree requirement exceptions:* Students requesting exemption from or adjustment to any of the requirements for a degree must petition the Committee on Degrees. For instructions, the Office of the Dean of the Faculty of Arts and Sciences should be contacted. Students fully admitted to the School of Business Administration should contact the Office of the Dean of the School.

*Domiciliary status:* To be eligible for the lower tuition rate available to in-state students, a student must meet the statutory test for domicile set forth in Section 23-7.4 of the Code of Virginia. Domicile is a technical legal concept, and a student's status is determined objectively through the impartial application of established rules. In general, to establish domicile, students must be able to show (1) that for at least one year immediately preceding the first official day of classes, their permanent home was in Virginia and (2) that they intend to stay in Virginia indefinitely after graduation. Re-

# October

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Monday

**10**

Columbus Day

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Tuesday

**11**

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Wednesday

**12**

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Thursday

**13**

Government and Non-for-Profit Career Day 1-4 p.m.

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Friday

**14**

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Saturday

**15**

Burgesses Day  
Football at New Hampshire

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Sunday

**16**

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sidence in Virginia primarily to attend college does not establish eligibility for the in-state tuition rate.

Upon admission to the College, an entering student who wishes to claim domiciliary status is sent an application form. The Office of the Registrar evaluates the application and notifies the student of its decision. A student re-enrolling in the College after an absence of one or more semesters must re-apply for domiciliary status and is subject to the same requirements as an entering student. A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state; however, reclassification must be applied for before the beginning of the academic semester. Any student may ask for a written review of an adverse decision, but a change in classification will be made only when justified by clear and convincing evidence. All questions about eligibility for domiciliary status should be addressed to the Office of the Registrar.

**Drop-Add:** A period of course adjustments, during which courses dropped will not appear on the student's record, occurs during the first two weeks of classes. The deadline for dropping usually precedes the deadline for adding by two days so that students may enroll for courses desired. Students may drop and/or add courses according to procedures and deadlines announced by the Office of the Registrar. (See also "Withdrawal from courses," p. 26.)

**Grade review:** For students in Arts and Sciences, instructions for the review of a final course grade within Arts and Sciences may be obtained from the Office of the Dean of the Faculty of Arts and Sciences. A student wishing to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should discuss it with the department chairman. A

grade review must be initiated before the end of the fourth week of the next regular (fall or spring) semester.

Students in Business Administration and Education should consult the appropriate Dean for information regarding the grade review procedure.

**Grading system:** Grades issued at the College are A, A-, B+, B, B-, C+, C, C-, D+, D, and F. Also assigned are G, I, P, and W, explained in the *Catalog*. O represents no credit earned for an audited course. R indicates that Writing 101 is to be repeated.

**Medical underload:** At the recommendation of a physician or psychologist, students unable to undertake a full academic schedule may request a medical underload. Petitions for such underloads must be submitted to the Committee on Academic Status through the Office of Academic Support. If granted, medical underloads processed during a semester normally do not result in any refund of tuition or fees; inquiries regarding refunds should be directed to the Treasurer's Office.

**Normal load:** A full-time student must register for a minimum of 12 academic hours and may register for a maximum of 18 academic hours. Required physical education activity courses, including PE 100, do not constitute academic hours. Permission to take fewer than twelve hours or more than eighteen hours must be requested from the Committee on Academic Status through the Office of Academic Support.

**Overload:** Requests to enroll for more than 18 hours must be submitted to the Committee on Academic Status through the Office of Academic Support. Permission for an academic overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

# October

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Monday

Fall Break

**17**

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Tuesday

Fall Break

**18**

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Wednesday

**19**

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Thursday

**20**

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Friday

**21**

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Saturday

Football at Villanova  
Exhibition at Muscarelle: Collectors Choice  
through November 27

**22**

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Sunday

**23**

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*Pass/fail option:* Students may exercise the pass/fail option only during the course adjustment period. Forms are available in the Registrar's Office. (See "Student's Program," *Undergraduate Catalog*, for further information.)

*Proficiency requirements:* See *Undergraduate Catalog*.

*Refunds:* Some actions approved by the College may result in refunds of tuition and fees. All questions regarding eligibility for such refunds should be directed to the Treasurer's Office.

*Registration:* All classified undergraduate students who are currently enrolled and plan to return for the following semester are allowed to pre-register for the next regular (spring or fall) semester. All registration is done through the Registrar's Office. Students are encouraged to consult with academic advisors before completing registration.

*Reporting of grades:* In accordance with the provisions of the "Statement of Rights and Responsibilities," grades will not be sent to parents without a written request. To request that grades be sent to parents, students should contact the Office of Academic Support.

*Required withdrawal from College:* Students failing to meet probationary standards or continuance requirements (see *Catalog* of year of entry) may be required to withdraw from the College. Those required to withdraw are not automatically eligible for readmission. The Office of Admission will not process an application for readmission from a student who has been required to withdraw unless the student has been reinstated to good standing by the Committee on Academic Status (CAS).

Students required to withdraw in May, or after either Summer Session, are eligible to apply to the CAS no earlier than the following October for reinstatement and for readmission in January. Students required to withdraw in January are eligible to apply no earlier than the following April for reinstatement and for readmission in the fall semester. Letters of appeal and reinstatement should be submitted to the CAS through the Office of Academic Support. Forms for readmission should be sent to the Office of Admission.

Ordinarily, the CAS will not grant a request for reinstatement to any student who has been required to withdraw more than once due to academic deficiencies. Students not in good standing at the College are not permitted to (1) transfer to William and Mary any credits taken at other institutions or (2) receive credit by examination for work undertaken. Inquiries regarding these policies should be addressed to the Office of Academic Support.

*Summer school:* Summer school consists of two five-week sessions. Students are limited to seven hours per session. Summer Session catalogs, published in March of each year, are available in several campus locations. For further information, the Registrar's Office should be contacted.

*Summer school at other institutions:* William and Mary students who wish to receive credit for courses taken at another college (other than those colleges with which William and Mary participates in exchange or special education programs) must request approval from the Dean of Undergraduate Studies prior to enrolling in the other institution. In addition, only elective courses or those courses not necessary for completion of degree requirements are eligible for transfer consideration. It is advisable to check with an individual William and Mary

# October

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Monday

**24**

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Tuesday

**25**

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Wednesday

**26**

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Thursday

**27**

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Friday

**28**

Last Day for Course Withdrawal

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Saturday

**29**

Exhibition at Muscarelle: Brooks-Beason Folk Paintings  
through December 4  
Football at Georgia

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Sunday

**30**

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department as well as with the Dean to determine which credits may be transferred.

*Transcripts:* The Registrar's Office is responsible for forwarding transcripts as requested. Requests will be processed as quickly as possible, and students will be notified when transcripts are sent. There is no charge for this service.

*Transfer credit:* The Dean of Undergraduate Studies (or other appropriate academic dean) works closely with transfer students in determining which courses taken at other institutions are transferrable to William and Mary. Any student not satisfied with the decision of the Dean may appeal to the Committee on Degrees. No final evaluation of transfer credits is made prior to enrollment at the College. (See "Transfer of Credit from other Institutions," *Undergraduate Catalog*.)

*Will not return:* Students who plan to leave William and Mary after the end of a semester must file a "Will Not Return" form with the Office of Academic Support. Such action results in cancellation of pre-registration and housing for the following semester.

*Withdrawal from College:* To withdraw from College during the academic session, a student must inform the Office of Academic Support. Failure to notify the College will result in the notation "Withdrew Unofficially" on the student's record. Withdrawal from College results in cancellation of pre-registration and housing for the following semester. Refunds are established by a schedule through the Office of the Treasurer. All questions regarding refunds should be addressed to that office.

*Withdrawal from courses:* After the drop-add adjustment period, students

may withdraw from a course only through the ninth week of classes. A *W* will be assigned for such a withdrawal; no other withdrawals are permitted *without the approval of the Committee on Academic Status*. Forms are available in the Office of Academic Support. Students who withdraw from one or more courses must maintain a course load of at least 12 academic hours and must follow procedures established by the Office of the Registrar.

## SOCIAL POLICIES AND REGULATIONS

### Bicycles

All bicycles must be registered with either the city of Williamsburg or Campus Police. For city bike registration, students must take their bikes to the Municipal Building.

Bicycle theft, especially for 10-speed bikes, unfortunately occurs on campus and in the City. Bikes should always be locked, preferably to a post, tree, or railing. Remember that bikes cannot be kept in the hallways or stairwells (fire regulations), but they may be left in rooms when school is not in session (such as during the Christmas break). Bikes may not be left in the rooms over the summer. Bicycles left in rooms, hallways, or on the grounds over the summer break will be picked up and subject to auction in September.

### Booking Bands

Information on the procedure for booking bands may be obtained from the S.A. (ext. 4350) or from the Office of the Associate Dean of Student Affairs for Activities and Organizations (ext. 4557).



**WATCH FOR in November:**  
Sunday Gallery Talks and Films at the Muscarelle  
Call 4650 for details.

# October November

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	<b>Monday</b>
Halloween	<b>31</b>
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	<b>Tuesday</b>
Deadline for Notice of Candidacy for May 1989 Graduation	<b>1</b>
<hr/>	
	<b>Wednesday</b>
	<b>2</b>
<hr/>	
	<b>Thursday</b>
	<b>3</b>
<hr/>	
	<b>Friday</b>
Board of Visitors Meeting	<b>4</b>
<hr/>	
	<b>Saturday</b>
Board of Visitors Meeting Homecoming Football — Wofford	<b>5</b>
<hr/>	
	<b>Sunday</b>
	<b>6</b>
<hr/>	

## **Contracts**

Any student organization, especially those that receive any portion of their funding from BSA allocated monies, may not sign contracts on behalf of the organization. All contracts should be submitted to the Associate Dean of Student Affairs for Activities and Organizations for review and signature. The College of William and Mary will not assume any liability resulting from a contract signed by an unauthorized person. If there are any questions, they must be asked before signing.

## **Distribution of Literature on Campus**

The distribution of any literature on campus must be conducted only by an officially recognized College organization. Any non-College organization or individual wishing to distribute literature on campus must be approved by the Associate Dean of Student Affairs for Activities and Organizations. In addition, some non-College distributors must be sponsored by an officially recognized College organization.

(See also "Statement of Rights and Responsibilities," III, E.)

## **Motor Vehicles**

Out-of-town students must have Virginia plates if they either live off campus or work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) An out-of-state student not employed in Virginia may drive on a home state's license for a period of six months; if either a full or part-time job is held, an out-of-state license will be valid for a period of only 60 days. A state car tag (\$15) and a Virginia Driver's License (\$9) may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorbikes in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, may be obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street, 229-1626. City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

## **Recognition of New Organizations**

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, new organizations should see the Associate Dean of Student Affairs for Activities and Organizations in the Campus Center, who will provide instructions as to the procedures to be followed from that point. For general requirements, see "Statement of Rights and Responsibilities," I.C.

## **Registering Parties**

Any party at which alcoholic beverages will be served must be registered with and approved by the Associate Dean of Student Affairs for Activities and Organizations.

## **Solicitation and Fund-Raising**

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Associate Dean of Student Affairs for Activities and Organizations prior to the event. The Associate Dean is empowered to grant or deny approval of such events. If approval is granted, the procedure for obtaining use of campus facilities is the same as outlined in the section entitled "Scheduling Rooms."

Individuals or organizations who wish to solicit for charities, sell

# November

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Monday

**7**

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Tuesday

**8**

Election Day

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Wednesday

**9**

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Thursday

**10**

Graduate/Professional School Day

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Friday

**11**

Veterans Day

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Saturday

**12**

Football at Home — Colgate

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Sunday

**13**

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magazines, or engage in any activity which might loosely be termed solicitation must have their request approved by the Associate Dean of Student Affairs for Activities and Organizations.

### **Student Activities Fee**

Full-time students at the College pay both tuition and general fees. A portion of the general fee is controlled and appropriated to campus organizations by the Board of Student Affairs' Finance Committee. Activity fees subsidize the student government associations, student publications, community service programs, intramurals and cultural activities at the College.

### **Vehicle Rental**

College vehicles may be used for official College business, academically related or departmentally sponsored programs only. Travel with a College bus is limited to a 200-mile radius of the City of Williamsburg. In addition to the cost of the driver, on a per-hour basis, there is a per-mile charge for the use of the vehicle. Organizations or groups wishing to request a vehicle must first secure the approval of the Associate Dean of Student Affairs for Activities and Organizations. Due to the shortage of vehicles, requests should be submitted as far in advance as possible.

## **SERVICES**

### **Buses**

The William and Mary Campus bus system provides transportation for William and Mary students to all areas of the campus. There are several routes, each with its own schedule. Bus schedules are available at the beginning of the fall term at many campus locations. The buses run approxi-

mately every half hour from 7 a.m. to midnight, Sunday to Thursday, and 7 a.m. to 2 a.m., Friday and Saturday.

### **Catering**

The Catering Department of Marriott Food Services can meet all campus needs from receptions to buffets and served meals. Prices are very competitive for any type of event or food/supply requirements. The catering office, located in the Commons, can be reached at 229-0521.

### **Dining Services**

Dining services on campus are managed by Marriott Education Services and offer variety and flexibility. Marriott manages the Commons Dining Hall, next to William and Mary Hall, and the Market Place, inside the Campus Center. Meal plan holders may use either facility. The full plan is required for all freshmen. Multiple meal plans (the full plan of 19 meals each week, 15 meals and 10 meals weekly) are available. Marriott also offers employment for students at either facility. Positions with flexible hours are available throughout the year. Interested students should contact a Manager or Student Manager in either location for further details.

### **Escort Service**

Escort Service is operated by Alpha Phi Omega as a way for students studying alone at night to have an escort home. The service is located in Landrum Basement and is available from Sunday through Thursday, 7 p.m. to 12:30 a.m. For assistance, students are encouraged to call extension 4423 at any time.

### **Handicapped Student Services**

The Handicapped Student Services Office provides services to students

# November

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Monday

**14**

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Tuesday

**15**

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Wednesday

**16**

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Thursday

**17**

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Friday

**18**

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Saturday

Football at Richmond

**19**

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Sunday

**20**

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with disabilities to ensure equal access to the College's programs and activities. Any student with a disability who is enrolled at the College either full-time or part-time is eligible for services. Assistance for handicapped students will be tailored to meet their individual needs. The Handicapped Student Services Office is located in James Blair Hall, room 209, extension 4247.

### **Identification Cards**

College ID's are absolutely essential for almost every activity and service at the College and especially for any sort of financial transactions. An identification card is prepared for each entering student through the Registrar's Office. Any lost ID must be reported immediately to the Registrar's Office; a replacement will be ordered. Upon withdrawal from the College, an undergraduate student must turn in the ID to the Office of Academic Support. Identification cards are nontransferable: a student cannot lend an ID to anyone else. An ID used by any student other than its owner will be taken away from that person, and an appropriate penalty will be levied against the owner and/or the person who has possession of the ID card.

### **Insurance**

Students are strongly urged to carry insurance on personal belongings. They are not covered by the College's insurance. Parents may be able to attach a rider to their homeowners' policy, or a special policy for individuals living in residence halls or apartments may be obtained.

It is also advisable to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that supplements coverage of costs incurred outside of the Student Health Center. The details of this plan are described

in a separate brochure which is available at the Student Health Center. It is strongly recommended that every student, married or single, be covered either by a family policy for expenses beyond those of the Student Health Center or by the College-sponsored policy available at a nominal fee.

### **International Students**

William and Mary includes among its student body a number of students from other nations. Special orientation programs for international students are sponsored by several departments and individuals. In addition, the International Student Advisor provides counsel to international students. An informational brochure, "Handbook for International Students," is available in the Center for International Studies.

### **Loan Funds**

Emergency loans are available to students through the Office of Student Financial Aid, James Blair Hall, Room 208. The Emergency Loan Program allows students to borrow up to \$50 for a period of 30 days without interest.

This temporary loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience.

Exceptions to the above standards may be approved by the Director or Assistant Director of Student Financial Aid.

### **Mail Service**

The College Post Office is located in the basement of Old Dominion Hall. Each student residing on campus has been assigned a mailbox to which mail is delivered. There is no general delivery service, and there is no charge to on-campus students for mail service;

# November

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Monday

**21**

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Tuesday

**22**

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Wednesday

**23**

Thanksgiving Holiday Begins 1 p.m.

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Thursday

**24**

Thanksgiving

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Friday

**25**

Thanksgiving Holiday

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Saturday

**26**

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Sunday

**27**

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the cost is covered by room rent. In order to ensure delivery of mail at the College, all mail must be addressed ONLY in the following format:

Student Name  
College Station Box XXXX  
The College of William and Mary  
Williamsburg, VA 23186

Off-campus students must have their mail delivered either to their off-campus address or to a post office box at the Williamsburg Post Office.

The College Post Office does not sell stamps or handle outgoing mail for students. In addition, many types of mail (i.e., C.O.D., certified mail, etc.) are not handled by the campus station. All these services are available at the Williamsburg Post Office on Henry Street. The College will inform students of any packages or letters which must be picked up at the Williamsburg Post Office.

### **Notary Services**

Free notary services are available in the Office of the Dean of Student Affairs, 203B James Blair Hall, extension 4495 or 4387, and in the Office of the Dean of the School of Business, Chancellors 215, extension 4549.

### **Off-Campus Housing**

The College maintains an off-campus student house at 216 Jamestown Road. This fully equipped residence provides a haven for off-campus students. The off-campus student housing office is in James Blair Hall, Room 209, extension 4164. A file of apartment listings and rooms available in the Williamsburg community is maintained. This referral service is designed to assist students searching for off-campus housing.

### **Pianos**

Pianos for student use are located in many of the residence halls. Also, there are pianos in the Music Department, though first priority for use is given to students enrolled in piano lessons at the College. Some local churches also allow students to use their pianos and organs for practice.

### **Printing and Copying Materials**

The College Print Shop, located in the basement of Trinkle Hall, provides a variety of print services to the College. Students and student organizations requiring print services must secure a form from the Print Shop, which in turn, must be signed by the Associate Dean of Student Affairs for Activities and Organizations. All services must be paid for in advance. Copy machines are located in the Bookstore, Law Library and Swem Library. In addition, the Duplicating Services office, located on the ground floor of Swem Library, provides high-quality copying services to the College community.

### **Scheduling Rooms**

Any officially recognized campus organization may use College facilities for meetings, organizational events, and social functions. In order to obtain the use of any facility, an organizational representative must contact the Office of the Associate Dean of Student Affairs for Activities and Organizations. Newly formed campus organizations may also use campus facilities for the purpose of an organizational meeting; such a request should be made to the Associate Dean. Non-College organizations wishing to use campus facilities for any purpose must make a request in writing to the Associate Dean.

Normally, the use of College rooms is without charge, except in those cases when specific technical services



# November December

**WATCH FOR in December:**  
Performances by the William and Mary Choir

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	<b>Monday</b> <b>28</b>
Thanksgiving Holiday Ends 8 a.m.	
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	<b>Tuesday</b> <b>29</b>
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	<b>Wednesday</b> <b>30</b>
<hr/>	
	<b>Thursday</b> <b>1</b>
<hr/>	
	<b>Friday</b> <b>2</b>
<hr/>	
Green and Gold Christmas Exhibition at Muscarelle: <u>Eleven Pre-Columbian Cultures of Ecuador</u> through January 8	<b>Saturday</b> <b>3</b>
<hr/>	
Hanukah	<b>Sunday</b> <b>4</b>
<hr/>	

(i.e. wiring or sound, lighting, etc.) are required and must be provided by the Maintenance Department. The Associate Dean will be able to assist with determining what services may be necessary for particular purposes. The Campus Center rents the Campus Center Theatre, the Ballroom, and Trinkle Hall to College organizations sponsoring dances. Any organization interested in using William and Mary Hall should contact the Associate Dean for details. Once the rooms have been scheduled at the scheduling office, students must report to the main office to make arrangements for set-up and security.

**Student Legal Services.** Trinkle Hall 155, ext. 4863.

Student Legal Services offers legal assistance to William and Mary students, faculty, and staff. Services are provided free of charge by law student volunteers. Interns will advise and counsel students concerning legal matters within the community (landlord-tenant, contracts, insurance, etc.) as well as answer any questions about the law or the legal profession.

Student Legal Services may not become involved in criminal actions; however, students in need of criminal representation may be referred to local attorneys.

Student Legal Services has a Student Rights Branch that specializes in problems between students and the College. These include disciplinary hearings, Honor Code violations, and grade appeals. Student Legal Services also provides general information concerning student rights and legal matters relevant to student groups and organizations.

The office is open Monday-Friday, 11 a.m.-5 p.m.

### **Telephone Service**

Telephone service within the College is provided through the CEN-

TREX System. The CENTREX System is in operation twenty-four hours to provide service for students.

Telephones in residence halls and other College buildings may be used only for campus calls and local off-campus calls. Direct long-distance, third-party billings, and collect calls are NOT permitted from residence hall telephones. Incoming calls may be made directly to the telephone located on a residence hall.

The Student Directory contains most of the numbers which students will need. When necessary, other College and student numbers may be found through Information, extension 4000.

### **Tickets and Box Offices**

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by the College at no additional cost. A college ID serves as each student's admission ticket.

Season football tickets and tickets to the game of the week may be purchased at the box office in Cary Stadium. Special discount "date" tickets may also be purchased at the box office during the week prior to the game but are not sold on the day of the game.

The box office in William and Mary Hall sells tickets to all events held in the Hall, including basketball games and football games. The box office is open from 9 a.m.-5 p.m., Monday through Friday, and may be reached at extension 4492.

The box office in Phi Beta Kappa Hall handles tickets to William and Mary Theatre performances. The box office open two weeks prior to each opening performance. Information on theatre performances is available at extension 4272 or 4469.

# December

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Monday

**5**

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Tuesday

**6**

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Wednesday

**7**

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Thursday

**8**

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Friday

**9**

End of Classes  
Last Day to Request Rescheduled Exams

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Saturday

**10**

Reading Period

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Sunday

**11**

Reading Period

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## FACILITIES

### Campus Center

The Campus Center, located on Jamestown Road across from the Wren Building, serves as a meeting place for students, faculty and staff, offering a variety of both educational and recreational programs and services.

At the Candy Desk, newspapers, magazines, cigarettes, candy and tickets to many College functions are sold (excluding athletic events and theatre productions). Checks (maximum \$25) may be cashed at the desk with a valid College ID.

Two lounge areas, with chairs, lamps, and desks, are located across from the Candy Desk and in the Atrium near Trinkle Hall. A television room, located next to the front lounge, has tables and chairs for viewing a large color television with cable programming, including MTV and ESPN.

The Market Place is a dining place in the Campus Center. It is a cash operation with a cash-equivalency option for meal plan users. The Market Place features pizza, grilled sandwiches, fried chicken, a full deli, a fruit and salad bar and more. There is also a late night pizza operation available for either eating at the Market Place or for campus delivery.

Meeting space is available to recognized College organizations. There are six meeting rooms, one lounge room, a small theater, a ballroom, and the multi-purpose Trinkle Hall. The Campus Center Ballroom, Theater, and Trinkle Hall are suited for activities such as dances, movies, speakers and various other social activities (See Services: Scheduling Rooms).

Various student organizations are located in the Campus Center, including: the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, WCWM, the Student Association, and others.

**College Bookstore.** Bruce W. Locke, Director; John Freeman, Assistant Director, 106 Jamestown Road, 229-7822.

The College Bookstore sells all texts and school supplies which students are required to purchase for their courses of study. Also, the stock includes a selection of some 6,000 books with titles of general interest, consisting primarily of the less expensive paperback editions. Students are encouraged to browse, and a unique special order service is offered to those who wish to acquire books for their personal libraries.

In addition to books, the store carries a broad selection of student-oriented merchandise such as clothing with the College seal, records, calculators, and William and Mary imprinted gift items. Further, the Bookstore carries a large selection of official College ring samples and makes available graduation invitations.

At the end of each semester, a buyer at the College Bookstore will purchase used textbooks from students for a portion of their original price.

The bookstore is open 8 a.m.-4:45 p.m. Monday through Friday; 9 a.m.-4:15 p.m. Saturdays.

### Dining Halls

Marriott Education Services manages both dining halls on campus. The Commons Dining Hall, or "The Caf," is available for all meal plan holders and cash customers for three meals Monday through Friday and two meals on Saturday and Sunday. Everything is "all-you-can-eat" except on special entree nights. Hot entree and vegetable lines are offered along with a full deli bar, grill, salad bars, choice of soups and many extras. The Market Place, located in the Campus Center, features pizza, grilled sandwiches and hamburgers, a full deli and salad bar, and

# December

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Monday

Exams

**12**

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Tuesday

Exams

**13**

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Wednesday

Exams

**14**

---

Thursday

Exams

**15**

---

Friday

Exams

**16**

---

Saturday

Reading Period

Yule Log Ceremony

**17**

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Sunday

Reading Period

**18**

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much more. It is a cash operation and offers a cash-equivalency program for students on a meal plan. The Market Place also offers late night pizza delivery.

### **Graduate Student Center**

Located at 199 Armistead Avenue (behind Sorority Court), the Graduate Student Center provides an informal gathering place with lounge areas and a kitchen, for William and Mary graduate students. A resident director coordinates events and activities held in the Center. The director may be contacted at extension 4691 for further information.

### **Museums and Galleries**

#### *Abby Aldrich Rockefeller Folk Art Center*

The Abby Aldrich Rockefeller Folk Art Center, located on Francis Street adjacent to the Williamsburg Inn, houses a collection of American folk art. Some of the displays are permanent while others are short-term. Especially interesting and unique are the Christmas displays. Museum hours are 10 a.m.-6 p.m. daily.

#### *Andrews Hall*

Andrews Hall houses displays of art work by students and faculty members of the Fine Arts Department of the College. In addition, collections of art from outside the College are regularly exhibited. Exhibitions range from paintings to pottery and are open to students with no admission charge.

#### *Anthropology Department Museum*

The Harley Museum, in the basement of Washington Hall, houses a general African anthropological collection. Artifacts from the site of Flowerdew 100, a local archeological

project, are displayed on the first floor of Washington Hall.

#### *Botetourt Gallery and Museum; Special Collections*

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. Included in the collections are paintings of the Bolling and Randolph families, which are on permanent exhibit, and others from among the collection of the College.

The Botetourt Museum houses many of the College's artifacts, such as the mace and the boundary stone, in addition to featuring special exhibits from the Library's holdings or on loan from other institutions. Other Bolling-Randolph Family Portraits hang in the Virginia Room, which also contains the Virginia Collection, noteworthy for its special relevance to the Commonwealth of Virginia.

The Tucker-Coleman Room is a tribute to the late St. George Tucker, second law professor of the School of Law, and members of his family. Included are books from his personal library and interesting items of personal and family memorabilia.

The Rare Books Room houses a portion of the general rare books collection of the College.

#### *Classics Library*

The Department of Classical Studies' Museum-Library houses two collections of Latin and Greek books, in addition to several interesting artifacts.

*Muscarelle Museum of Art.* Mark M. Johnson, Director, ext. 4003.

The Muscarelle Museum of Art houses the art collection of the College and provides a program of special exhibitions composed of loan materials that change every four to six

# December

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Monday

**19**

Exams

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Tuesday

**20**

Exams

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Wednesday

**21**

Exams

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Thursday

**22**

Residence Halls Close 12 Noon

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Friday

**23**

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Saturday

**24**

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Sunday

**25**

Christmas Day

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weeks. These exhibitions often are the subject of special lectures and symposia, which are used as a teaching resource by faculty and students in various disciplines, and for enjoyment as well as education by many museum visitors.

The Museum also works with the Department of Fine Arts in presenting a credit program in art museum studies during which third-semester students may undertake a museum internship.

Museum hours are 10 a.m.-4:45 p.m. Monday through Friday and 12 noon-4 p.m. Saturday and Sunday. The Museum is closed on national holidays.

### *Twentieth Century Gallery*

The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional and national contemporary artists and craftspersons. Monthly exhibitions for both display and sale have included paintings, photography, ceramics, jewelry, glass, and fabrics. Located at 219 North Boundary Street, the Gallery is open 11 a.m.-5 p.m. Tuesday through Saturday and 12 noon-5 p.m. Sunday.

### **Recreational Facilities – 24-hour Facility Hotline, 253-5125.**

The College has numerous recreational facilities available to students at their convenience. The new physical education/recreation facility, located at the corner of Compton and Brooks Streets, contains six racquetball and two squash courts; a free-weight room; a six-lane, 25-yard swimming pool; and a large multi-use gymnasium area. It also houses the Office of Recreational Sports. The Adair Gymnasium provides a large gymnasium and a six-lane, 25-yard pool. This facility houses the William and Mary Physical Education Department.

William and Mary Hall is home to the College Athletic Department and provides use of an auxiliary gymnasium, wrestling room, and main arena floor for recreational use. Outdoor recreational areas provided for students include six lighted tennis courts adjacent to Adair Gymnasium and eight unlighted courts opposite William and Mary Hall; intramural fields on Campus Drive; intramural fields behind William and Mary Hall; and those located in front of James Blair Terrace/Dillard housing complex.

Another recreational facility open to all students is Lake Matoaka, offering canoeing and kayaking. Presentation of an ID is required. Those wishing to reserve the Matoaka shelter for outdoor events should contact the Associate Dean of Student Affairs, extension 4557. Swimming and ice skating are strictly prohibited on Lake Matoaka and on Crim Dell at any time.

Use of the recreational areas and facilities may be reserved for special events, sports clubs, or intercollegiate events. Hours of operation are posted on each facility, and further details are available from the Office of Recreational Sports or the campus facility coordinator, extension 4236. A student ID is required for access to any facility.

### **The Earl Gregg Swem Library**

The Library contains over 825,000 catalogued volumes; 694,000 microform pieces; more than one million manuscripts and maps; and approximately 10,000 tapes, recordings, films, filmstrips and slides. The main departments of the Library are Acquisitions, Automation, Cataloging, Circulation (includes Reserve), Collection Development, Government Documents, Reference, Serials, and Special Collections. The LION (Libraries ONLINE) online catalog and the card catalog serve as the basic indexes to the Library's book collections.



**December  
January**

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**Monday**

**26**

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**Tuesday**

**27**

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**Wednesday**

**28**

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**Thursday**

**29**

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**Friday**

**30**

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**Saturday**

**31**

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**Sunday**

**1**

New Year's Day

Coin-operated photocopy machines are located on the first, second and third floors; and change machines are located on the first and second floors. Microfilm and Microfiche copiers are also located on the first floor. The photocopiers may be used for duplicating both personal and library materials. High-quality copying (including multiple copying and transparencies) may be done by Duplicating Services on the ground floor.

The loan period for undergraduate students is four weeks. Graduate students have a three-month borrowing period. Books may be renewed one time by mail or in person for a like period. Undergraduates who are writing honors papers or undergraduate theses may apply for an extended borrowing period.

Any item charged out from circulation is subject to recall by another borrower after twelve days. Overdue fines for books are ten cents per day and fifty cents per day for items that have been recalled for another borrower. Failure to return books or pay fines may result in revocation of library borrowing privileges and/or withholding of transcripts. In addition, students whose library accounts are not cleared will not be allowed to register for the following semester or summer session.

Students are required to show a student ID in order to borrow books at the Circulation desk and in the Reserve Room. Having consulted with the Library Policy Advisory Committee and the Honor Council, the Library employs an electronic security system to ensure materials are properly charged out before patrons leave the building.

#### *Library Hours*

Regular Sessions:

Monday-Friday

8 a.m.-midnight

Saturday

9 a.m.-6 p.m.

Sunday

1 p.m.-midnight

Summer Sessions:

Monday-Thursday

8 a.m.-8 p.m.

Friday

8 a.m.-5 p.m.

Saturday

10 a.m.-5 p.m.

Sunday

1 p.m.-8 p.m.

#### **Learning Resources Center**

Located on the ground floor of Swem Library is the Learning Resources Center, part of Educational Media Services—a centralized facility that serves the whole College.

The facilities include learning carrels for listening to records and language tapes and viewing slides, films and videotapes. There is an extensive collection of phonograph albums and all the language tapes used in conjunction with language classes.

Also available are Apple IIe computers, printers, and a large collection of software.

In early September, there will be a one-day Open House for students to walk through and become familiar with what is available. Further information is available from Donna Wilson, Manager, at extension 4024.

#### *Operating Hours*

Monday-Thursday

8 a.m.-10 p.m.

Friday

8 a.m.-5 p.m.

Saturday

1 p.m.-5 p.m.

Sunday

5 p.m.-midnight

#### **Music Listening Rooms**

Music listening facilities are located on the ground floor of Swem Library. Hours are 8 a.m.-10 p.m. Monday

**WATCH FOR in January:**  
Career Exploration Day  
Exhibition Opening Reception at Muscarelle

# January

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Monday

**2**

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Tuesday

**3**

Administrative Offices Open

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Wednesday

**4**

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Thursday

**5**

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Friday

**6**

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Saturday

**7**

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Sunday

New Student Orientation Begins  
Residence Halls Open 12 Noon

**8**

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through Thursday; 8 a.m.-5 p.m. Saturday; and 5 p.m.-10 p.m. Sunday. Records are available at the Library, or students may bring their own. The Audio-Visual Department, extension 4024, may be called for further information.

## ORGANIZATIONS

### Academic Groups

Numerous groups on campus are tied to academic departments or related to academic study. For information on these groups, students may contact the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557, or watch for flyers around campus. Some of these groups are listed below:

- Advertising Society
- American Chemical Society
- Anthropology Society
- Association for Computing Machinery
- Chemistry Club
- Classical Studies Club
- Clayton-Grimes Biology Club
- Economics Club
- Fine Arts Society
- Geology Society
- Health Careers Club
- Physical Education Majors Club
- Pre-Law Club
- Student Education Association
- Theatre Students Association

### Athletic Groups

Many athletic clubs are open to students and offer frequent tryouts for their teams. Some of the club teams are listed below. For more information, students may call the Associate Dean of Student Affairs for Activities and Organization, ext. 4557, or the Athletic Department, 253-0633.

- Akido
- Canoe Club
- Muscle and Fitness Club
- Tai Chi Club
- Tribal Dancers
- Tribal Cheerleaders

### Community Service Organizations

William and Mary offers numerous organizations committed to serving the College community as well as the Williamsburg area. The organizations coordinate and conduct civic programs and events ranging from blood drives for the Red Cross to working with disadvantaged children as "Big Brothers or Sisters" or as tutors.

For more information, students should contact any of the campus organizations at the numbers listed below or call the Office of the Associate Dean of Student Affairs for Activities and Organizations at extension 4557 or 4236:

- Alpha Phi Omega
- Circle K, ext. 4578
- Help Unlimited, ext. 4129
- W&M/NCAA Volunteers for Youth, ext. 4046
- Williamsburg Area Tutorial Services (WATS), ext. 4551

### Graduate and Professional Student Associations and Organizations

Various graduate and professional associations and organizations are offered to the graduate or professional student of William and Mary. These associations act as liaisons between the students and the faculties and administrators within the various schools. Enrollment in these associations is automatic after enrolling in a graduate or professional school. Graduate and professional organizations offer students numerous opportunities to explore different areas of concern within their respective schools.

# January

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Monday

Graduate Student Registration

**9**

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Tuesday

New Student Registration

**10**

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Wednesday

Classes Begin

**11**

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Thursday

**12**

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Friday

**13**

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Saturday

Exhibition at Muscarelle: So Good a Design, Romeyn de Hooghe: Printmaker to William III and Chronicle of Stuarts' Fate: Engravings by Cornelis Danckerts through March 12

**14**

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Sunday

**15**

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#### Associations:

- Graduate Student Association
- Master of Business Administration Association
- School of Education Graduate Student Association
- School of Marine Science Student Association
- Student Bar Association
- History Graduate Student Association
- Physics Graduate Student Association

#### Organizations:

- Environmental Law Society
- International Law Society
- Law School Christian Fellowship
- Mary and William Women's Law Society
- Moot Court
- National Lawyers Guild
- Post-Conviction Assistance Project
- Supreme Court Historical Society

### Honor Council

The Honor Council promotes and administers the College's Honor Code, one of the oldest in America. It attempts to preserve the integrity of the College community by instilling a common sense of honor in the student body. The strength of the honor system is dependent upon the students' acceptance of the ethical tenets expressed in the Code. The Honor Council consists of six members from each of the upper classes. Elections are held in the Spring. For information about the Honor Council, anyone may contact the Council in James Blair Hall, extension 4034, or the Director of Academic Support, 211 James Blair Hall, extension 4581.

### Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding

scholastic achievements or leadership. Phi Beta Kappa Society, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership up to ten percent of the total number in the senior class each year. Selection is based largely on scholarship and departmental recommendation.

*Omicron Delta Kappa* is an honorary fraternity comprised of junior and senior students selected on the basis of scholarship, service, character and leadership in various areas of college life.

*Mortar Board* is an honorary society whose members are elected in their junior year on the basis of service, scholarship and leadership.

Two national honor societies, *Phi Eta Sigma* and *Alpha Lambda Delta*, annually select for membership those freshmen who have attained academic distinction.

William and Mary students also have opportunities to become members in academic honoraries. These honorary societies ordinarily require an indication of special interest and ability in an area of scholarship. Interested students should contact the appropriate academic department. Some of the academic honoraries available are listed here:

- Alpha Kappa Delta (Sociology)
- Beta Gamma Sigma (Business)
- Delta Omicron (Music)
- Delta Phi Alpha (German)
- Kappa Delta Pi (Education)
- Omicron Delta Epsilon (Economics)
- Phi Alpha Delta (Law)
- Phi Alpha Theta (History)
- Phi Delta Kappa (Education)
- Phi Mu Alpha (Music)
- Phi Sigma (Biology)
- Pi Delta Phi (French)
- Pi Sigma Alpha (Government)
- Psi Chi (Psychology)
- Sigma Delta Pi (Spanish)
- Sigma Gamma Epsilon (Geology)

# January

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Martin Luther King Day	<b>Monday</b> <b>16</b>
	<b>Tuesday</b> <b>17</b>
	<b>Wednesday</b> <b>18</b>
	<b>Thursday</b> <b>19</b>
End of Drop Period 5 p.m.	<b>Friday</b> <b>20</b>
	<b>Saturday</b> <b>21</b>
	<b>Sunday</b> <b>22</b>

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- Society of Scabbard and Blade (Military)
- Society of Physics Students
- Wayne F. Gibbs Society (Accounting)

### Law School Publications

The *Advocate* is the official newsletter of the Law School. Published in the form of a bi-weekly newspaper, it is written and edited through the efforts of a volunteer staff and provides news of current events in the legal field as well as the Law School itself.

The *Colonial Lawyer* is a collection of articles prepared by students of the Law School on a wide variety of topics such as environmental issues, consumer protection law, and international law.

The *William and Mary Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. The *Review* is also the medium for reports on special projects conducted at the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members, and promotion to staff is based upon proficiency in legal writing. One semester of degree-earning credit is given for each semester a student serves on the staff.

### Performing Groups

There are several performing organizations on campus, focusing on dance, water aquatics, stringed instruments and concert bands. All of the groups invite everyone to try out and regularly hold auditions. For more information, students may call the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

- Chameleon Group - Student theatre and music group
- Dancetera - Dance group working

- on an intermediate technical level
- Ebony Expressions - Black choral group
- Friends of Appalachian Music (FOAM) - Faculty/student musical group
- Mermettes - Student water aquatics and synchronized swimming team
- Orchesis - Dance group working on an advanced or high-intermediate level
- Premiere Theatre - Student theatre group which performs student-written plays
- Sinfonicron - Combined group of Phi Mu Alpha Sinfonia, Delta Omicron, and other parties to perform a yearly operetta
- William and Mary Band - Both marching band and concert band
- William and Mary Choir - Student chorale group
- William and Mary College-Community Orchestra - A chamber orchestra and smaller ensembles for advanced players
- William and Mary Theatre - Student/faculty effort to perform four plays per year
- Williamsburg Players - Community-based theatrical group

### Publications and the Media

Publications Council: Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Associate Dean of Students for Activities and Organiza-



# January

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Monday

**23**

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Tuesday

End of Add Period 5 p.m.  
Last Day to Exercise Pass/Fail Option

**24**

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Wednesday

**25**

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Thursday

**26**

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Friday

**27**

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Saturday

**28**

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Sunday

**29**

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tions, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media and the selection each spring of the editors-in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are *A Gallery of Writing*, the *Advocate*, the *Colonial Echo*, the *Colonial Lawyer*, the *Flat Hat*, *Jump!* magazine, the *William and Mary Review*, and WCWM-FM.

*Green and Gold*: The freshman register, published by the Senior Class, contains the names, pictures, and addresses of all new students who wish to be included.

*Flat Hat*: A weekly newspaper, edited and written by students, reports, analyzes, and provides commentary on campus life. The *Flat Hat* is distributed in the residence halls. Additional copies are available for commuting students and graduate students at the Information Desk in the Campus Center and the Off-Campus Students House next door to the College Bookstore on Jamestown Road. Copies of the *Flat Hat* are also placed in the Library and the lobby of James Blair Hall. For information, anyone may contact the *Flat Hat* office in the Campus Center, ext. 4280.

*William and Mary News*: This publication carries all official memoranda of the College Administration. Published weekly by the College News Office, copies are available at the Campus Center, the Library, the lobby of James Blair Hall, and the Campus Post Office in Old Dominion Hall. Each

issue includes a Calendar of Events and a classified advertising section.

*Colonial Echo*: The College yearbook, published annually by a student staff, gives an illustrated chronicle of the past year. The *Echo* office is located in the Campus Center, ext. 4896. The cost of the yearbook is partially covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

*William and Mary Review*: The Review is published twice each year by a body of student editors. Entries of short stories, poems, photography, graphics, essays and reviews are welcomed from all interested students. The Review office is located in the Campus Center, ext. 4895.

WCWM: 90.7 is the College's non-commercial radio station. The station is staffed entirely by students and offers a wide variety of music and programming and local public service announcements. The studios are located in the Campus Center, ext. 4544.

### **Religious Organizations and Campus Ministries United (CaMU)**

Several religious groups and organizations are present on or near the campus which invite the participation of William and Mary students. A list of clergy and organizations available to students follows:

- Balfour-Hillel
- Baptist Student Union
- Campus Ministries United
  - Baptist, Rev. William S. Parks
  - Catholic, Father Charles Kelly
  - Christian Science, Lois Hornsby
  - Episcopal, Rev. Ronald Fitts
  - Jewish, Robert Scholnick
  - Lutheran, Rev. Benton Lutz
  - Presbyterian, Rev. John Lewis
  - United Methodist
- Campus Crusade for Christ
- Canterbury Association
- Catholic Student Association
- Christian Science Organization

**WATCH FOR in February:**  
Summer Camp Placement Day  
Sunday Gallery Talks and Films. Call 4650 for Details.

# January February

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Monday

**30**

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Tuesday

**31**

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Wednesday

**1**

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Thursday

**2**

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Friday

**3**

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Saturday

**4**

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Sunday

**5**

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- Fellowship of Christian Athletes
- Inter-Varsity Christian Fellowship
- Latter-Day Saints Student Association
- Luthern Student Association
- Wesley Foundation
- Westminster Fellowship
- William and Mary Christian Fellowship
- Young Life

### **Reserve Officers Training Corps (ROTC)**

The Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degree and earn a commission as an Army officer at the same time. The Army ROTC program develops leadership and management skills and enhances those qualities which contribute to the development of a total person – one who can better cope with the rigors of college life as well as the challenges faced after graduation.

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other courses. Further information is available at the Department of Military Science, ext. 4475.

### **Social Fraternities and Sororities**

Many social sororities and fraternities are chartered and recognized at the College. For information, students should contact the sorority or fraternity directly, or the Office of the Associate Dean of Student Affairs for Activities and Organizations, extension 4557.

#### **Sororities:**

- Alpha Chi Omega
- Alpha Kappa Alpha
- Chi Omega
- Delta Delta Delta
- Delta Gamma
- Delta Sigma Theta
- Kappa Delta

- Kappa Alpha Theta
- Kappa Kappa Gamma
- Phi Mu
- Pi Beta Phi
- Zeta Phi Beta

#### **Fraternities:**

- Alpha Phi Alpha
- Kappa Alpha
- Kappa Sigma
- Lambda Chi Alpha
- Phi Kappa Tau (Colony)
- Pi Kappa Alpha
- Pi Lambda Phi
- Psi Upsilon
- Sigma Alpha Epsilon
- Sigma Chi
- Sigma Phi Epsilon
- Theta Delta Chi

### **Special Interest Groups**

Many organizations on campus appeal to a wide variety of interests, ranging from political and issue-oriented groups to groups with sports or leisure as a focus. Some of these groups are listed below. Information about any organization on campus is available through the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

- Alternatives
- American Civil Liberties Union
- American Field Service (AFS) Club
- Amnesty International
- Black Student Organization
- Bridge Club
- Chess Club
- College Republicans
- Cadet Club (ROTC)
- Direct Marketing of Williamsburg, Inc.
- East Asian Studies Association
- Facts and Referrals on Sexuality
- Facts on Tap
- Franklin Debate Society
- Hunger Task Force
- International Circle Club
- International Relations Club

# February

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Monday

**6**

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Tuesday

**7**

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Wednesday

**8**

Ash Wednesday

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Thursday

**9**

Board of Visitors Meeting

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Friday

**10**

Board of Visitors Meeting

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Saturday

**11**

Charter Day

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Sunday

**12**

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- Korean-American Student Association
- Libertarians
- Nuclear Disarmament Study Group
- Officer's Christian Fellowship (ROTC)
- Pershing Rifles (ROTC)
- Photography Club
- Preservation League
- Queen's Guard (ROTC)
- Ranger Club (ROTC)
- Rifle Club (ROTC)
- Running and Fitness Club (ROTC)
- Science Fiction Club
- Senior Classical League
- Student Sierra Committee
- Students for an Informed Public Policy
- William and Mary Film Society
- Women's Forum
- Young Americans for Freedom
- Young Democrats
- Youth for Democratic Action

- Velo (Cycling)
- Men's Volleyball

### **Student Association (SA)**

Student government at William and Mary is officially vested in the Student Association. The S.A. Executive Council researches and seeks to implement changes in academic and general educational policy while the Student Association Council of the S.A. offers services to improve undergraduate life. The executive branch consists of officers and administrative assistants of the Executive Council; the legislative branch, the Student Association Council (S.A.C.); the judicial branch, and the Honor Council. While there are clear divisions between the various branches of the S.A., the efforts in the realm of student government are cooperative. The executive branch works closely with the S.A.C. in establishing goals and priorities for the Student Association.

The Student Association Council (S.A.C.) is comprised of representatives from the various residence hall areas, and the commuting students. As the legislative branch of the S.A., its specific responsibilities include control over the social events, cultural affairs, and the other general services which the S.A. offers, such as the Bookfair and refrigerator rental program. Basic research and formulation of proposals are done by the various permanent and ad-hoc committees, which work under the vice-presidents and administrative assistants. Legislation is then presented for discussion to the entire body at its weekly meetings, conducted by its chairperson. The Appeals Board of the S.A.C. supervises appeals involving (a) assessment of room damage charges and (b) violations of the Residence Hall Contract by either the College Administration or the student. The S.A.C. also works to improve the quality of residence halls through the disbursal

### **Sport Clubs**

Open to the College community, the Sport Club program offers 19 student-run organizations. Each club depends on student involvement with recruiting, organization, administration and implementation of that club. Those interested should contact the Sport Club Director at the Office of Recreational Sports. The Sport Clubs presently available are:

- Badminton
- Crew
- Ice Hockey
- Judo
- Lacrosse
- Martial Arts
- Outdoors
- Racquetball
- Men's and Women's Rugby
- Sailing
- Skiing
- Squash
- Surfing
- Tennis
- Ultimate Frisbee

# February

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Monday

**13**

Holiday: 300th Anniversary of Accession of William and Mary

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Tuesday

**14**

Valentine's Day

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Wednesday

**15**

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Thursday

**16**

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Friday

**17**

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Saturday

**18**

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Sunday

**19**

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of monies from the Room Damage Deposit interest fund.

The Student Association maintains open communications with the Board of Visitors via the Student Association liaison to the Board, the Board of Student Affairs, the several faculties, and the administration.

The Student Association seeks actively to supplement the academic atmosphere with intellectual, cultural, and social activities. Among the activities coordinated by the Vice President for Student Services are the Film Series, refrigerator rentals, and the Bookfair. The Vice President for Social and Cultural Events presents informational programs, day trips and dances. The S.A. also serves as an informational clearinghouse for students.

Though the number of officers and S.A.C. representatives is limited, the real members of the Student Association are ALL undergraduate students of the College. Any undergraduate student may serve on an S.A. committee alongside the various representatives. The representatives are simply that--representatives; their effectiveness depends on the interest of William and Mary students. All meetings are open. Students who want to work in the organization--or those who want it to work for them--should call extension 4350 or 4394 or stop by the S.A. office in the Campus Center any weekday afternoon.

### **Student Association Executive Council Offices**

President (Elected by the undergraduate student body)  
S.A.C. Chairperson (Elected by the Student Association Council)  
Appointed by the president:

Treasurer  
Executive Vice President  
Executive Secretary  
Vice President for Social  
Affairs

Vice President for Cultural  
Affairs  
Vice President for Student  
Services  
Vice President for Publicity

## **SPECIAL ACADEMIC OPPORTUNITIES**

**The Charles Center for Honors and Interdisciplinary Studies.** Joel Schwartz, Director. Tucker Hall, ext. 4054.

The Charles Center, located in the basement of Tucker Hall, is home for many of the Interdisciplinary programs on campus. In addition, Honors 201, 202, and 203 are organized through it; and the Center provides comfortable study space and word processing equipment for the students in these courses. For more information about Interdisciplinary concentrations or Honors courses, students should call the Charles Center at extension 4054.

### **Honors Courses**

Honors 201-202, Cultural and Intellectual Traditions, is open to those first-year students who have already been invited to matriculate as Presidential Scholars. It is, however, open to qualified rising sophomores and to some upperclass students by application through the Office of the Dean of the Faculty or Arts and Sciences. Because of the course's requirements of time and involvement (three hours of a seminar, weekly programs, and reading and writing assignments), it carries four credits. One semester offers credit in Area I and the other in Area II so that each can be the third course in fulfilling Area requirements.

First-year students and sophomores may be interested in the Honors sections offered in History (201H, 202H), Philosophy (102), Physics (101-102), and Psychology (211, 212).



# February

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Monday  
**20**  
Presidents' Day

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Tuesday  
**21**

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Wednesday  
**22**

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Thursday  
**23**

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Friday  
**24**

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Saturday  
**25**

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Sunday  
**26**

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## **Foreign Study Opportunities**

William and Mary sponsors several foreign study programs which enable interested students to spend a summer, semester, or academic year abroad. Students may also study at institutions with which William and Mary has no direct affiliation. With prior approval, students may transfer credit from those institutions to the College. Further information is available from the Center for International Studies, extension 4354.

## **Language House Program**

Through the Language House Program, the College offers a unique educational experience by providing a coeducational residential program for the study of foreign languages and cultures. With the support of the faculty of the Modern Languages and Literature Department, the Center for International Studies, and the Office of Residence Life, the program includes four distinct residence halls with exposure to French, German, Spanish, and Italian languages and cultures. The students of each house design and organize their own programs and activities. The French, German, and Spanish Houses, with approximately 40 students in each, are staffed by a foreign national Resident Tutor who provides written and oral language assistance. The Italian House accommodates ten students.

## **Shared Experience Internship Program**

The Shared Experience Internship Program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. Shared Experience is a local internship program with a roster of sponsors that includes social service agencies, educational institutions, stockbrokers, government

agencies, museums, private businesses, and others. The potential for academic credit is available for a student's learning experience. Students must apply through the Office of Career Services, 140 Morton Hall.

## **The Washington Program**

The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital--its people, places, and institutions. It seeks to provide participants with exposure to the resources available in Washington in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Government Department, Morton Hall.

## **Writing Resources Center**

The Writing Resources Center, located in 115A Tucker Hall, is available for students having difficulty with any phase of composition, from reviewing mechanics and improving style to overcoming writer's block. It is staffed by trained tutors who are prepared to guide and teach students rather than edit their papers. Students are accepted by appointment and on a walk-in basis on weekdays and some weekday evenings. To verify the current operating hours of the Center, students may call extension 5503.

# **ACTIVITIES**

## **Black Culture Series**

The Black Student Organization, in conjunction with the Office of Minority Affairs, presents each year a series of activities designed to enrich the

**WATCH FOR in March:**  
"Films on Art" Series at Muscarelle.  
Selected Wednesday and Sunday afternoons.

# February March

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Monday

**27**

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Tuesday

**28**

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Wednesday

**1**

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Thursday

**2**

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Friday

**3**

Spring Break Begins 5 p.m.

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Saturday

**4**

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Sunday

**5**

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community's appreciation of Black artistic contributions. The Black Culture Lecture Series has featured such artists as Esther Rolle, Maya Angelou, Ruby Dee and Ossie Davis, Gwendolyn Brooks, and Sweet Honey in the Rock.

### **Book Fair**

At the beginning of each semester, the Student Association sponsors a Book Fair in the Campus Center. Students can buy and sell used books at discount prices. In addition, at the end of the final day, the S.A. sells remaining books at a drastically reduced rate.

### **Busch Gardens**

An amusement center called The Old Country is Busch Gardens' Virginia home. Presenting a panoramic view of England, France, Germany, and Italy, the theme park has seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's largest roller coaster, the "Loch Ness Monster." The Old Country is located on Route 60 East, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Information regarding hours of operation and special events may be obtained by calling 220-2896.

### **Campus Movies**

The Student Association Film Series presents each week of the regular session a top-rated current film.

Admission is by season pass only, which can be purchased for a nominal fee at registration and validation, the S.A. office, or on any film night. All William and Mary students, staff, and faculty members with a current ID may purchase tickets.

### **Charter Day Convocation**

Each February the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features a major address by an individual with a significant relationship with the College and the awarding of several honorary degrees. The prestigious Jefferson Awards are also presented at this convocation.

### **Colonial Williamsburg**

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, and slide shows. Students, by presenting their current ID cards, are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and the bus system. The taverns in C.W. feature meals in Colonial Virginia style and are within walking distance of the College.

Information about C.W. may be obtained by calling the Information Center at 229-1000.

### **Concerts**

William and Mary hosts a number of concerts per year, ranging from rock to folk to whatever else is happening. Tickets for Hall events may be purchased at the box office.

Still other concerts are regularly presented at Scope (Norfolk), Hampton Road Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.

### **Craftshow**

The Campus Center sponsors a Christmas Craftshow each year. The show

# March

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Monday

**6**

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Tuesday

**7**

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Wednesday

**8**

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Thursday

**9**

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Friday

Last Day for Course Withdrawal

**10**

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Saturday

**11**

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Sunday

**12**

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normally coincides with the Williamsburg Christmas Parade, which is held the first Saturday of December. Approximately fifty people from both the local and college communities participate in the Craftshow. The show is held from 10:00 a.m. to 4:00 p.m. in the Campus Center Ballroom.

## **Films**

Several campus organizations and departments sponsor films on a regular basis for the College community.

The Williamsburg Theatre, located on the Duke of Gloucester Street, shows first-run films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Martin Cinema, located in the Monticello Shopping Center, is a double theatre which always features two current films.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas.

## **Green and Gold Christmas**

Green and Gold Christmas is a student-sponsored Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area. Students are asked to serve on committees to plan the event and also to sponsor a child for the day. The day features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. One finds the magic of Christmas in the children, and the children experience Christmas as they never would have without the students. Interested students should call the Associate Dean of Student Affairs for Activities and Organizations at extension 4557.

## **Homecoming**

Probably the largest weekend of the year for activities and events, Homecoming signals the return of many alumni and friends to the William and Mary campus. A major attraction to the festivities is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in float competition. The highlight of the day is the football game with the crowning of the Homecoming Queen by the president of the College. Following the game, residence halls along with fraternity and sorority houses are open for receptions in honor of returning alumni. The weekend also features a concert in William and Mary Hall.

## **Intercollegiate Athletics**

The Office of Intercollegiate Athletics administers the thirteen men's and women's varsity athletic sports and the overall athletic program. The department is housed in William and Mary Hall, extension 4134 or 253-0633.

## **Intramural Sports**

All students are encouraged to participate in the intramural sports program, whether in team or individual sports. Entries may be made up from residence halls, schools, sororities, fraternities, or independent groups of individuals. Students enrolled at the College are eligible to complete in the following intramural activities: archery, badminton, basketball, bowling, free throws, golf, handball, horse-shoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. Programs offered may vary, depending on interest and levels of participation. Intramurals are under the auspices of the Office of Recreational Sports, extension 4498.

# March

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Monday

Spring Break Ends 8 am.

**13**

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Tuesday

**14**

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Wednesday

**15**

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Thursday

**16**

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Friday

St. Patrick's Day

**17**

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Saturday

Exhibition at Muscarelle: Photographs by David Hockney  
through April 30

**18**

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Sunday

Palm Sunday

**19**

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## Parents Weekend

Parents Weekend is scheduled each fall as a time for parents to become better acquainted with student life at William and Mary. Sponsored by the Association of Parents (to which students' parents automatically belong), the weekend is ordinarily held in early October. On the Friday of Parents Weekend, classes are open for parental visits, and there is a traditional workshop for the parents of new students on Friday afternoon. Activities scheduled throughout the weekend are designed to permit parents to meet faculty members and administrators and to become better informed about College life. The weekend normally concludes with a prominent speaker or performance on Saturday evening. The Dean of Student Affairs coordinates Parents Weekend and serves as administrative liaison to the Parents Association.

## Recreational Sports

The Office of Recreational Sports, located in the new recreation building behind William and Mary Hall, exists to provide students with a wide variety of activities such as intramurals, sports clubs, informal recreation, fitness/wellness opportunities, and outdoor programs. Facilities include the recreation building, Adair Gymnasium, William and Mary Hall, Lake Matoaka Boathouse, and other outdoor facilities. Equipment may be checked out with a student ID card. Facilities are open seven days per week during the academic year and often during the break periods.

Intramurals are separated into men's, women's, and co-recreational divisions for most activities. Play is held for each of over 30 sports/activities during the year. Informal or open recreation, generally considered "free play," is offered in aerobics, swimming, racquetball, squash, bas-

ketball, weightlifting, canoeing, and kayaking.

The Sports Clubs program consists of clubs in 18 different areas, including badminton, crew, lacrosse, sailing, men's and women's rugby, surfing, ice hockey, and skiing. Each club is self-governing, self-supporting, and dictated simply by student interest in the activity. For more information on any activity, program, or service offered by the Office of Recreational Sports, students should call the Office at 253-4498.

## Sidewalk Art Show; Occasion for the Arts

The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and crafts displays held every year in the Merchants Square section of the Duke of Gloucester Street. The Occasion, held in the fall, is sponsored by An Occasion for the Arts, Inc.; the Sidewalk Art Show is held in April under the auspices of the Junior Woman's Club.

## Yule Log Ceremony

The annual Yule Log Ceremony, sponsored jointly by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the Christmas Break. The ceremony includes lighting a tree on the rear portico, singing Christmas carols, reading from the Scripture, lighting the menorah, presenting a brief history of the Yule Log Ceremony, and bringing in the Yule Log. The ceremony concludes with hot cider and cookies being served.



# March

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Monday

**20**

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Tuesday

**21**

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Wednesday

**22**

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Thursday

**23**

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Friday

Good Friday

**24**

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Saturday

**25**

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Sunday

Easter

**26**

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## LOCAL SHOPPING AND SERVICES

### SHOPPING CENTERS

Colony Square Shopping Center - Richmond Road  
James-York Plaza Shopping Center - Merrimac Trail  
Kingsgate Center - By-Pass Road  
Marketplace Shopping Center - McLaws Circle  
Merchants Square - Duke of Gloucester Street  
Monticello Shopping Center - Monticello Avenue  
Outlet Limited Mall - Richmond Road  
Village Shops at Kingsmill - Route 60 East  
Williamsburg Outlet Shops - Route 60 West  
Williamsburg Pottery Outlet - Route 60 West  
Williamsburg Shopping Center - Richmond Road  
Wythe Green Shopping Center - Richmond Road

### AUTOMOBILE RENTING AND LEASING

American International Rent A Car Williamsburg-Jamestown Airport	220-3345
Avis Rent A Car 1187 Jamestown Road	229-3638
Patrick Henry Airport	877-0291
Colonial Rent-A-Car Inc. 1229 Richmond Road	220-3399
Williamsburg-Jamestown Airport	220-9264
El-Cheapo Car Rental 3279 Lake Powell Road	229-6130
Hertz Rent A Car Patrick Henry Airport	877-9229
Holiday Oldsmobile Cadillac GMC 438 Merrimac Trail	253-1960
Little Cheeper Car Rentals 722 Merrimac Trail	253-0123
National Car Rental Williamsburg Hilton	220-3856
Patrick Henry Airport	877-6486
Patriot Chevrolet Buick Corp. 212 Second Street	220-1700
Payless Car Rental 5014-A Williamsburg Road	222-5965
Pittman Chrysler-Plymouth-Dodge 1440 Richmond Road	229-1050
Williamsburg Ford Lincoln Mercury 217 Second Street	229-2411
Toll Free Numbers:	
Agency Rent-A-Car	800-321-1972
Avis Rent A Car	800-331-1212
Hertz Rent A Car	800-654-3131
National Car Rental	800-328-4567

March  
April

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Monday

**27**

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Tuesday

**28**

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Wednesday

**29**

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Thursday

**30**

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Friday

**31**

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Saturday

**1**

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Sunday

**2**

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## **BANKS**

Bay Savings Bank James York Plaza	229-6192
Central Fidelity Bank 1006 Richmond Road	874-9103
Citizen's and Farmer's Bank Corner Rt. 60 and Rt. 607	564-8114
Crestar Bank 120 Monticello Avenue	253-9269
James-York Plaza	253-9275
Prince George & N. Henry	253-9284
Garrison Dr. & N. Mt. Vernon	253-9286
1186 Jamestown Road	253-9254
Route 60 W. & Centerville Rd.	253-9278
496 McLaws Circle	253-9295
401 Duke of Gloucester Street	253-9205
Dominion Bank 817 Merrimac Trail	220-1220
First & Merchants National Bank 1801 Richmond Road	220-1500
First Virginia Bank Commonwealth 300 Second Street	229-4191
171 Monticelle Avenue	220-2611
Jefferson National Bank 306 South Henry Street	229-7700
100 McLaws Circle	229-7708
255 Richmond Road	229-7700
Williamsburg Shopping Center	229-7700
Newport News Savings & Loan 1312 Jamestown Road	229-5400
Sovran Bank 1310 Jamestown Road	220-1607
1801 Richmond Road	220-1500
263 McLaws Circle	220-7836
5700 Williamsburg Landing Dr.	220-7835

## **BICYCLE SALES AND SERVICE**

Bikes Unlimited 759 Scotland Street	229-4620
Bikesmith of Williamsburg 515 York Street	229-9858

## **CLEANERS**

Berkeley Cleaners of Williamsburg 1208 Jamestown Road	229-7755
James-York Plaza	229-7440
Bon-Care Custom Cleaning	229-8558
Boulevard Cleaners 240 McLaws Circle	229-1813
1012 Richmond Road	220-2116
4440 John Tyler Highway	220-2039

**WATCH FOR in April:**  
Music at Muscarelle. Selected Sundays at 3 p.m.  
Room Selection Process

# April

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Monday

**3**

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Tuesday

**4**

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Wednesday

**5**

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Thursday

**6**

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Friday

**7**

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Saturday

**8**

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Sunday

**9**

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Han's Cleaners	
6967 Richmond Road	564-8759
Ladda's Tailor Shop & Tuxedo Rentals	
Monticello Shopping Center	229-2224
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556
638 Merrimac Trail	229-1414
Old Towne Shopping Center	229-3424
Maytag Homestyle Laundry	
Farm Fresh Shopping Center	229-9274
Town and Country Cleaners	
459 Merrimac Trail	229-4990

## COMMUNITY RESOURCES

Al-Anon Family Group	220-4303
Alcoholics Anonymous	220-4303
Chamber of Commerce	
201 Penniman Road	229-6511
Colonial Community Mental Health Ctr.	
1657 Merrimac Trail	220-3200
Colonial Williamsburg	
Information Center	229-1000
Division of Motor Vehicles	
952 Capitol Landing Road	253-4811
Social Service Bureau	
310 N. Boundary Street	229-3626
United States Postal Service	
110 S. Henry Street	229-4668
Virginia Employment Commission	
1301 N. Mount Vernon Avenue	253-4820
Williamsburg Hotel/Motel Assoc.	220-3330
Virginia	800-582-8977
Other States	800-446-9244
Williamsburg Regional Library	
515 Scotland Street	229-7326

## COMPUTERS AND SOFTWARE

Alpha Systems Inc.	
161-A John Jefferson Road	253-2440
Computer Business Systems Inc.	
106 Westover Avenue	253-2770
Hertzler Bros. Inc.	
7191 Merrimac Trail	220-9362
Next Generation Computers	
1915 Pocahontas Trail	229-5942
Precision Software Corp.	
263 McLaws Circle	229-4433
Radio Shack	
Williamsburg Shopping Center	229-4157
Sound Data Systems	
108 Tewning Road	220-3237

**April**

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**Monday**

**10**

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**Tuesday**

**11**

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**Wednesday**

**12**

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**Thursday**

**13**

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**Friday**

**14**

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**Saturday**

**15**

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**Sunday**

**16**

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## **COPYING AND DUPLICATING SERVICE**

Duplicating Services	
Swem Library	253-4678
Big Red Q Quickprint Center	
1457 Richmond Road	229-2323
DATAMAT-Print Shack	
1315 Jamestown Road	229-6230
Kinko's Copies Inc.	
513 Prince George Street	253-5676
Kwik-Copy	
948 Capitol Landing Road	220-3299
Sir Speedy Printing	
Marketplace Shopping Center	220-1191
Williamsburg Press Inc.	
110 Bacon Avenue	229-3511
World Wide Graphics	
1264 Richmond Road	220-2491

## **FLORISTS**

Balloons-In-Store	
1318 Jamestown Road	229-8662
Balloons Over Williamsburg	
Kingsmill Village Shops	229-7255
Charisma	
Kingsmill Village Shops	229-2533
Farm Fresh House of Flowers	
455 Merrimac Trail	253-0063
Flower Cupboard	
205 N. Boundary Street	220-0057
Garden Gallery Florist	
101 Colony Square Shopping Center	220-1242
Instead of Flowers	
17 Settlers Lane	565-0929
Claude Jones Jr. Florist	
3280 Ironbound Road	229-5589
My Sister's Place Ltd.	
1014 Richmond Road	220-3333
Safeway Stores Inc.	
Richmond Road & Monticello Ave.	253-0363
Schmidt Florist Inc.	
1351 D Richmond Road	229-1665
Williamsburg Floral & Gifts	
701-K James-York Plaza	229-9844
Williamsburg Floral at Kingsmill	
240 McLaws Circle	253-8822

## **LAUNDRIES**

Colonial Workshops Inc.	
1657 Merrimac Trail	229-4119
Master Cleaners of Williamsburg	
1317 Richmond Road	229-6556



# April

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Monday

**17**

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Tuesday

**18**

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Wednesday

**19**

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Thursday

Passover

**20**

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Friday

**21**

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Saturday

**22**

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Sunday

**23**

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# April

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Monday

End of Classes  
Last Day to Request Rescheduled Exams

**24**

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Tuesday

Reading Period  
Spring Honors Luncheon

**25**

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Wednesday

Reading Period

**26**

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Thursday

Reading Period

**27**

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Friday

Exams

**28**

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Saturday

Reading Period

**29**

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Sunday

Reading Period

**30**

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### Self-Service:

Berkeley Cleaners of Williamsburg James-York Plaza	229-7440
Colony Laundrette 124 Second Street	229-8305
Colony Square Laundry Route 31, Jamestown Road	220-3348
Maytag Homestyle Laundry Route 143	229-9274
Town and Country Cleaners 459 Merrimac Trail	229-4996

### NEWSPAPERS

<i>Daily Press-The Times Herald</i>	229-3783
<i>Richmond Times-Dispatch</i>	877-2334
<i>Virginia Gazette</i>	220-1736
<i>Washington Post</i>	564-9649

The following newspapers are sold at the Campus Center Front Desk: *Daily Press*, *New York Daily News*, *New York Post*, *New York Times*, *USA Today*, *Virginia Gazette*, *Virginian Pilot*, *Wall Street Journal*, and *Washington Post*.

### PHARMACIES

Berkeley Pharmacy 1199 Jamestown Road	229-8181
Farm Fresh Pharmacy-Farmco 455 Merrimac Trail	253-2304
Kings Grove Pharmacy 1915 Pocohontas Trail	229-3666
Peoples Service Drugstore Williamsburg Shopping Center	229-0015
Professional Pharmacy of Williamsburg 1302 Mount Vernon Avenue	229-3560
Revco Discount Drug James-York Plaza	229-0131
Rite-Aid Monticello Shopping Center	229-0950
Treasury Drug 115 Colony Square Shopping Ctr.	220-1335
Williamsburg Apothecary Inc. Governor Berkeley Prof. Ctr.	229-1400
Williamsburg Drug Co. Duke of Gloucester Street	229-1041

### SHOE REPAIRING

James-York Shoe Repair 801-B James-York Plaza	229-5154
Williamsburg Shoe Repair 435 Prince George	229-9175

# May

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**Monday**

Exams  
Law Day

**1**

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**Tuesday**

Exams

**2**

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**Wednesday**

Exams

**3**

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**Thursday**

Exams

**4**

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**Friday**

Exams

**5**

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**Saturday**

Reading Period

**6**

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**Sunday**

Reading Period

**7**

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## **STORAGE**

Esquire III Self Storage 3283 Lake Powell Road	220-3283
Jack Rabbit Self Storage 1629 Merrimac Trail	220-3282
John W. McCabe Co. 129 Kingsgate Parkway	253-0031
Sentry Self-Storage 5393 Mooretown Road	565-0980
Tomark Storage 111 Fenton Mill Road	565-1200
Trevillian Moving and Storage 109 Colony Square Shopping Ctr.	229-9505

## **TRAVEL AGENCIES**

All About Cruises 1233 Lafayette Street	253-0900
Carefree Tour and Travel Inc 50 Kingsmill Road	874-9255
Colony Travel Agency Ltd. 424 Duke of Gloucester Street	229-8684
Discovery Travel Inc. 1317 Jamestown Road	220-0402
Sue Mayberry Travel Inc. 240 McLaws Circle	229-7854
Travel Corner 1236-6 Richmond Road	220-1920
Travelaire Inc. of Virginia 801-A Merrimac Trail	229-1642
U-Travel Service Village Shops at Kingsmill	253-1212
Wilson Travel 455 Merrimac Trail	220-3063

## **TYPEWRITERS**

Colonial Typewriters 535 Second Street	229-5818
The Write Place 206 Armstead Avenue	229-7788

## **WORD PROCESSING SERVICES**

Datamat 1315 Jamestown Road	229-6230
Word Processing Center 1264 Richmond Road	220-2491

# May

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Monday

Exams

**8**

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Tuesday

Exams

**9**

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Wednesday

**10**

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Thursday

**11**

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Friday

Senior Class Dance

**12**

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Saturday

50th Reunion Weekend  
Baccalaureate Service

**13**

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Sunday

Commencement Day

**14**

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# May

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Monday

**15**

Residence Halls Close 12 Noon

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Tuesday

**16**

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Wednesday

**17**

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Thursday

**18**

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Friday

**19**

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Saturday

**20**

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Sunday

**21**

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## STATEMENT OF RIGHTS AND RESPONSIBILITIES

In 1973, the College community — faculty, students, and administration — recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and are included.

### Statement of Rights and Responsibilities

The unique nature of the college community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups — students, faculty, and administrators — are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all of the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to insure that, in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a correspond-

ing responsibility to insure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The *Statement of Rights and Responsibilities* is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies, and procedures of the College, except as otherwise prescribed by local, State, or Federal law, shall be measured. No rule, regulation, policy, or procedure which is incompatible with or which contradicts this document may be enacted and any such rules, regulations, policies, or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this *Statement of Rights and Responsibilities* shall not effect the powers of the Board of Visitors as provided by law.

### I

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.

B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to non-discriminatory treatment without regard to race, creed, sex, religion, national origin, or political belief.

C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal law, College regulations, or agreements voluntarily entered into, and does not

interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.
  - a. The membership, policies, and actions of an organization shall be determined by vote of those who hold membership in said organization.
  - b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.
  - c. An organization shall be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President, or his delegated representative, and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.
  - d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a non-discriminatory basis without regard to race, religion, creed, national origin, sex, or political belief, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same sex and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.
2. Right to hold public meetings, to invite speakers to campus of his/her own choosing, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President, or his delegated representative, to reflect the educational purposes of the College and to protect the safety of members of the College community and others. The College

may establish rules, therefore, regulating time, place, and manner of such activities and allocating the use of facilities, but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.

D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights.

1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.
2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be handled more informally by the

appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.

E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:

1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.

2. The right to expect that all records of his/her association with the institution are treated as confidential.

a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution (other than information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974 and information about other members of the College community which is a matter of public record) without the prior written consent of the individual concerned or under the compulsion of law. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President, or his delegated representative, and such others as are agreed to in writing by the individual concerned.

b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the individual concerned. Such decisions shall be made by the President or his designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.

c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I, C, 1c.

d. To minimize the risk of improper disclosure from students' records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and

refrain from using the institution as a sanctuary from the general law.

## II.

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings are preserved and respected, an atmosphere which includes, without limitation, the following specific rights:

1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the Board of Visitors and set forth in the *Faculty Handbook*.
2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.
3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however, that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards or evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.

5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.

6. Right to hear and study unpopular and controversial views on intellectual and public issues.

7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.

B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential and they enjoy the following rights and responsibilities:

1. Right to be free from prior censorship or advance approval of copy.
2. Right to develop editorial policies and news coverage.
3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic status of a student editor or manager shall not be affected, provided, however, that he/she shall remain subject to the provisions of Article I, Section C.3 and D.3.
4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of his/her associates.

### III.

The College, through those who administer its affairs, has a special responsibility to insure that, in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to insure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.

B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.

C. The College has the responsibility to insure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to insure this opportunity.

D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the

needs and desire of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility.

1. To make, from time to time, a clear statement of its purpose and goals.

2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.

3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, section E, 2a, or by the advice of legal counsel in instances involving possible litigation.

E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including, but not limited to*, the following:

1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.

2. The College has the right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.

3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or office equipment for any political or other purpose.

#### IV.

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

#### INTERPRETATION PROCEDURE

*On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the "Statement of Rights and Responsibilities," and his memorandum of that date is an addendum to that Statement.*

The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of implementation are the responsibility of various offices of the College "who administer its affairs." These offices, whose policies and practices have been brought into conformance with the *Statement*, "have a special responsibility to ensure that. . .the rights of all members of the College community are preserved."

There are, however, instances in which the *Statement* must undergo occasional interpretation in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an "appropriate College authority designated by him" to determine when an exception to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College com-

munity "should enjoy the same fundamental rights and privileges . . .except in those rare cases where . . .the rights or privileges. . .would be in conflict. . .with the goals and purposes of the College as an institution of higher education."

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or "an appropriate College authority designated by him."

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority shall take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision.



## STUDENT AFFAIRS

### AUTHORITY AND AGENCIES

#### General Statement

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls, the environment necessary for the pursuit of scholarly activities, the protection of the rights of others, and the assurance of the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in Student Government, in Residence Hall Councils, in the Discipline Committee, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities, including those that prohibit hazing; malicious burning or destruction by explosives of any college building or any other malicious destruction of college property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

The College has established the policy of self-determination for residence hall living (see page 142 for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for one's self and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individuals prerogative of self-determination is always understood in the context of, and circumscribed by, the public laws governing all citizens

and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

#### GENERAL POLICY

##### Violations of Local, State, or Federal Law

Violations of local, State, or Federal law also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State or Federal law shall result in disciplinary action by the College only if the President, or his designee, determines that such disciplinary action is necessary for the protection of other members of the College community or for the safeguarding of the educational community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that public authorities do not prosecute alleged violations of local, State, or Federal law, or the President or his designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action through the College disciplinary process and, if the student is found guilty, a penalty ranging from reprimand to dismissal may be imposed.

When a student is charged with a violation of the law which is also a violation of College regulations, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action.

##### Failure to Comply with Directions

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official, who identified him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the



safety and welfare of the person or persons requested or others, or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the college, constitutes a violation of College regulations for which penalties ranging from reprimand to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and the staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs constitutes violation of this regulation. Failure to comply with written directions from College officials will be a violation of this regulation. In addition, refusal to appear, testify, or remain when requested before the College Discipline Committee or Honor Council or any person connected with the disciplinary or honor processes shall also be considered a violation of this regulation.

### **Appeal Procedure**

Any student found guilty of a violation of College or residence hall regulations by a staff member with disciplinary responsibilities, the Discipline Committee, or a Residence Hall Council, has the right to appeal the finding and the propriety of the penalty imposed to the President of the College or his designated representative. The persons, if any, whom the President may have designated as his representatives with final authority to hear particular categories of appeals are indicated in the appropriate section of this handbook. Appeals must be submitted in writing to the President or his representative within five calendar days of official notification to the student of the findings and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause. See page 108 for more information on appeals.

## **POLICIES AND REGULATIONS**

The following policies and regulations are specific applications of College General Policy and of public statutes with particular relevance for students and are not an exhaustive list either of College regulations or of applicable local, State, and Federal law.

### **Personal Conduct**

Assault and battery, subjecting another person to harassment, abuse, threat, or intimidation are prohibited, as are hazing, pre-initiatory activities, or any other activities which subject another person to mental or physical discomfort, embarrassment, harassment, or ridicule. To contact a witness or any other party to an incident to intimidate him/her or to get him/her to change his/her testimony is also a violation of this regulation. The penalty for violation of this regulation shall not be less than warning nor greater than dismissal.

### **Violations of Law**

See "General Policy," p. 90.

### **Student Identification**

Failure on the part of a student to show his/her identification card upon the request of a campus police officer or other College official who identifies him/herself is a violation of College regulations. In addition, transfer of an identification card to another person or alteration of an identification card would be violations punishable by penalties ranging from reprimand to probation.

### **Disruptive Conduct**

#### **A. Definitions**

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but, to the extent feasible, to the public as well.

To attain its mission as an educational institution and to accomplish

maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

1. Normal Functions and Activities:

A normal function is any lawful activity carried on by the College or conducted under the auspices of, sponsored by, or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs; the care, maintenance, and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation, nor knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of obligations imposed on citizens generally and violation of particular obligations required to maintain an educational institution. These specifically include:

a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.

b. Noncriminal conduct which obstructs or disrupts a normal function, including the unreasonable obstruction of passage of others through corridors or at entrances and exits, other group assemblies which obstruct or disrupt,

unauthorized presences in a building after normal closing hours or after notice that the building is being closed, physical detainment of a student or of a member of the administration, staff, or faculty against his will, the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the college, or any other activity conducted with the intent or awareness that such activity will disrupt or obstruct a normal function is disruptive conduct.

c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested or others or to the maintenance or restoration of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is the President of the College, the Associate Provost, the Dean of Student Affairs, the Director of Academic Support Services, and the Dean of any school or faculty, any member of the Campus Police Department and any law enforcement officer of conservator of the peace, and any person specifically authorized by the President orally or in writing who, in making such request gives notice of the authority given him by the President.

d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of person and property is disruptive conduct.



e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas), balconies, porches, window ledges and mechanical equipment areas of College buildings are closed to all but authorized employees.

## **B. Penalty and Procedure**

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the disciplinary procedures of the College. Conduct prohibited in Section A or B may result in the penalties ranging from reprimand to dismissal.

### **Damage to College Property**

No student shall damage College property nor shall he/she remove College property from the place, or divert it from the use to which it was assigned by the College. No property may be removed from the campus. College property for purposes of this definition shall include property owned or leased by the College and property placed by vendors in College facilities. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

### **Responsibility for Guests**

All guests are expected to abide by College regulations. The student is solely responsible for the behavior of his/her guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary. In addition, a penalty not less than reprimand nor greater than dismissal may be imposed.

### **Stealing and/or Damaging Personal Property**

Stealing is the act of taking or appropriating, without right or leave,

that which belongs to another with intent to keep or with intent to make use of wrongfully that which was taken. Damaging another's property may also be a violation. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-college community. Violation of this regulation is punishable by penalties ranging from reprimand to dismissal.

### **Conduct Infringing on Others**

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes public drunkenness, obscenity, and nudity. All pranks and careless or irresponsible behaviors which cause or have the potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others are unacceptable. Such behaviors include, but are not limited to, water fights, shaving cream battles, indoor sports, etc. Penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Reportable Diseases**

In the event a student is diagnosed as having a transmittable disease, which must be reported to the State Department of Health, the College reserves the right to determine, on a case-by-case basis, whether or not there are conditions which should be established to limit or prohibit the student's continued participation in the College community in the interest of public health and/or the health of the student. This determination shall be made by the Director of the Student Health Service with such consultation as may be appropriate. Specific conditions may include, but shall not be limited to, periodic medical/counseling procedures, confinement to the Student Health Center, reassignment or removal from the residence halls and/or a medical withdrawal from the College. If, in the opinion of the Director of the Student Health Service, the student's condition requires the immediate exclusion of the student from the residence halls or the campus, such an action shall be considered temporary until the student has an oppor-

tunity to receive a full review of the matter by the Director of the Student Health Service.

### **Inspection and Search of Student Living Quarters, Offices, Lockers, or Possessions on Campus**

Routine inspections may be held periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings. Any such inspections, except in the case of emergencies, shall be announced at least three days in advance and a College staff member shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

No student's room, office, lockers or possessions on campus shall be searched by College authorities unless there is reasonable cause to believe that a student is using his/her facilities for a purpose in violation of Federal, State, or local law or of College regulations and a certificate authorizing the search has been issued and signed by the Dean of Student Affairs or, in the case of graduate students, the Provost. The certificate shall state the source of the information, the violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search.

If a student is confined to or brought to the Student Health Center because of a suicide threat, gesture, or attempt or because of severe emotional or psychological distress, the staff at the Student Health Center has the right to inspect the personal belongings brought to the Student Health Center by or for the student and to remove any life-threatening items.

### **Alcoholic Beverage Policy**

The College urges individuals and groups to refrain from excessive use of alcoholic beverages on the College campus or adjacent streets. It is worthwhile to note that students are subject to arrest and prosecution by civil authorities on campus just as they are off campus. College disciplinary action may also be taken for misconduct which results from the use of alcoholic beverages.

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. A copy of the law is available in the Office of the Associate Dean of Student Affairs for Activities and Organizations in the Campus Center.

Because the College permits the scheduling of events at which alcoholic beverages are served, the following regulations apply:

1. No person shall drink alcoholic beverages at or in any unlicensed public place. (For information on obtaining a license, please refer to the document entitled "Alcohol Beverage Control Act; Sections 4-2 (23a) and 4-25(p), and 4-89(j) Code," available in the Office of the Associate Dean of Student Affairs for Activities and Organizations. Public areas include the lobby and lounge areas of College residence halls to which the general public has access, rooms in the Campus Center, fraternity and sorority lounges/living rooms. Kegs shall not be permitted in non-public residential areas.
2. In order to convert public areas to private for the purpose of a social function, the following procedures must be observed:

a. The event must be placed on the College Calendar through the Office of the Associate Dean

of Student Affairs for Activities and Organizations. The event must be scheduled at least three days in advance.

b. Signs must be posted on all entrances to the social event stating the name of the sponsoring organization and/or the title of the social event; these signs must indicate the private nature of the function and the restrictions on attendance.

c. The admission of guests must be supervised by members of the sponsoring organizations posted at entrances to the social function. Such supervision is facilitated at large gatherings if guests register their names on a list as they enter the social function or are admitted by ticket only.

d. No social events involving the distribution or sale of alcoholic beverages shall be scheduled for outside public areas to which entry cannot be readily controlled for purposes of making such areas private.

e. Food or refreshments of any kind (including set-ups, mixers, soda) cannot be sold at a social event where alcoholic beverages are being consumed, unless a license has been obtained by the procedure previously described.

For violations of these regulations, the staff members with disciplinary responsibilities or the Discipline Committee shall have the power to enforce penalties ranging from reprimand to dismissal. In addition to individual sanctions, a group may be denied the opportunity to schedule an event if the group requesting the use of College facilities has previously violated these regulations.

## Drugs

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opi-

ates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

College regulations in conformity with Federal and State statutes governing drug use provide the following:

1. Manufacturing, merchandising, or providing others with drugs is prohibited. The penalty for violation of this regulation shall be not less than disciplinary probation nor greater than dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

## Fires

Fires may not be started in campus buildings or elsewhere on the campus unless they are confined to approved fireplaces. This prohibition shall include burning of personal or organizational property. Under no circumstances may fires be ignited in student rooms. Any student who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. The penalty for violation of the regulation shall be not less than reprimand nor greater than dismissal.

## Fire Safety

For reasons of safety, all fire equipment is to be used only for the purposes intended in its installation. Any tampering with fire extinguishers, fire alarm systems, smoke detectors or other fire equipment will be considered a violation of this regulation. In addition, not leaving or returning to a building when a fire drill is conducted or when an alarm is given will constitute a violation of the regulation. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

## Weapons and Fireworks

Firearms and other items generally accepted as weapons may not be on campus. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is

prohibited. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Toy Weapons**

Toy, counterfeit, replica, or blank-firing firearms may not be on campus. In addition, toy, counterfeit, replica version of other items generally accepted as weapons may not be on campus. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Motor Vehicles and Bicycles**

#### **1. Possession and Use of Motorized Vehicles**

Students may not have motor vehicles (other than motorcycles and motorbikes) on campus unless they are eligible to register them as follows:

- a. the student does not reside in College-administered housing, OR
- b. the student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR
- c. the student resides at the Dillard Complex and has completed the equivalent of two semesters, OR
- d. the student is also a classified or hourly employee of the College, is registered for less than five (5) credit hours, and is paid from the Student Work Budget, OR
- e. the student, although otherwise ineligible, has obtained special permission (designated as *restricted permission*) through the Transportation Appeals Council. Forms are available at the Campus Police Department. Permission may be granted upon demonstration that a vehicle is indispensable for employment essential to continuance at the College, for physical disability, or for other essential College-related needs. A student who brings a motor vehicle to Williamsburg without prior special permission, in anticipation of receiving that permission, is in violation of this regulation.

Students who would be eligible for a motor vehicle under this regulation may not register a motor vehicle for

another student who would not be eligible.

The penalty for a first violation of the automobile regulation shall be not less than reprimand nor greater than suspension for one semester and, for a subsequent violation, shall be not less than reprimand nor greater than dismissal.

College regulations require that all eligible motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Traffic Advisory Council recommends and reviews regulations governing registration of vehicles as well as parking and traffic on the College campus. College motor vehicle regulations, procedures, and penalties are set forth in the pamphlet, *Motor Vehicle Regulations*. The operation of a motor vehicle on the College campus constitutes implied consent for College parking and traffic violations to be handled through informal disciplinary procedures with final written appeals to the Transportation Appeals Council.

#### **2. Possession and Use of Bicycles**

All bicycles owned or operated on campus must be registered with the Office of Campus Police, the City of Williamsburg, or some other legal jurisdiction. Violation of this regulation will be subject to the same fine as specified for failure to register a motor vehicle on campus.

All bicyclists are required to operate their bicycles in accordance to the same law that pertains to motor vehicle operation.

If a bicycle is operated at night, it must be equipped with a light on the front and a reflector on the rear.

#### **3. Parking**

Motorized vehicles and bicycles may not be parked in College residences or in any other areas except those designated for student parking. In addition, the Campus Police reserve the right to

remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle be destroyed. Vehicles impounded in this fashion may be recovered through the Campus Police Office.

For more detailed information, the student should refer to the pamphlet, *Motor Vehicle Regulations*, available at the Office of the Director of Academic Support Services and the Campus Police Office.

#### 4. Jaywalking

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks and at intersections. However, jaywalking by pedestrians is not permitted. Jaywalking includes: standing, walking, or running in any street which is paralleled by an unobstructed sidewalk other than when crossing the street; standing, walking, or running in any street in careless or reckless disregard of traffic or of one's own personal safety, or in a manner which interferes with the flow of traffic. Where there is no sidewalk, pedestrians should walk on the side of the road facing oncoming traffic.

#### Public Performances and Use of College Name

No person or group of persons shall represent the College in a public performance of any kind unless prior approval has been obtained from the Provost. No person or group of persons shall use the College name unless prior approval has been obtained. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

#### Solicitation by Students or Others

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approval for solicitation by students and student groups must be obtained through the Associate Dean of Student Affairs for Activities and Organiza-

tions. Approval for solicitation by non-students must be obtained through the Office of the Dean of Student Affairs. The penalty for violation of this regulation shall be not less than reprimand nor greater than suspension.

#### Policy for Posters, Banners, Signs, and Demonstrations

Article I, Section C-2 of the "Statement of Rights and Responsibilities" guarantees to members of the College community the "right to hold public meetings, to invite speakers to campus . . . , to post notices, and to engage in peaceful, orderly demonstrations." The following guidelines are designed to regulate these processes (but they shall not be used as a means of censorship).

Recognized student organizations, departments and offices of the College, and members of the College community may place posters\* on kiosks, bulletin boards and other specifically designated areas around the campus.

\* (Posters shall be defined as signs, advertisements, handbills, announcements, and other information devices.)

Posters may be placed on campus bulletin boards with the following provisions:

- 1) They may not exceed 14 inches by 22 inches in size.
- 2) They must carry the name of the sponsoring organization and the date of posting (week of posting).
- 3) Posters should be removed at the end of two weeks unless an extension is granted.
- 4) No advertisement offering paid-for-research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.

Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Association Dean of Students for Activities and Organizations prior to hanging and may only be hung in certain designated areas with the following provisions:

- 1) They must carry the name of the sponsoring organization.
- 2) Banners may be posted for no longer than two weeks unless an extension has been granted by the Associate Dean of Students for Activities and Organizations.



3) Signs and banners which are hung near entry ways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.

Banners, signs, or posters may not be posted or hung on trees, poles, walls, doors, windows or fences without special permission. Unauthorized signs will be removed.

All signs, posters, and banners should conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.

Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may only be distributed outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

Violation of this policy by individuals or groups will result in disciplinary action. Penalty may range from restitution of damages to disciplinary probation and may include the removal of recognition for the sponsoring organization.

### **Demonstrations**

The right to peaceful assembly is provided for and insured by the "Statement of Rights and Responsibilities" (Article I, Section C-2). In accordance with procedures developed by the Committee on Campus Facilities, Policy, and Scheduling, demonstrations must be scheduled in advance with the Associate Dean of Student Affairs for Activities and Organizations with a specific location, beginning and ending time, and name of sponsoring organization being provided.

Demonstrations may not block entrances to campus facilities nor the privilege of free passage to individuals. Should amplification systems be used they must meet acceptable volume levels depending on locations and time of day.

Failure to schedule demonstrations and/or failure to abide by requirements established as a condition for scheduling may result in penalties ranging from the loss of the opportunity to schedule events in the future to dismissal. (In addition, such events might also be considered a violation of the Disruptive Conduct regulation, in which

case the prescribed penalties would apply. See pp. 80, *Student Handbook*).

### **Sexual Harassment**

The following policy statement on sexual harassment has been approved by all the Faculties of the College:

Every member of the College community has the right to work, study, teach and conduct research in an environment free from sexual pressure of any kind. Sexual harassment is an infringement on that right and will not be tolerated in any form.

On the other hand, the College recognizes that interpersonal rapport between students and faculty is a natural and desirable aspect of the college experience. Faculty should be aware, however, that a situation in which they have a dual relationship with a student — a professional as well as a less formal relationship — has the inherent potential for exploitation. Particularly astute judgment should be exercised when a faculty member is in a position to give grades, letters of recommendation or grants to a student with whom he or she also has a less formal relationship. In the view of the College, the above described dual relationship is clearly subject to exploitation due to the power imbalance involved.

Any student with a grievance within this policy should first inform immediately the offending party of the unwelcome character of the behavior. If the behavior persists, or if there are any apparent reprisals, the student should inform the relevant department chairman or dean who, within standing procedures governing imposition of sanctions for misconduct of a faculty member, is charged with responsibility for making inquiries and, if the evidence warrants it, prosecuting the matter within stipulated *Faculty Handbook* procedures.

For a student who believes he or she may have been sexually harassed but is uncertain as to whether a complaint is justified or whether he or she wishes to initiate a formal grievance, it may be helpful to discuss his/her concerns confidentially and informally with the Director of Equal Oppor-

tunity and Affirmative Action Programs or with a staff member at the Center for Psychological Services or with another member of the Student Affairs staff.

The Equal Employment Opportunity Commission's Guidelines on Discrimination Because of Sex, as amended, and Title IX guidelines incorporate the following definitions:

Accordingly, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment status or admission to an academic program,

(2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment.

### **Self-Defense Items**

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways would constitute a violation of College regulations. The penalty for violation of this regulation shall be not less than reprimand nor greater than dismissal.

### **Medical and Emotional Emergencies**

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Student Affairs, ext. 4387.

## **COMPUTER UTILIZATION**

Students at William and Mary may use the academic computing PRIME system for any school-related and non-commercial activities; each student has his/her own account on the PRIME system. In addition to class assigned work, the computer may prove useful for electronic mail, sharing projects with class members, word processing, or developing solutions to lab assignments, for example.

The Computer Center has instituted regulations to ensure 1) that each individual using the computer can be confident in the privacy of his/her work and materials; 2) that no one will be unwillingly subjected to abusive behavior of others using the system; 3) that the resources available to the community are not consumed by a few individuals; and 4) that "electronic vandalism" does not destroy the computer of its programming.

### **Privacy and Security**

In principle, the account owner is responsible for any activity done under that account. In fact, of course, people occasionally steal passwords and use others' accounts. It must be clear that the USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) CONSTITUTES THEFT. There are appropriate ways of sharing projects and files; the Computer Center staff can help students with them.

Security on the PRIME system is controlled through students' passwords. For each account, the Computer Center creates a password, but it should be changed as soon as convenient so that the individual is the only person who knows it. **PASSWORDS SHOULD BE CHANGED FREQUENTLY.**

Note: Any reference to computing systems in the information below includes PRIME, NAS, and IBM Computers, as well as Public Computer Workstations.

### **Abusive Behavior**

Occasionally, users have complained of someone's using the computers to harass them in some way, for instance, sending computer mail that is abusive, obscene, threatening, or just plain nuisance. At other times users have been offended by obscene, vulgar, or derogatory output that has been

prominently displayed on a public workstation or printed and left in public output areas. Even without trying to snoop, it is impossible for other users or operators to separate and file output without seeing it.

Abusive behaviors are not permitted. When someone complains of behavior that seems to be a misuse of the computing facilities, the Computer Center staff will investigate it and do what is necessary to ensure that such misuse does not continue.

### Control of Resources

Students must respect the needs of others when using the computers. The areas where judgement is required include using input and output devices and loading the system.

### Input Devices

The chief form of input device is a public access workstation, located in several labs around the campus. During some times of the semester, all of these workstations are in use. Whenever there are insufficient workstations for those with assignments involving computer use, computing unrelated to course work, particularly game playing, must be curtailed.

### Output Devices

The printing resources are frequently overburdened, so there are guidelines in effect at all times. The regulations vary according to printer, faster ones having higher limits; but in no case may Computer Center facilities be used to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than computer printer.

### Loading the System

Particularly during the busier times of the semester, programs which use great amounts of computer power drastically interfere with the abilities of others to get their work done. Accidental overuse of computer power will not be penalized, but students are responsible for avoiding recurrence of this type of inefficiency.

## Electronic Vandalism

The operating system controlling the PRIME computers, for example, restricts the power of users to interfere maliciously with the rights of others. No shared computer system, however, can be made impervious to concerted efforts to destroy it. Users may not modify an operating system or their privileges under it in any way. Changing the operating systems is fundamentally the same as destroying the computers themselves and is destruction of College property.

"Rules and Regulations Regarding Use/Misuse of Computing Resources" follows and is provided at initial login to the PRIME computers. Users may also type "help rules" for an online listing of these rules and regulations.

### Rules and Regulations Regarding Use/Misuse of Computing Resources

1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.
2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.
3. Keep your password secret and NEVER give it to any one else. Change it frequently (every 30 days); and if you suspect that your password is known by another user, change it immediately.
4. Do not attempt to penetrate system security:
  - a. Do not attempt to use system passwords. Do not attempt to use other users' passwords.
  - b. Do not attempt to override a system's account or security routines.
  - c. Do not deliberately crash or attempt to crash a system. System crash is defined as the stoppage of a computer system due to either a hardware or software failure in a component or system during operations which renders it unavailable for use.
  - d. Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior including the following:

System response is considerably slower than normal due to an individual's running a program whose major intent is to slow system response.

Workstation behavior is altered from that established by College officials.



5. Never use a computer to annoy or harass anyone; this especially applies to the use of ELECTRONIC MAIL, CONFERENCING, BULLETIN BOARDS, and MESSAGE facilities.
6. Do not transmit or print language which, in the opinion of College officials, is obscene, vulgar, or abusive.

7. Respect posted limits on the use of computer resources, e.g. volume printing; no one has the right to use a computer in a way that hampers the ability of "the average user" to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications.

8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and DO NOT repeat the action.
9. Absolutely no "hacking" at a system or other public software is permitted. No one may attempt to increase his or her rights, to substitute another ID for one's own, or to gain unauthorized access to system material or private material whose owner has not given explicit permission.

Hacking is defined as unauthorized, or attempted access or entry, to computer facilities and/or computer-based data. This definition includes unauthorized attempts to breach security techniques set up to protect a computer system as well as unauthorized experimentation with system hardware, software, and communications systems. This definition applies whether or not there is any intent to obtain, alter, or destroy specific information.

10. Computer Center officials reserve the right to access and examine the files and/or actual terminal sessions of any computer user to investigate violations

or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance, or computer malfunctions. In such an event, users whose files or terminal sessions are being examined have no expectation of privacy with regard to their files, data, or communications.

11. Enforcement and application of these rules and regulations shall normally be handled by Computer Center officials. However, cases may also be referred to the Honor Council or to the judicial system.

### Violation

Penalties for violation of these rules and regulations shall be not less than warning nor greater than dismissal and include but are not limited to the following:

- a. Warning: Alerting a student to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
- b. Loss of Computer Privileges: Limitation or removal of computer privileges, including restriction from the use of computer facilities for a period specified by College officials.
- c. Restitution for Damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.

## ADMINISTRATION OF UNDERGRADUATE POLICIES AND REGULATIONS

### I. BASIC POLICY

The judicial system at the College of William and Mary exists to ensure a living/learning environment which reflects the values of the institution. Through it, the College seeks to guide students toward the development of personal responsibility, respect for others, and mature behavioral standards.

To ensure that such a system protects the rights of students and the integrity of the College, the following procedures and structures have been established. While this system may have some similarities with the legal system established in the broader community, it should be emphasized that the College's judicial system is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

The authority for discipline is vested in the President by action of the Board of Visitors. The President has empowered the members of the Student Affairs staff, the Student Hearing Board, the Honor Council, the Judicial Panel, the Appeals Committee, and the Associate Provost to adjudicate charges of alleged misconduct by students and to levy fair penalties as provided in these procedures. The President reserves at all times the right to designate other persons or to appoint special committees as necessary to aid in the judicial function. While there is no right of appeal to the President, the President further reserves the right at all times to review any decision made and to take such action as shall be in the best interest of the institution.

### II. CHARGES OF MISCONDUCT

A charge of misconduct (i.e. that a violation of College regulation has occurred) may be made against a student or a student organization by a fellow student; by a member of the faculty, administration, or support staff; by a visitor or a guest to the campus community, or by a member of the local community. Charges of misconduct must be in writing and shall be filed with a member of the Residence Life Staff, the Office of Academic Support, or the Office of the Associate Dean for Activities and

Organizations. Such charges should be submitted within 48 hours of the alleged violation of College regulations. If an alleged violation is not reported within four months of the time it becomes known by the complainant, it will normally be disregarded unless the appropriate administrative officer concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing. When a written charge of misconduct is received, the appropriate member of the Student Affairs staff first determines whether the charge is frivolous (in which case the charge shall be dismissed) and whether the alleged offense is more or less serious.

More serious cases (where the alleged offense might be punishable by a penalty of removal from the College's residence halls, probation with loss of privileges, suspension or another form of separation from the College) will normally be adjudicated by the Director of Academic Support, the Director of Residence Life, and/or the Associate Dean for Activities and Organizations or by the Judicial Panel.

Less serious cases (when the alleged offense might be punishable by a penalty less than probation with loss of privileges) including, but not limited to, an allegation of violation of residence hall regulations will be heard by an appropriate member of the Student Affairs staff or by the Student Hearing Board. Normally, more informal procedures will be used in deciding these less serious charges. However, the essential elements of fairness require that the student be provided a copy of the written charge, that the student also be provided, upon timely request in writing, with a summary of the principal facts underlying the charge to the knowledge of the appropriate member of the Student Affairs staff, with opportunity to respond on his/her behalf, and to receive written findings for a penalty greater than an oral warning.

A student may elect to have a charge of misconduct adjudicated by either the member of the administrative staff investigating the complaint or by the appropriate hearing body. The student will have up to 24 hours to make this decision. That choice, once made, is irreversible. If the student does not inform the administrator handling the case of a decision on the hearing option, the case will automatically be referred to the appropriate hearing body. The right of appeal is assured regardless of the method of adjudication selected.

### III. GENERAL PRINCIPLES

A. If a student fails to make and keep an appointment with the administrator investigating the charges against him/her within three days after being properly notified, (proper notification will consist of a written notice to the student sent by certified mail with a return receipt or delivered personally by the College staff - College staff is understood to include but is not limited to Head Residents and Resident Assistants), an additional charge of failing to comply with directions of College authorities may be added (see page 91).

B. If an accused student refuses to appear or to otherwise make him/herself available for a hearing without demonstrating justification for postponement (as determined by the Chair of the scheduled committee or the administrator handling the case) and after having received proper notice of the date, time, and place of the hearing, the student will be deemed to have waived the right to appear; and the hearing will be held as scheduled. Absence of the student in such circumstances will not constitute sufficient grounds for an appeal.

C. Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to testify honestly and completely. Failure to do so may be considered a violation of College regulations (see page 91) and/or of the Honor Code except that no student will be asked or expected to testify against him/herself.

D. A student who withdraws from the College after notification, either orally or in writing, that disciplinary charges are pending will be notified that the permanent record (transcript) will carry the notation, "Withdrawn While Disciplinary Charges Pending." Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Student Affairs to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.

E. All charges of violations of College regulations will normally be heard within ten working days (excluding weekends or intervening College breaks) of the receipt of the allegation of misconduct by the Student Affairs staff except in unusual cases where 1) the Dean of Student Affairs grants a continuance to the administrative officer

or 2) the Chairman of the judicial committee to which the case has been assigned or the administrator hearing the case grants the accused a continuance. A case may not be heard in less than 48 hours unless the student waives in writing the right to 48-hour notification.

F. Information which is not from a firsthand source may be considered in the course of a hearing under certain conditions, i.e. the technical rules of hearsay evidence do not apply. The Chairman or administrator hearing the case will rule on whether or not such information is appropriate and may be admitted in the hearing. In no case may the verdict be premised solely on such information.

G. Because the College considers the testimony, evidence, findings and penalty confidential (but imposes no such restriction on the student), the hearing is normally closed. Upon the request of the student at least 48 hours in advance and when approved by the committee/administrator hearing the case and the Dean of Student Affairs, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote or the administrator handling the case may decide to close the hearing.

H. Except in the instance of an oral warning, the student will be notified in writing of the decision in his/her case and the findings on which it was based. If the result is a type of separation, the student will be entitled to attend classes and participate in other College functions until he/she is so informed, unless the committee or administrator hearing the case (with concurrence of the Dean of Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others.

I. In cases where more than one student is charged with misconduct for the same incident, the appropriate administrator or committee may hold a single hearing on the matter, but separate findings must be determined for each student charged in the incident.

J. Administrative officers or committee members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, an accused student may request that an administrator or committee member be disqualified

for bias. Any such request must be timely, in writing, and set forth the factual basis for the request. The Dean of Student Affairs will decide whether an administrator so charged should be disqualified. The Chair of a committee whose member is challenged will decide such challenges unless the member challenged is the Chair. In such instances, the decision on disqualification will be decided by majority vote of the committee membership.

K. A student found guilty of a violation(s) of College regulations may have access during normal working hours to the materials in his/her case file. The Director of Academic Support may establish reasonable rules concerning such access to ensure that the record remains complete and accurate. A student found guilty of violating College regulations may request a copy of the tape recording of the hearing or other materials from the case file, and these will be provided upon receipt by the College of reimbursement for the cost of duplication. In those instances where the copying of such material might violate the rights of another person's confidentiality, written permission for release is required from the affected party(ies) as a condition of duplication.

#### **IV. THE JUDICIAL COUNCIL**

The Judicial Council is a committee of student, faculty and administrative members constituted as follows:

Students - 13 undergraduates (5 seniors, 4 juniors, 4 sophomores) selected on an annual basis by the Student Association Council. (Any student who is currently on probation or who has previously been suspended or separated from the College will be ineligible for membership on the Judicial Council.) Each year the Student Association Executive Vice President will coordinate an application/selection process. A committee consisting of the Executive Vice President, the Director of Academic Support, and a faculty member who has served as a member of the Judicial Council (all three serving as ex-officio, non-voting members), along with 2 students who have been Judicial Council members, 2 Honor Council members and 3 SAC members, will select Judicial Council nominees from a pool of not more than 30 names submitted by the Executive Vice President. The Stu-

dent Judicial Council nominees will be submitted to the SAC for election.

Faculty - 5 full-time members of the faculty appointed on an annual basis by the Provost of the College.

Administrative Staff - 4 members of the Student Affairs Division appointed on an annual basis by the Dean of Student Affairs.

The term of office for all members begins the day after classes end in the spring semester and runs through the last day of classes the following spring semester. Should a vacancy occur on the Council or should additional, temporary Council members be required, the Dean of Student Affairs is empowered to make the necessary appointments.

The Office of Academic Support provides assistance to the Judicial Council and Appeals Committee by implementing a training program, by organizing and scheduling the Student Hearing Boards, Judicial Panels, and Appeals Committees, and by providing for recordkeeping and other support needs.

The Judicial Council serves two functions with the membership alternating in its role in a manner appropriate to each function.

A. Student Hearing Board - This board hears less serious cases when the student requests a committee hearing. The Student Hearing Board consists of the undergraduate members of the Council. Three members will adjudicate each case. Each three-member board will select one of its members as Chair. A fourth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Board will be designated as Recorder. The Recorder will summarize the evidence presented and the findings of the Board (indicating the reasons for the verdict and penalty, if the finding is one of guilt). This summary should be filed in the appropriate Student Affairs Office within 48 hours of the hearing along with a copy of the written notification to the student of the decision of the Board. At the request of a Student Hearing Board, the Student Affairs staff member assigned to investigate the alleged charge may present the information supporting the charge. Appeals of Hearing Board decisions (or decisions of the same degree of seriousness heard by an administrator) will be reviewed in accordance with the princi-



ples outlined under appeals (p. 108) by the Director of Academic Support or designee.

B. Judicial Panel - This panel hears more serious cases when the student(s) has requested a committee hearing of the charge. On an annual basis, the full membership of the Judicial Council will elect two of its members to serve as Chairs for this hearing function (in the event neither of the elected Chairs is able to preside over a hearing, the Director of Academic Support will designate a temporary Chair for the hearing). Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated Chair. The members for each hearing will be as follows: three undergraduate students, one faculty member and one Student Affairs administrator. A sixth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Panel will be designated as Recorder. Judicial Panel proceedings will be tape recorded. In addition, the Recorder will provide a summary of each hearing as described previously (page 105).

Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel will be empowered to review all aspects of the charges and reach a final disposition. In such situations, two of the three student

members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council.

#### C. Judicial Panel Procedures

1. The Student Affairs administrator responsible for the case schedules a hearing with the Judicial Panel and informs the student in writing at least 48 hours in advance of the date, time and place of the hearing; the exact charges against the student; and also provides the student with the principal information in support of the charges and of which the administrator is aware at the time.

2. It is the responsibility of the accused student to secure the presence of the witness(es) he/she desires at the hearing. The accused student may request that disciplinary action be taken against any student witness who refuses to appear or to testify so long as appropriate, verifiable notification was provided the witness(es). This action is authorized by the College regulation "Failure to Comply."

The Student Affairs administrator will notify all available witnesses required to support the charges of the date, time and place of the hearing.

3. A student may request one continuance of the hearing, citing the reason(s)



for the request in a written statement to the Chair of the scheduled hearing panel at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. Grants of continuance will be the decision of the Chair of the scheduled panel.

4. The student shall have the right to be advised in the hearing by a person of his/her choosing, including legal counsel. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the panel or administrator, except as the Chair or Administrator hearing the case may authorize. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a student decides to have legal counsel for the hearing, the College reserves the right to have its own legal counsel or advisor present.

5. The conduct of the hearing is the responsibility of the Chair. The Chair introduces the members of the Panel and summarizes any special situations pertinent to the case or the hearing. The Student Affairs member presenting the case will brief the Panel on the charges and the nature of the case. The student will be given an opportunity to respond to the charge(s) and/or to make an opening statement. The presenter will introduce the evidence and question the witnesses present to support the charge. Following such questioning of each witness, the Panel and then the student will be invited to question the witness.

The student will then have a similar opportunity to introduce evidence and pre-present and question witnesses. Such witnesses may then be questioned by the Panel and by the presenter. At the conclusion of this presentation of evidence, the presenter and the student will be given an opportunity to present summary remarks to the Panel. Rebuttal remarks will also be allowed at the discretion of the Chair.

6. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a finding of guilt to be reached, at least three of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.

7. Once a decision is reached, the Panel reconvenes to notify the student and the presenter of the decision. If the student(s) is found guilty, the Panel will be briefed by the presenter on any previous violations

of College regulations by the student, any precedent for similar situations, and any Administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the Chair. The Panel will again meet in closed session to decide a penalty by majority vote, after which it will reconvene and announce its decision.

8. Within 48 hours of the conclusion of the deliberations (except when a weekend intervenes), the Chair will normally provide the student with written confirmation of the verdict.

9. As soon as possible after written confirmation of the results of the hearing (but no later than 48 hours, except when a weekend intervenes), the Director of Academic Support or designee will be available to a student found guilty to discuss the impact of the decision on the student and to review the appeal process.

10. The Recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the verdict and any penalties assigned. The Chair of the Panel will sign the summary along with the Recorder as a testimony to its accuracy. The letter of notification, the summary, the tape(s) and all evidence normally will be filed within 48 hours in the Office of Academic Support (unless a finding of not guilty occurs.).

11. In those instances where a student is charged with a serious violation of a College regulation and elects for the charges to be adjudicated by an administrator, the same standard steps as outlined above shall be followed with appropriate allowances for the difference in structure.

12. When a Panel separates a student from the College and attaches special conditions to the readmission of that student, a similar Panel of five persons will be appointed at the appropriate time to determine whether the student has met the conditions necessary for reinstatement. The Panel will be given access to all file materials from the original hearing, may require the student to make a personal appearance before the committee, and may solicit other information to reach a decision. The same general procedures employed in the original hearing will be followed with the same rights assured to the applicant for reinstatement.

## V. APPEALS OF JUDICIAL ACTIONS

A student who wishes to appeal a finding of an administrative officer or a judicial committee (including the Honor Council) must do so within five calendar days following written notification of the decision. Similarly, the individual reviewing the appeal or the Appeals Committee will normally decide the appeal within 5 days of its receipt. The Dean of Student Affairs, or designee, may for good cause extend any of the time limits for appeal.

An appeal must be in writing and must clearly cite the reason(s) for the appeal and the evidence supporting it. The individual or committee hearing the appeal for its merit will have access to the full record of the case and may invite the appellant to make a personal appearance to discuss the appeal. In such instances, the administrator who adjudicated the case or the Chair of the judicial committee whose decision is being appealed may also be invited to be present to respond to the appeal. Written notification, including the reasons for the decision, will be provided to the student and the administrator or board as appropriate. A copy of the appeal findings and all correspondence will be made a part of the case file in the Office of Academic Support. If the penalty being appealed includes a form of separation from the College, the accused shall not take part in any College function except scheduled classes. In those cases where the Committee or Administrator (with the concurrence of the Dean of Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others, class attendance may also be prohibited.

A. Appeals of Student Hearing Board decisions or administrative decisions in cases of a similar level of seriousness are considered by the Director of Academic Support or designee. The Director acts on behalf of the President in all such appeals. The Director may decide that 1) there is no basis for appeal, 2) that an incorrect verdict was reached and/or 3) that the penalty administered is inappropriate and will be decreased.

B. Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness and Honor Council decisions will be reviewed by the Appeals Committee. The Appeals Committee con-

sists of eight members: two administrators (not members of the Student Affairs Division), three faculty members appointed annually by the Provost, and three students elected annually by the Student Activities Council. Should temporary Appeals Committee members be required, the Dean of Student Affairs is empowered to make the necessary appointment(s).

When an appeal is filed, the Dean of Student Affairs will appoint one administrator, one faculty member and one student to hear the appeal on its merits and will designate one of the three as Chair for the review. A fourth Appeals Committee member will be designated as Recorder but may not vote or participate in any way (other than as record keeper) in the hearing or deliberations. The Committee is empowered to determine 1) that the appeal is without merit or 2) that the verdict and/or penalty should be reviewed. If the Appeals Committee decides that a decision should be reviewed, the Associate Provost or designee is responsible for making that review. The Associate Provost may reverse the verdict, may order a rehearing before a new panel, or may decrease the penalty.

### C. Grounds for appeals:

1. Procedural irregularity severe enough to have denied the student a fair hearing. Minor procedural deviations will not be sufficient to sustain an appeal.
2. Discrimination on the basis of race, sex, age, sexual orientation, religion, handicap, or national origin.
3. Lack of substantial evidence to support the decision.
4. Significant new evidence unknown by the student at the time of the hearing and pertinent to the case.
5. An excessive or inappropriate penalty.

## VI. RECORDS OF ACTIONS TAKEN

When a student is found not guilty of a charge, all statements of charges will be destroyed; and there shall be no reference to these proceedings in the student's official educational records.

Penalties involving any interruption of a student's registration at the College are posted on the student's transcript while the student is ineligible to enroll. Information concerning such penalties is permanently maintained even though the notation placed on the student's transcript is re-

moved once the student becomes eligible for readmission.

All information concerning penalties less than suspension is expunged from the record at the time of graduation.

## VII. PENALTIES

The following penalties may be levied individually or in combination with other penalties:

A. Warning - An oral or written notification confirming that a violation of College regulations has occurred and that a repeat offense may result in a more severe penalty. No student may receive more than two warnings in an academic year without more serious action being taken.

B. Loss or restriction of privileges - Limitation or removal of social or personal privileges including, but not limited to, entertainment of guests in the private areas of a residence hall, participation in social activities sponsored by the College or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a student's current or subsequent year's Housing Agreement may be terminated or special conditions attached to it, or the student may suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year if such a penalty is appropriate.

C. Restitution - Requiring a student to reimburse the College, appropriate individual or vendor for damage or misappropriation.

D. Task Participation - Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.

E. Disciplinary Probation - Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of College regulations during the period of probation may be referred to the appropriate committee or administrative officer and may result in his/her separation from the College.

F. Probation with Loss of Privileges - Continued enrollment but exclusion from participation in any College, fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of College

regulations during the period of probation shall be referred to the appropriate committee or administrative officer and may result in his/her separation from the College.

G. Suspension\* - An involuntary separation from the College for a period determined by the appropriate committee or administrative officer during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is not permitted to return to the campus without prior written consent from the Director of Academic Support. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return. The penalty of suspension is noted on the student's transcript but is removed once the period of suspension has been completed.

H. Expulsion\* - An involuntary separation from the College during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by a committee or administrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the committee or administrative officer by his/her conduct and record that s/he is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written consent from the Director of Academic Support. The penalty of expulsion is noted on the student's transcript but is removed if the student is reinstated to good standing at the College.

I. Permanent Dismissal\* - Involuntary separation of the student from the College without future readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.

J. Interim Suspension\* - The President has empowered the Dean of Student Affairs to suspend a student in extraordinary circumstances pending a full hearing before the appropriate judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the College community. In such instances, the student will be

afforded an opportunity to confer informally with the Dean of Student Affairs and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within 10 working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular, or other activities of the College. During the period of interim suspension, a student is not permitted on the campus without prior written consent from the Dean of Student Affairs. See also "Medical and Emotional Emergencies," p. 100.

\*These penalties may be administered even though the student has not previously been placed on probation or otherwise disciplined.

#### **VIII. SPECIAL REGULATIONS FOR RECOGNIZED STUDENT ACTIVITIES AND ORGANIZATIONS**

As a condition of recognition by the College, all student organizations must abide by the rules and regulations of the College as well as by the terms of contracts and agreements into which they enter with the university. Recognized organizations and sponsored activities are subject to the same rules and regulations as individual students and may be held accountable for their actions even though the university pursues charges of misconduct for the same incident against individual members of the group. An organization will be deemed culpable for its conduct when it can be demonstrated that 1) the activity involved such a significant number of members of the organization that a reasonable person would conclude that the activity was clearly a function of the organization, and/or 2) the organization, either in whole or in part, planned and/or implemented and/or condoned the action from which the complaint arises, and/or 3) the organization knew or should have known about the activity and failed to act responsibly in preventing it. The university also reserves the right to hold an organization responsible for violations of College regulations which occur on or adjacent to property or facilities assigned to the organization for its use.

In the case of alleged misconduct by a recognized organization, the organization shall have the right of a hearing by the Associate Dean of Student Affairs for Activities and Organizations or the Judicial Panel. The same general procedures that apply to individual misconduct will be followed (see p. 105).

Penalties for organizations found to be in violation of College regulations include:

A. Warning - Written or oral notification confirming that a violation of College regulations has occurred. It is a caution that repetition of the behavior or other misconduct may result in a more severe penalty. An organization may not receive more than two warnings in an academic year without more serious action being taken.

B. Loss or Restriction of Privileges - Limitation or removal of social privileges including, but not limited to, the opportunity to schedule social functions, to use College facilities or vehicles, or to post notices. In addition, consistent with the provision of written agreements (should such exist), an organization's assignment to space may be cancelled and/or other privileges removed.

C. Restitution - Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.

D. Task Participation - Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.

E. Probation - The organization's recognition continues, and it is allowed to operate but with a warning that further misconduct during the period of probation may result in the organization's loss of institutional recognition. Stated conditions may be attached as terms of continuance during the period of probation.

F. Probation with Loss of Privileges - Continued recognition of the organization but with loss of the right to sponsor or participate in all extracurricular and/or social activities for a stated period of time. The organization is cautioned that further misconduct during the period of probation may result in a loss of recognition.

G. Suspension - Institutional recognition is removed for a stated period of time. During the period of suspension, the organization will be denied the use of all College facilities and resources, and may not in any way participate in or sponsor any extracur-

ricular or social activity on campus. At the end of the prescribed period of time, the organization will be allowed to re-form subject to any condition(s) set forth at the time of suspension.

H. Termination - Institutional recognition is removed, and the organization is banned from the campus for an indefinite period of time.

Appeals - (See page 108.)

### **IX. SPECIAL PROCEDURES FOR VIOLATIONS REPORTED AFTER THE LAST DAY OF A SEMESTER OR DURING THE SUMMER SESSION**

When a student or organization is charged with a violation of College regulations after the last day of classes in a semester or during the summer session and the individual or organization requests a hearing by committee and the regular judicial

body is unable to meet, one of the following options may be selected by the student or organization:

A. The case may be heard by a special three-member panel consisting of members of the faculty, the Student Affairs staff, and the student body (if practical). This special committee will be appointed by the Dean of Student Affairs, and the customary hearing procedures will be observed. Other than administrative review, this is the only option available to a student completing degree requirements in the term in which the charge originates.

B. A case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Director of Academic Support and/or the Associate Dean for Activities and Organizations (in the case of recognized student organizations), would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses.



## THE HONOR SYSTEM (Undergraduate)

### HISTORY

Among the most significant traditions of the College of William and Mary is the student-administered plan of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor, in the hope that every student is concerned with the strict observance of the principles of honorable conduct which he/she, upon matriculation, pledges to uphold for his/her own sake, for the sake of his/her fellow students, and for the sake of the College.

The evolution of the Honor System over the years to its present form is best understood when considered against the background of changes in the character of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than a hundred, and a violation of the College code of discipline was punished by ostracism. Because of the existence of this gentlemen's code of honor that characterized life and conduct at the College from its beginnings, it is difficult to pinpoint a specific date marking the beginning of the Honor Code as a system. It was assuredly emerging in one form or another prior to 1779, when the College was reorganized under Jefferson's leadership, the year often claimed for its official establishment; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days the College has evinced an interest in the character of its students. In 1736 the College Statutes expressed the view that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie. . . , or do any Thing else that is contrary to good Manners." The Faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct. . . conducive to the Honor & Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1788 which stated that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion. . . the ordinary strictness of schools may with respect to them be in some measure relaxed."

One spokesman for the "liberal and magnanimous character of discipline" at William and Mary, Nathaniel Beverley Tucker, then Professor of Law at the College, explained in 1834 something of the attitude underlying the System in an address to a group of law students. Said Professor Tucker: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character. . . His Honor is the only witness to which we appeal. . ."

As the College has grown in size and complexity, the student body has become less the homogeneous group which characterized the earlier years, particularly before the latter part of the nineteenth century. The College no longer serves exclusively young men from restricted or provincial areas of social and economic life but is a coeducational institution, serving several thousand students from all parts of the United States and from foreign countries. It is accepted that honor and responsibility are not absolute, intrinsic values but are acquired in a specific environment and are, therefore, relative to that environment.

As a relative value, honor means many different things to many different people. Today, for immediate purposes within the College community, its applications are restricted to three specific areas — lying, stealing, and cheating. This restriction of definition enables the theoretic concept of honor to be applied on a practical level within a heterogeneous body.

As numerous bulletins state, the discipline of the College was entirely "in the hands of the President and faculty" until the twentieth century when student

government was instituted at William and Mary. Today the Honor System is student-administered through an elected council.

Whereas the present administration of the Honor System by the students through an elected council evolved during the 1920's, the spirit and essence of the Honor System have historically threaded the years undisturbed and, guarded jealously, have remained intact.

## MEANING

Under the Honor System it is assumed that every student has an express interest in preserving the integrity of the College Community, for himself/herself as well as others. Primarily, the function of the Honor System is to educate — to instill a common sense of honor in the heterogeneous student body. Morality is not inborn; it is learned, and it is learned in a specific environment. The Honor System helps to create an environment which will be most favorable to the individual's continued development of honorable traits and behavior, while providing checks against those who deviate from the Code.

The effectiveness of the Honor System is dependent upon the student's acceptance of his/her responsibility toward that system. The very assumption that a person is worthy of trust is a powerful factor in insuring that confidence will be deserved.

When a student matriculates, he/she pledges to abide by the Honor Code thus indicating publicly his/her acceptance of the system and his/her intentions to live by certain principles. That anything but rare violations of these principles should occur is inconceivable, for frequent violations would mean that the spirit of honor, and hence the Honor System, did not exist. That a violation should never occur is equally inconceivable. The strength of the Honor System rests in the fact that it provides an atmosphere in which the honorable student can act with individual responsibility, while providing a way to sanction those who violate this Code. With a breach of the Code, the Honor System becomes more than a matter of individual morality alone and

emerges, in essence, as a system of external control administered by one's peers as the constituted authority created by the students themselves.

Under this system its precepts are supplemented and reinforced: supplemented for those who lack the depth of inner sanctions of conduct and reinforced for those whose conduct may be in need of that stimulus, enlargement, and support which come from subjection to discipline that is self-imposed.

It is important that no student commit an act of lying, stealing, or cheating nor tolerate such behavior among his fellow students. The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility to make the moral choice of upholding, not only his/her personal honor, but the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective that each student acknowledge that he/she will not accept dishonorable conduct among his/her fellows. Therefore, the responsibility of a student to report infractions of the Honor Code that he/she may witness is a vital part of the student-administered system. Such reporting is not depriving honor of its personal sanctity because, along with an inner morality, there needs to be an external control in the social sense, for those whose ideals and codes of personal conduct need to be strengthened.

The individual becomes keeper, not only of his/her own honor, but in a sense that of his/her fellow students as well. Forcing someone to report infractions under fear of penalty himself/herself is a contradiction of the role of the individual and his/her responsibility to others living under the System. Therefore, the stimulus to report an infraction he/she witnesses must come from within the particular student and not from written law. Such is the essence of honor.

## ADMINISTRATION

The students administer the Honor Code through one elected Honor Council. The Council is elected by vote of all undergraduate students. Unless specified, candidates will follow election procedures of the

organization running the election. Whenever a student is accused of a breach of honor, the Council has the power and the duty to investigate the alleged offense and, if necessary, conduct a hearing or trial. In addition, the Honor Council is responsible for explaining the Honor System to entering students during the College orientation period and for providing judicial review for the Student Association Constitution and By-laws.

The Honor Council is composed of six senior representatives, six junior representatives and six sophomore representatives. The Chairperson is chosen from among the senior representatives by both the newly elected members on the Council and its outgoing members. The Vice Chairperson is chosen from among the remaining newly elected representatives in the same fashion. A permanent Office Secretary is chosen from among the newly elected Sophomore and Junior members in the same manner. In case of a tie vote for the Chairperson, the Vice Chairperson, or the Secretary, the outgoing Chairperson shall cast the deciding vote. A secretary for each trial shall be chosen on a rotating basis.

When a breach of honor is reported, it shall be referred by the Chairperson to an investigating committee. The committee shall be composed of three of those members not sitting on the trial.

In the event a member of the Honor Council does not fulfill his/her responsibilities as a Council member, a vote of at least eleven members of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the impeached member may justify his/her actions. If at least 15 Council members participating in the proceedings shall believe the impeached member has willfully avoided, or unjustifiably neglected, his/her duties or failed to uphold the principles of the Honor Code, he/she shall be dismissed. The dismissed member may appeal to the President of the College or his designated representative. In the event that a Council member is impeached or is unable to fulfill his/her responsibilities, the Chairperson shall appoint a new member from the corresponding class of the undergraduate student body after his/her appointment has been approved by two-thirds of the Council.

## PRINCIPLES

### Pledge

Upon matriculation, each student is automatically subject to the provisions of the Honor System. The Honor Council meets with entering students to explain the principles and procedures of the Code so that students may be fully aware of the System. At the end of orientation it is anticipated that a student understands what is expected of him/her under the Honor System and that infraction of the Honor Code at any time during his/her student days may be punishable by dismissal from the College. All students are members of the Honor System and it should be stressed that ignorance of the provision or the Code is at no time an excuse for violation of the Code. From time to time, a professor may require the student to sign a formal pledge on work as a reminder to the student that he/she is subject to the provisions of the Honor Code.

### Infractions of the Honor Code

Infractions of the Honor Code include cheating, stealing, and lying. Under the present system these infractions are defined as follows:

**1. Cheating:** Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes, assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating. An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or a grade.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. The presence of a significant amount of plagiarized work shall constitute sufficient evidence of a breach of honor.



Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgment is not made according to the accepted procedures in the scholarly discipline involved, he/she shall bring a charge of cheating before the Honor Council. In trying the case, the Honor Council shall assume that all students enrolled in the College of William and Mary are cognizant of proper scholarly procedures, and understand that the following principles apply at all times:

- a. All quoted material must be identified by quotation marks, indentation on the page, or other recognized method, and the source must be clear.
- b. Any information, idea, or phrasing borrowed from any specific source must be explicitly attributed to that source, whether or not the material is actually quoted, unless the borrowed item is obviously in the realm of "common knowledge" — that is, knowledge which persons conversant with the topic involved could be expected to have in their memories as a matter of course.
- c. The student should assume that he/she is neither to give nor receive help on any work; any exception to this rule on a particular assignment must be expressly and specifically made by the individual professor.

Ignorance of the above is not an excuse for violation of the Code. It is the responsibility of the student to learn from the individual instructor the procedure for acknowledging sources and indicating quotations required by each assignment.

Those cases which appear to be serious should be referred to the Council; all such cases should be reported promptly, regardless of the personal feelings of the accuser.

## 2. Stealing. Stealing in academically

related matters is the act of appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts.

Removing books from the College Library without checking them through the proper channels is stealing. Students' use of the College Library is subject to the principles of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations. All students are members of the Honor System and it should be stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

**Lying:** Lying is the intentional statement of an untruth made with deliberate intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty. It is important that students be aware that lying is a violation of the Honor Code whether the false statement is made to another student or to any college official, including but not limited to campus police officers, administrators, and faculty members.

Forgery is considered an act of lying and, thus, an honor offense. As defined by the Honor Council, it includes the unauthorized signing of a College document.

Falsely testifying before the Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before the Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

The use of one paper to fulfill the requirements for more than one course shall be considered a violation of the Honor Code, unless the student has received prior permission to do so. If the student wishes to use a paper written during a previous semester, he/she must receive permission from his/her current professor. If the student wishes to use one paper for two courses taken concurrently, he/she must receive permission from both professors. All papers will be assumed original to the course unless the above procedure is followed. Under this assumption, any student not following this procedure shall be considered guilty of lying. All students are members of the Honor System and it should be stressed that ignorance of the provisions of the Code is at no time an excuse for violation of the Code.

## PROCEDURES

### Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his/her responsibility, not only to act honorably, but to uphold the code of honorable conduct for the College as well. It becomes necessary in order for such a system to continue to be effective for each student to acknowledge that he/she will not accept dishonorable conduct among his/her fellows. Therefore, the responsibility of a student to report infractions is a vital part of the Honor System.

To initiate proceedings, it is necessary for any person believing a breach of the Honor Code has been committed, to challenge the student accused of the act and offer him/her the opportunity to resign from the College immediately, without the expectation of

readmission, or to report himself/herself to the Honor Council. To contact the Council after one has been accused is not an admission of guilt. It is instead a demonstration of willingness to cooperate with the system. If the accused does not report himself/herself to the Honor Council within twenty-four hours, the accuser must report the case.

### Investigations of Alleged Dishonorable Practices

Whenever it is brought to the attention of the Council that there is reason to believe that practices by students in violation of the Honor Code may be occurring, it shall be the duty of the Chairperson to appoint an investigating committee consisting of three members of the Council, one of whom is designated as chairperson of the investigating committee. It shall be the duty of the committee to contact the accused, the accuser and witnesses, as well as to examine available evidence to discover any information relevant to the alleged violation. This should be done as soon as possible after the Council is notified of a possible violation. The investigating committee should meet and determine whether or not there is sufficient evidence to warrant a trial. The committee should then notify the Chairperson of the Council whether or not a trial should be held.

There shall be no discussion between members of the Investigating Committee and other members of the Council prior to the trial.

If a trial is to be held, the investigating committee chairperson, or another designated member, should appear as a witness to report on the results of its investigation. The person will appear in addition to all other witnesses who may possess relevant information. The committee will also be responsible for obtaining any pertinent evidence (for example, the tests or papers in question in cheating or plagiarism cases, etc.) for the trial.

### Witnesses

A witness called to testify must appear before the Honor Council and must give such testimony pertaining to the case as may be requested by the Council. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be

reported to the Chairperson of the Discipline Committee of the College. Falsely testifying before the Honor Council is in itself a violation of the Honor Code. The witness has the right that neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

### **Failure to Stand Trial**

Should a person leave the College after having been challenged without notifying the Honor Council of the accusation, the accuser shall report the name of the accused and the breach of the honor to the Chairperson of the Honor Council. The Honor Council shall then record the facts of the case and advise the Director of Academic Support that the student withdrew under suspicion of a breach of honor. A notation of "withdrew while Honor Council charge pending" shall be entered by the Registrar on all of the student's official records. Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Student Affairs to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.

If an accused student refuses to appear or otherwise makes himself/herself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Council), and after having received adequate notice of the date, time and place of the hearing, the accused shall be deemed to have waived his/her right to appear. Under such circumstances, the Council reserves the right to hold the trial in the absence of the accused, and his/her absence shall not constitute sufficient grounds for an appeal of the Council's decision. The Council shall appoint one of its members to represent the interests of the accused if it becomes necessary to hold a hearing under these conditions.

### **Rights of the Accused**

The accused shall have the following rights in the event he/she elects to stand trial:

1. A right that the charge against him/her be reduced to writing and served on him/her personally at least 48 hours in advance of the trial by some member of the Honor Council. If these charges are so vague or indefinite as not to apprise the accused fairly of the charge(s) against him/her, he/she may ask for a more definite statement as to time, place, and any other particulars relevant to the case, which shall then be furnished him/her promptly and in advance of the trial.
2. A right to a written statement of his/her rights and duties with respect to the trial and the procedure thereof as prescribed. This shall be given him/her at the same time he/she is served with notice of the charge(s) against him/her.
3. A right to seek the advice of persons in the College community, including but not limited to students, College officials, campus police officers, administrators and faculty members. Any matters discussed can be disclosed and are not considered confidential.
4. A right to seek the advice of persons outside the College community, including but not limited to parents, spiritual advisors and employers. All matters told in confidence may not be disclosed.
5. A right to a closed trial with the option to request an open trial. The request of an open trial must then be approved by the Honor Council and the Director of Academic Support.
6. A right to ask anyone who will not serve as a witness and is not a member of the Honor Council to serve as his/her counselor, including legal counsel at his/her own expense. Such an advisor may not participate in the proceedings, including examining witnesses or arguing the case to the Honor Council except as the Chair may authorize. The proceeding shall not in any case be governed by rules of courtroom procedure.
7. A right to have the Honor Council appoint a member of the Council as a procedural advisor. The procedural advisor shall serve as an informed member, familiarizing the accused with investigation and trial procedures, but shall not aid in the preparation of the defense of the accused.

8. A right to a trial at a proper time and place; a right that the trial not be held with undue haste nor that it be postponed unnecessarily. Trials shall not be held for excessively long periods of time without recess or at unseemly hours. In general, there should be a recess every two hours; and no trial should continue past midnight, though members of the Council, if they so desire, may deliberate until a majority asks that proceedings be recessed.
9. A right to summon witnesses and to testify in his/her own behalf; but the number of character witnesses, if any, may be reasonably limited by the Council.
10. A right to be confronted with the witnesses and to question them.
11. A right, where practicable, to know the nature of and examine the evidence against him/her before the trial.
12. A right to have the opportunity to make a final statement and to make a rejoinder to a final statement made by the accuser.
13. A right not to be tried for one offense (e.g. cheating) and convicted on another (e.g. lying) before the Council, without the same opportunity to defend himself/herself against any other charge.
14. A right that his/her wife/husband, father or mother, brother or sister of the full blood, the halfblood, or by legal adoption may not testify against him/her without his/her consent.
15. A right, before official notification by the Director of Academic Support of the verdict and penalty, to attend classes and to participate in any College function which will not directly affect his/her candidacy for graduation.
16. A right to elect to be tried separately where he/she is one of two or more accused of a joint violation. If none of those accused jointly of an alleged joint offense requests a separate trial, they may be tried jointly or separately as the Council deems best.
17. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.
18. A right to an acquittal unless at least six out of seven of the Council believe



that the charge or charges against him/her have been proved beyond a reasonable doubt.

19. A right to appeal a finding of guilt and the propriety of the penalty to the Appeals Committee and, if the appeal is found to have merit, to the Associate Provost (see "Appeals of Judicial Action - Administration of Undergraduate Policies and Regulations," p. 108).
20. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
21. A right that neither his/her person or his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

#### **Duties of the Accused**

The accused shall have the following duties:

1. A general duty to cooperate reasonably with the Council in conducting the trial and bringing it to a close without undue delay.
2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to expose him/her to the probability of criminal prosecution, in which case the accused, if he/she does not wish to answer, shall so state.

## **Rights of the Accuser**

The accuser shall have the following rights in the event of a trial:

1. A right to appear as a witness to present his/her case and to be present during the presentation of the evidence and the questioning of witnesses in order to satisfy himself/herself that his/her complaint is being properly heard.
2. A right to make a closing statement at the conclusion of the hearing.
3. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
4. A right neither his/her person nor his/her property shall be insulted, molested, threatened, or damaged because of his/her part in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

## **Duties of the Accuser**

1. A duty to challenge the student as is specified under "PROCEDURES-Reporting a Breach of Honor."
2. In the event of a trial, the accuser has the duty to appear as a witness.

## **Rights of the Council**

1. In those cases where the accused chooses to be represented by legal counsel, the Council reserves the right to have its own legal counsel present. The Council also has the right to be informed of the accused's intent to have legal counsel present at least 48 hours prior to the trial.
2. If the decision of the Council is overturned in the review process, the Council shall have the right to appeal to the Associate Provost within five calendar days after notification. This request should be made in writing promptly after notification of the finding to the Council by the Director of Academic Support or his/her delegated representative. If the decision of the Council is overturned through an appeal, the Council shall have the right to appeal to the President of the College. Appeals must be made within five calendar days after notification.

3. Council members shall have a right that neither their persons nor their properties shall be insulted, molested, threatened, or damaged because of their parts in the trial. If he/she feels that his/her rights have been infringed, he/she should report the matter to the Discipline Committee for further action.

## **Conduct of Trial**

1. The trial shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.
2. Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Judicial Panel, and not the Honor Council, will review the charges and reach a final disposition. In such situations, two of the three student members on the Judicial Panel will be Honor Council members appointed by the Chair of the Honor Council. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council, and the Judicial Panel Procedures will apply (see "Administration of Undergraduate Policies and Regulations").
3. Every trial shall be conducted by a Council of seven members. In the event that seven members of the Council are not able to hear the case, the trial may proceed with fewer than seven but no fewer than five members but only if the accused gives written consent. Should some of the regular members be unavailable, the Chairperson, with the advice of the members who are available, may appoint any member of the undergraduate student body as a temporary member of the Council. In the absence of the Chairperson, the Vice Chairperson shall perform all the functions that would otherwise be performed by the Chairperson. In the absence of both the Chairperson and Vice Chairperson, the remaining members shall elect an acting Chairperson.
4. The Chairperson of the Council shall preside.
5. The Chairperson may require any person disrupting the orderly proceedings of the trial to leave.



6. The Chairperson reserves the right to declare a recess at any point in the trial.
7. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.
8. The questioning of the accused and all witnesses shall be initiated by the chairperson of the investigating committee. If the Chairman of the Investigating Committee has written testimony from a material witness who cannot appear, it is necessary to secure a written statement from the accused waiving the right to question that witness in order to introduce such evidence. When the chairperson of the investigating committee is through questioning, each member of the Council shall have the privilege of asking additional questions. Then the accused may ask the witnesses questions he/she wishes to ask (except when the right to question a witness who could not appear has been waived). When he/she is through, the witnesses may be asked additional questions by any member of the Council. The accused may then ask additional questions and so on, until all parties are satisfied, for the time being, that the witnesses can furnish no further information. Hearsay evidence may be heard, at the discretion of the chairperson, when some useful purpose may be served thereby and there is some guarantee of its reliability. The chairperson shall pass on all questions raised as to relevancy of proffered evidence and, where no unfairness is likely to result, may depart from the order of procedure set forth in above provisions.
9. Where the evidence consists in whole or in part of written work or other exhibits, the accused shall be permitted to examine the material during the course of the trial.
10. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.
11. No trial shall be held on Sunday or any religious holiday if anyone connected

with the trial objects in good faith to its being so held.

12. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the Chairperson of the Discipline Committee of the College.
13. No one except the seven members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.
14. If six or more of the seven members of the Council participating in a trial shall believe the accused guilty beyond a reasonable doubt, he/she shall be deemed guilty as charged; otherwise, he/she shall be acquitted. There shall be no abstaining vote. In determining guilt or innocence, it is not proper to consider extraneous matters not brought out at the trial.
15. The Council, after finding the accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty.
16. If the finding is one of guilt, that fact shall be reported in writing to the Director of Academic Support along with the recommended penalty and any alleged exceptional extenuating circumstances.

The accused should be notified only of the finding of guilt, in writing, and told that the Director of Academic Support will in due course notify him/her of the penalty.

17. If the finding is one of innocence, that fact shall be reported in writing to the Director of Academic Support. The accused should be notified in writing of that finding and cautioned that the trial may be reopened for good cause within a period of two weeks at the written request of any interested persons.
18. A verdict of acquittal is not final during the two week period, and the case may be reopened for good cause shown at the request of any interested party. The members of the Council who sat on the first trial will decide whether the trial shall be reopened. A request to reopen shall be made in writing to the Chairperson by the interested party. The trial shall be reopened only if there is newly discovered evidence, provided that the availability of such evidence was unknown at the time of the first trial and provided further that such evidence, in the opinion of the majority of the

Council, would likely change the result of the original trial. If so reopened, it is to be regarded as a new trial.

19. If an open trial has not been requested, upon the written request of the accused, an observer acceptable to the Honor Council and to the President of the College shall be permitted to be present during the trial. The College in such an event may also designate a suitable person to act as an observer. Observers, unless called as witnesses, shall take no part in the proceedings and shall not be present during the deliberations of the Council.
20. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.
21. If the accused is acquitted, the minutes and recordings of the meeting shall be kept for at least two weeks and shall be destroyed immediately thereafter, unless the case has been reopened for good cause.
22. The minutes of any trial may be inspected by the President of the College, the Associate Provost, the Director of Academic Support, or their designated representatives. Others may inspect the minutes in the presence of two or more members of the Council after first having satisfied the Council of their legitimate interest in the case. The recommendations of the Council as to penalty shall become a part of the minutes, from and after the notification of the accused by the Director of Academic Support of the penalty imposed, and not before such notification.
23. Any member of the Council who is an accuser or a witness in a case is automatically disqualified from serving on the Council in the trial of that case. A member may also disqualify himself/herself or may be disqualified by the Chairperson in any case because of interest, bias, close relationship to the accused or to the accuser, or for any other good reason.
24. No member of the Council shall communicate in any way with any person not a member of the Council about any case while that case is being tried. After trial, except under unusual circumstances, both discretion and good taste require continued secrecy.

## **Penalty for a Breach of Honor**

A violation of the Honor Code is normally punished by separation from the College, either permanent or temporary, although this penalty may be modified when, in the opinion of the Council, conclusive reasons for doing so exist. Lesser penalties include a letter of warning and failure in a course (see pp. ) for definitions of these penalties). If placed on probation as part of the penalty, the student becomes ineligible for election to the Honor Council for the duration of the probationary period.

If, after trying a case, six of the seven members of the Council are convinced of the guilt of the accused and so cast their votes in a secret ballot, the Honor Council shall immediately report its findings and recommendations to the Director of Academic Support.

After reviewing a case, the Director of Academic Support shall notify the accused and the Council of the final verdict and penalty. The Director of Academic Support shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.

In the event the Director of Academic Support feels that the rights of the accused have, in some manner, been violated to such an extent that an unjust verdict or penalty may have resulted therefrom, the Director of Academic Support shall declare a mistrial and so inform the accused and the Council, along with the reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Director of Academic Support feels that the evidence does not justify the findings of the Council, the Director may then set aside these same findings, informing the accused and the Council of the reasons for so doing. The Council shall then have the right to appeal to the President of the College. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

## **Public Notice of Action Taken**

After the expiration of two weeks from the completion of any case, a notice of the charge, verdict, and the penalty shall be sent to the editor of the *Flat Hat* and to the editor of the *William and Mary News*, along

with a request that it be printed in a conspicuous place in that paper, and to the News Director of WCWM, with a request that it be included in a news broadcast. The notice shall make no mention of any names.

## **Reopening Cases**

No case shall be reopened after the expiration of two weeks from its completion before the Council except for newly discovered evidence, provided that the availability of such evidence was unknown at the time of the trial by the party seeking to reopen the case and provided, further, that such evidence, in the opinion of the majority of the Council, would likely change the result of the original trial. In such cases either the accuser, the College, or the accused may ask that the case be reopened. If a case is reopened after the expiration of two weeks from its completion before the Council, it shall be tried anew.

The panel for re-admission hearings will be no fewer than five of those Council members who heard the original trial; if this is not possible, then there should be no fewer than five members, none of whom sat on the original trial.

In the case of a re-opening decision, all those who sit on the Council will have sat on the original case. If a new trial is approved, then all those who sit on the Council will not have sat on the original case.

After a case has been declared a mistrial, the panel that hears the new trial will be new to the case.

## **Stale Cases**

Any breach of honor alleged to have been committed more than four months before the Honor Council has been informed of the accusation shall be disregarded, unless at least two-thirds of the Council believe there has been just cause for delay and that it is still feasible to hold a fair trial.

## **Amendment**

Amendment of these procedures requires three-fourths' vote of the Honor Council concurred in by the President.



# ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

The discipline of the College is vested in the President by action of the Board of Visitors. The President has delegated disciplinary authority in the case of graduate students to the Provost and other administrative officers as described below.

## A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

### 1. Basic Policy

The President has empowered the Provost and the Dean of Graduate Studies of Arts and Sciences, and the Deans of the Schools of Education and Marine Science to exercise limited disciplinary authority and to levy penalties of oral or written reprimand and lesser penalties as appropriate. Students so disciplined shall have the right to request a hearing before a committee on discipline. Cases involving offenses punishable by suspension or dismissal from the College shall be tried by a discipline committee in accordance with procedures set forth below.

### 2. Composition of a Discipline Committee

A discipline committee shall be appointed by the Provost in each instance in which a case arises. A discipline committee shall consist of the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, as chairperson (who shall not vote in the proceedings), three members of the faculty of the department or school in which the student is pursuing his/her major work, and three graduate students who have been admitted to a degree program under the faculty or school, selected from at least five nominees presented by the graduate student association of that faculty or school. The faculty members of the committee shall not include a faculty member who is pressing charges against the student. In the case of a student in Arts and Sciences, one faculty member and one student member shall be from the

same department as the student accused. The Dean shall direct the questioning at the hearing but shall have no vote. Each member of the committee shall have the opportunity to question both the witnesses and the accused.

### 3. Procedure

A student who has been accused of misconduct shall be given a written statement of the charge and written notification of the composition of the committee appointed to hear the case at least five days in advance of the hearing. The student may submit a written statement to the committee in advance of the hearing. The student must present in writing any challenge of bias against any voting member of the committee no later than forty-eight hours in advance of the hearing. The challenge shall be decided by the Provost.

The accused shall be present at the hearing. In the event that he/she elects to be represented by counsel, he/she must notify the chairperson of the committee in writing no later than forty-eight hours before the scheduled time of the hearing. A committee on discipline shall have the right to counsel of its own choosing, but such counsel may not question witnesses or the accused, or vote on the finding or penalty. The accused shall have the right to know the evidence on which he/she is being tried, to question accuser(s), and to cross-examine witnesses appearing against him/her. He/she shall have the right to present witnesses in his/her own defense and to present whatever information or evidence he/she deems appropriate to a fair and adequate defense. In the determination of guilt, only the evidence relating to the charge on which the accused is being tried may be considered. However, in fixing a penalty, the prior conduct of the student may be considered. The accused has the right to rebut the record of such conduct presented to the committee. A tape recording of the hearing shall be made, and a student whom a discipline committee has found guilty shall have access to the recording of his/her hearing.

Although the College considers the testimony and evidence of a hearing and the finding and penalty confidential, it imposes no restraint of confidentiality on the student being tried. A hearing is normally closed but, upon the request of the accused

and when approved by the chairperson and the committee, an open hearing may be held. In the event, however, the orderly conduct of the hearing, the committee may vote to close the hearing.

Except in cases of oral reprimand, the accused shall be given written notification of the decision of a committee, dated within twenty-four hours of the conclusion of the hearing. Until so informed, he/she shall be entitled to attend classes and participate in other College functions, unless a committee believes his/her presence and participation would constitute a threat to his/her own safety and welfare or to that of other members of the College community, in which case he/she shall be so informed in writing.

#### 4. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be imposed as is appropriate.

- a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.
- b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions that repetition of the behavior may result in a more severe penalty.
- c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Discipline Committee and may result in dismissal from the College.
- d. Suspension: An involuntary separation from the College for a period determined by the Committee, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligi-

ble for readmission provided there is no other encumbrance upon his/her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Committee when the student may apply for readmission. In such instances, the student must first satisfy the Committee by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

#### 5. Right of Appeal

Any student found guilty by a committee of discipline shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Provost. Such an appeal must be presented to the President, or his designee, through the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate within five calendar days of official notification of the student of the finding of the discipline committee and must clearly state the reasons advanced for reversal or modification of the board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

### B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION

#### 1. Title

These rules shall comprise the Code of Conduct for Graduate Students of the School of Business Administration, College of William and Mary.



## 2. General Conditions Regarding Imposition of Disciplinary Sanctions

a. No disciplinary sanction may be imposed upon any student without written notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision. An institutional rule includes any rule of the School of Business Administration.

## 3. Sanctions

Among the penalties levied by the appropriate authorities for a violation of rules and regulations are those listed below. Additional penalties of less severity may be employed as is appropriate.

a. Restitution: Requiring a student to reimburse the College or appropriate

individual for damage to, or misappropriation of property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him/her that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under state conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in his/her dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of

that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

#### 4. Proscribed Conduct

Violation of College policies, other than infractions covered by the Honor Code, shall be subject to disciplinary action and, upon conviction, to the imposition of any sanction set forth in section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

#### 5. Disciplinary Board

The Disciplinary Board of the School of Business Administration shall consist of the Associate Dean for Graduate Studies as chairman, who shall not vote in the proceedings; two of the School's faculty members, appointed for one-year terms by the Dean of the School of Business Administration; and two students in the M.B.A. degree program, at least one of whom shall be a full-time student, appointed by the Dean of the School from at least four nominees presented by the M.B.A. Student Association. The concurrence of at least three members of the Board is required for a student's conviction and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

#### 6. Initiating the Case

a. Any academic or administrative official, faculty member, or student may file a charge in writing with the Dean of the School of Business Administration against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.

b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. Where such investigation has not been made of, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

#### 7. The Hearing

a. After receiving copies of the charge from the Dean of the School of Business Administration, the Disciplinary Board shall inform the accused student that he/she shall respond to such charge within three school days. A time shall be set for a hearing which shall be not less than two nor more than five school days after the student's response, or after the expiration of the period allowed for such response if there be none.

b. A separate hearing shall be granted upon request of the accused party or parties involved. In a hearing involving more than one student, severance shall be allowed upon request.

c. An accused student shall have the right to be assisted by counsel or an adviser of his/her own choosing.

d. The Disciplinary Board shall hear the testimony of the witnesses, subject to the right of cross-examination. The production of records and other exhibits may be required.

e. A verbatim record of the hearing shall be made, except that these minutes should not include the executive deliberations of the Disciplinary Board members. This hearing record shall be

made available to the accused student in order to aid him/her in the preparation of an appeal, if there be one.

f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the School of Business Administration, including a copy of the minutes and the Board's decision.

g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

## 8. Appeal

a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Business Administration within five calendar days of official notification of

the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

d. Unless, in the judgment of the Dean, the safety of the institution requires otherwise, a student who has been suspended or expelled shall not be precluded from attending classes while the appeal is pending.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.



## **C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW**

### **1. Title**

These rules shall be known as the Code of Conduct of the Marshall-Wythe School of Law, College of William and Mary, hereinafter called the "institution."

### **2. Conditions to Imposition of Disciplinary Sanctions, in General**

a. No disciplinary sanction may be imposed upon any student without notice to the accused of the nature and cause of the charge and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of counsel or an advisor of his/her own choosing.

b. A student accused of violating an institutional rule is entitled to a hearing before the Disciplinary Board, hereinafter described, and to an appeal from and review of that Board's decision.

### **3. Sanctions**

The following sanctions and no others may be imposed upon students:

a. Restitution: Requiring a student to reimburse the College or appropriate individual for damage to, or misappropriation of, property. The penalty of restitution may be accompanied by other sanctions.

b. Reprimand: Notice, written or oral, constituting a severe reproof and a warning that the behavior of which the student has been found guilty will not be tolerated by the College. It cautions him/her that repetition of the behavior may result in a more severe penalty.

c. Disciplinary Probation: Continued enrollment but under stated conditions, limiting his/her activities, and constituting a warning that further misconduct or violation of College regulations shall be referred to the Disciplinary Board and may result in his/her dismissal from the College.

d. Suspension: An involuntary separation from the College for a period determined by the Disciplinary Board, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. At the end of that period, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her readmission.

e. Required withdrawal with eligibility to apply for readmission: An involuntary separation from the College, during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by the Disciplinary Board when the student may apply for readmission. In such instances, the student must first satisfy the Board by his/her conduct and record that he/she is in fact entitled to readmission.

f. Dismissal: Involuntary separation of the student from the College without expectation of readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities.

### **4. Proscribed Conduct**

Except for such forms of dishonesty which lie within the exclusive jurisdiction of the Judicial Council of the institution and the Honor Code of the College of William and Mary, violation of College policies shall be subject to disciplinary action and upon conviction, to the imposition of any sanction set forth in Section 3, depending upon the Disciplinary Board's view of the relative seriousness of the violation.

### **5. Disciplinary Board**

The Disciplinary Board of the institution shall consist of two faculty members, appointed for one-year terms by the Dean of the institution, and two law students, namely the incumbent President of the Student Bar Association and the incumbent Chief Justice of the Judicial Council. The concurrence of at least three members of the Board is required for a student's conviction.

tion and imposition of a sanction. Where there is no such concurrence for conviction, the accused shall stand acquitted.

## 6. Initiating the Case

- a. Any academic or administrative official, faculty member, or student may file a charge, in writing, with the Dean of the institution against any student for misconduct. A copy of such charge shall be delivered by the Dean to the accused student.
- b. The Dean may, where the circumstances warrant, conduct a preliminary investigation for the purpose of ascertaining whether the charge can be disposed of informally by mutual consent without setting in motion the disciplinary machinery. When such investigation has not been made or, if made, fails to resolve the matter, then copies of the charge shall be delivered to the members of the Disciplinary Board.

## 7. The Hearing

After receiving copies of the charge from the Dean of the institution, the Disciplinary Board shall inform the accused student that he/she shall respond to such charge within ten school days. A time shall be set for a hearing which shall be not less than five or more than ten school days after the student's response, or after the expiration of the period allowed for such response if there be none.

- b. The hearing shall be private if requested by the accused student. In a hearing involving more than one student, severance shall be allowed upon request.
- c. An accused student shall have the right to be assisted by counsel or an advisor of his/her own choosing.
- d. The Disciplinary Board shall hear the testimony of the witnesses on both sides of the case, subject to the right of cross-examination of the other side. The production of records and other exhibits may be required.
- e. A verbatim record of the hearing shall be made, except that these minutes

should not include the executive deliberations of the Disciplinary Board members. This hearing record should be made available to the accused student in order to aid him/her in the preparation of an appeal, if there be one.

- f. After the hearing, the Disciplinary Board shall make a full report to the Dean of the institution, including a copy of the minutes and the Board's decision.

- g. In no event may a conviction be obtained and sanction imposed solely upon the failure of the accused student to respond to the charge or appear at the hearing. In such a case, the evidence in support of the charge shall nevertheless be presented and considered as if the accused student were present.

## 8. Appeal

- a. Any student found guilty by the Disciplinary Board shall have the right to appeal the finding and the penalty imposed to the President of the College. The President may delegate his authority in such instances to the Vice President for Academic Affairs. Such an appeal must be presented to the President, or his designee, through the Dean of the School of Law within five calendar days of official notification of the student of the finding of the Disciplinary Board and must clearly state the reasons advanced for reversal or modification of the Board's decision. The President or his designee may extend the period within which to file an appeal for good cause.

- b. An appeal shall be limited to a review of the full record made before the Disciplinary Board for the purpose of determining whether such board acted fairly on the charge and the evidence presented.

- c. The President or appeal body designated by him may affirm the Disciplinary Board's decision, or may accept it subject to the reduction of the sanction imposed, or may reverse it and dismiss the charge, or may reverse it and remand the case to the Disciplinary Board for a new hearing.

- d. Unless, in the judgment of the Dean, the safety of the institution requires

otherwise, a student who has been suspended or expelled shall not be precluded from attending classes during the pendency of an appeal.

e. In no event may an appeal result in the imposition of a more severe sanction for the accused student.

### THE HONOR CODE (Graduate)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered entirely by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. It is assured that, to students embarking upon professional academic study, the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others is self-evident.

The undergraduate and each of the graduate student bodies separately administers the Honor Code for its own members. Among graduate student bodies, differences in professional requirements and organization occasion variations in procedure, which are described below, but all conform to the principles established in the *Statement of Rights and Responsibilities*.

#### A. FOR GRADUATE STUDENTS UNDER THE FACULTY OF ARTS AND SCIENCES, THE SCHOOL OF EDUCATION, AND THE SCHOOL OF MARINE SCIENCE

The Graduate Student Association of Arts and Sciences, the Graduate Student Association of Marine Science, and the School of Education Graduate Student Association shall each appoint an Honor Council from among their members, at the beginning of every fall semester, to serve for one year. The number of members and the manner of selection shall be prescribed by each association's bylaws. The appointment authority shall designate one Council member as Chairperson, and the president of each association shall report the names of the members chosen to the Dean of Graduate Studies of Arts and Sciences, or the

Dean of the School of Education, as is appropriate.

Allegations of honor violations shall be reported to the Chairperson of the appropriate Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a discipline committee, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dismissal to the Dean of Graduate Studies of Arts and Sciences or to the Dean of the School of Education or of Marine Science, as is appropriate. The accused shall have the right of appeal as prescribed in the foregoing section on a discipline committee.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that the complaint is properly heard, and to be informed by the Dean of Graduate Studies of Arts and Sciences or the Dean of the School of Education or of Marine Science, as is appropriate, of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

#### Infractions of the Honor Code

Infractions of the Honor Code are defined as follows:

**1. Cheating:** Fabricating written assignments, giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations, and the act of plagiarism with intent to deceive are violations of the Honor Code. Consulting unauthorized materials on tests, quizzes assignments, or examinations shall constitute *prima facie* evidence of the intent to subvert the purpose of the exercise and shall be interpreted as cheating.

Plagiarism is the act of presenting the information, ideas, or phrasing of another



person as if they were one's own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. Plagiarism with intent to deceive is a violation of the Honor Code. The presence of a significant amount of plagiarized work shall constitute *prima facie* evidence of this intent.

Regardless of the reason, plagiarism is a violation of the standards of scholarship which the College endeavors to teach. While these standards encourage the constructive use of materials for reference and research, they also demand the honest acknowledgment of all sources of help. If the instructor should determine that such acknowledgement is not made according to the accepted procedures in the scholarly discipline involved, he/she may take into consideration such lack of scholarly standards when assigning a grade for the course.

## **2. Stealing in Academically Related**

**Matters:** Stealing in academically related matters is the act of taking, or appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters.

Removing books from the College Library without checking them through the proper channels is stealing. Student use of the College Library is subject to the principals of the Honor Code. The open-stack system is in effect; that is, students may browse in the stacks, and the students themselves assume responsibility for checking out books at the circulation desk. The alternative of the open-stack system is a closed-stack, under which students are not free to browse but, rather, must give the titles of books they are interested in to a clerk who locates the books. The advantage to the students of the open-stack system in terms of ease of research and intellectual stimulation make the open-stack system preferable. The system can continue, however, only so long as students assume their obligations under the Honor System to obey Library regulations.

**3. Lying:** Lying is the intentional statement of an untruth made with deliberate

intent to mislead another about other than trivial matters. If an individual tells an untruth concerning some matter but, later, on his/her own initiative, tells the truth concerning the same matter before he/she is confronted with committing a breach of honor, this shall be considered in his/her favor in dealing with his/her case and determining the penalty.

Forgery is considered an act of lying. It includes the unauthorized signing of a College document.

Falsely testifying before an Honor Council is itself an honor offense. If an individual is being tried for an offense of the Honor Code on one count and, in the opinion of the Council, lies while appearing before an Honor Council, he/she shall be accused of committing an additional breach of honor. In such cases, a new trial shall be held to determine the guilt or innocence of the accused on the additional charge of lying.

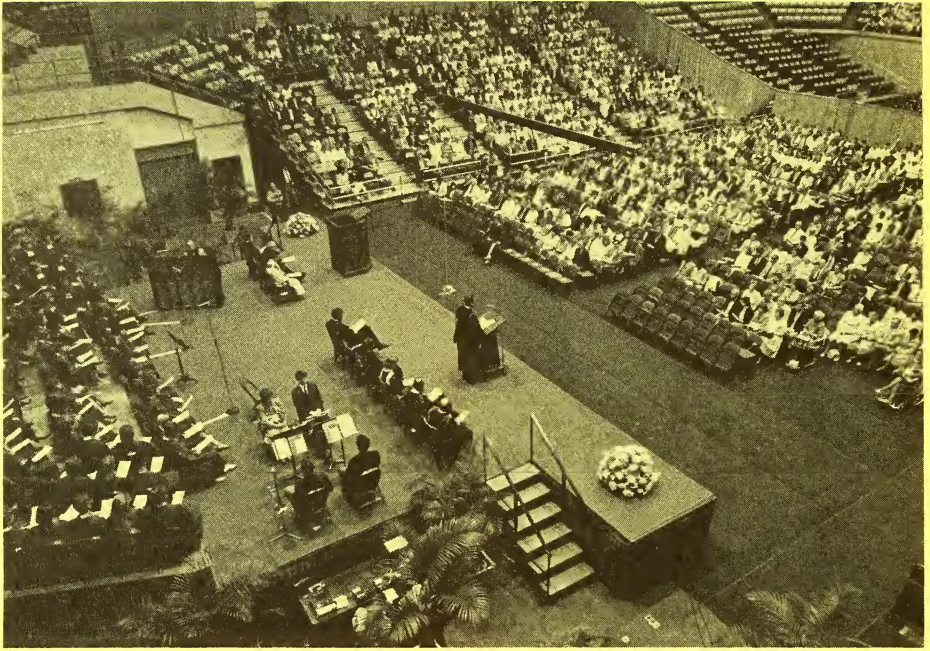
## **Amendment**

The Honor Code for graduate students under the Faculty of Arts and Sciences, the School of Education, and the School of Marine Science may be amended upon the recommendation of the appropriate graduate student association, with the concurrence of the President of the College, upon the advice of the Graduate Dean of Arts and Sciences or the Dean of the school involved.

## **CONSTITUTIONAL PROVISIONS REGARDING SELECTION OF AN HONOR COUNCIL**

### **1. Bylaws of the Graduate Student Associations for Arts and Sciences and for Marine Science Regarding Selection of an Honor Council**

The Council of the Graduate Student Association for Arts and Sciences and the Council of the Graduate Student Association for Marine Science in September of each year, shall each appoint five of its members to serve as its Honor Council, designating from among them a Chairman and a Vice Chairman, and shall appoint two of its members in addition to serve as alternates for its Honor Council. The Presidents



of the Graduate Student Associations shall inform the Dean of Graduate Studies of Arts and Sciences or the Dean for the School of Marine Science, as appropriate, of the names and addresses of the persons appointed.

**2. Article X of the Constitution of the School of Education Graduate Student Association Relating to the Appointment of an Honor Council**

**Honor Council**

The President of the School of Education Graduate Student Association shall be the Chairman of the School of Education Honor Council. He/She shall appoint four additional members to the Honor Council when an infraction has been referred to the Council for action. If possible, at least one member shall be appointed from each program in the School of Education.

**Reporting Of Honor Violations**

Suspected Honor Code infractions may be reported to the Dean of the School of Education or the Chairman of its Honor Council.

**B. FOR GRADUATE STUDENTS IN THE SCHOOL OF BUSINESS ADMINISTRATION**

The graduate student body of the School of Business Administration shall elect an Honor Council from its members, at the beginning of every Spring semester, to serve for one year. The Council members shall be six in number, five regular members and one alternate. The members shall select one of their regular members to serve as Chairperson. The Chairperson shall report the names of the members chosen for the Council to the Associate Dean for Graduate Studies of the School of Business Administration.

Allegations of honor violations shall be reported to the Chairperson of the Honor Council who shall arrange for a hearing.

In conducting a hearing, the Council shall follow the same procedures as prescribed in the foregoing section for a disciplinary board, with the exception that the Council Chairperson shall act in place of the Dean and shall have a vote. A majority of the Council shall determine the verdict and, if the finding is guilty, may recommend penalties ranging from reprimand to dis-

missal to the Associate Dean for Graduate Studies of the School of Business Administration. The accused shall have the right to appeal as prescribed in the foregoing section on a disciplinary board.

The person who charges another with violation of the Honor Code has the right to be present at the trial during presentation of the evidence and the questioning of witnesses, in order to be satisfied that his/her complaint is properly heard, and to be informed by the Associate Dean for Graduate Studies of the School of Business Administration of the Council's finding and the penalty imposed, if any.

No one except the members of the Council hearing the case shall be present while the Council deliberates its finding and the penalty to be imposed, if any.

Copies of the Honor Code of the School of Business Administration are distributed to all students at the beginning of their first semester of study. Additional copies are available through the Offices of the Dean and the Master of Business Administration Association.

### **Infractions of the Honor Code**

Refer to statement in preceding section, pp. 130, 131.

### **Amendment**

The Honor Code for graduating students in the School of Business Administration may be amended upon the recommendation of the Master of Business Administration Association, with the concurrence of the President of the College, upon the advice of the Dean of the School of Business Administration.

### **C. FOR STUDENTS IN THE MARSHALL-WYTHE SCHOOL OF LAW**

#### **JUDICIAL COUNCIL**

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and Bylaws. The procedures for these two functions are indicated below.

#### **PROCEDURES FOR INTERPRETING THE STUDENT BAR ASSOCIATION CONSTITUTION AND BYLAWS**

Copies of the Honor Code of the Marshall-Wythe School of Law are distributed to all students in the Law School during orientation. Additional copies are available from the Offices of the Dean and the Student Bar Association.



## OFFICE OF RESIDENCE LIFE

### Student Housing Agreement 1988-89

#### A. CONTRACT PROVISIONS

##### I. Residence Requirements

- a. All freshman students, except those who commute daily within a 30 mile radius from the homes of their parents or legal guardians, are required to live in college housing. Freshman status for the purpose of this policy is defined as residence in college housing for less than two semesters. All other students may choose to live off campus. Unclassified students and those carrying a part-time program of studies are not normally eligible for accommodations in college residences except on a space available basis.
- b. The movement of a freshman student assigned to a freshman residence hall to an upperclass residence hall is not permitted except under seriously extenuating circumstances.
- c. A student is not permitted to occupy any residence hall space without prior written permission from the Office of Residence Life.
- d. Violation of these requirements will be punishable by penalties ranging from reprimand to dismissal and may include the loss of eligibility to reside in college housing.

##### II. Contract Periods

The terms of this agreement shall be from the date of occupancy (or from the time keys are issued) until 12 noon on the day following Commencement in May of each year. In the event of graduation, withdrawal from the College, or a resident being discharged from the hall, this lease agreement is terminated immediately and, after the expiration of 48 hours, the College shall be entitled to immediate possession of these premises. The residence halls are not open for occupancy during the Semester Break (with the exception of graduate and family housing). Students who wish to stay on campus for the

Thanksgiving break must make special arrangements with the Office of Residence Life.

This is a legally binding contract and is specific to the room indicated on the Residence Hall Contract. All students should familiarize themselves with the terms, conditions, and regulations which are in this statement. Prior to occupancy, a contract card must be signed and dated as evidence of acceptance of the terms, conditions, and regulations which are stated herein. Failure to pick up a key does not release the student from this agreement. Space shall be held only until the end of the first day of classes, unless prior written notification of late arrival is given to the Office of Residence Life. This contract agreement is for one academic year from the date of occupancy through 12 noon on the day following Commencement in May and cannot be broken midyear.

##### III. Housing Request Deposit Fees

###### a. Room Reservation Deposit

To request a room in a College residence, a currently enrolled student must pay a \$100 deposit by the advertised deadline date and sign an agreement with the College at the time of assignment to a room. This \$100 Room Reservation Deposit serves as the student's indication that he/she wishes to reside in College housing. It is NON-REFUNDABLE except in the event the resident is suspended, required to withdraw, expelled, academically dropped, selected to participate in an approved overseas study program, unable to enroll due to illness, or eliminated from the lottery process. Additionally, refunds will be available to students who plan to transfer and to the roommate of a student eliminated from the lottery process (only if both parties request a refund in order to move off campus together). In either case these refunds will only be approved up until 5 p.m. the evening prior to the first day of the Room Selection Process. Upon oc-

cupancy of the assigned accommodation, the Room Reservation Deposit shall be credited toward the total room rent due to the College.

**b. Room Damage Deposit**

As a condition of room occupancy all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of rental agreement, if and when the resident will not be residing in a College residence hall during the subsequent semester. Damage claims upon final departure will be deducted from the \$75 deposit. Damage charges during occupancy will be billed directly to the student. All bills must be paid by their due date except when a letter of appeal has been filed with the Associate Director of Residence Life according to the procedures set forth in Section V.b. "Damages". Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Agreement and may result in (a) ineligibility for participation in the room selection process or special interest housing membership, (b) ineligibility for official check-in procedures, i.e., obtaining key/card key, and (c) withholding of registration materials/transcripts.

**IV. Room Rent**

**a. Rents and Adjustments**

The resident agrees to pay the College in advance, on a semester basis, the rent established for the room which is assigned. The initial rate for assigned space at which the resident is billed (except for clerical error) is guaranteed for the entire academic session unless the occupancy level of the room changes or the resident changes to another room and the rate for the new room is different, then a refund or additional

payment will be required. After October 31 (Fall) or after March 13 (Spring), room rate adjustments are not made.

If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Office of Residence Life reserves the right to fill the vacancy. If spaces are not needed at the time, the resident may choose to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to cost of the current rate plus the prorated amount of one half the cost of the remaining half of the room.

The resident is not permitted to transfer or sublet his/her assigned premises.

**b. Withdrawal**

Should the resident withdraw or be separated from the College or its residence halls for any reason, the resident shall vacate the residence hall within 48 hours. Exceptions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions shall automatically be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

**c. Refunds**

If the resident withdraws from College during the course of the semester, refunds of the room rent shall be granted in accordance with the provisions explained in the current edition of the College Catalog. No refunds shall be given to persons who are required to withdraw by the College because of a failure to meet obligations under the housing agreement or for other reasons, who withdraw after the first 60 days of the semester, who are discharged from residence, or who, while remaining enrolled at the College, move out of the residence hall.

d. *Changing Rooms*

Requests to change rooms or roommates must be approved by the Area Director or Assistant Director of Residence Life. The resident may not move his/her residence from one room to another without prior written consent from the Office of Residence Life. Violation of this requirement shall result in a \$25.00 charge and obligation to move back into original assignment and is a violation of the lease agreement punishable by disciplinary action or termination of the Housing Agreement. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester.

V. **Room Inspections, Damages and Repairs**

a. *Room Condition Reports/Inspections*

All residents must inspect their rooms at the time of occupancy and record in detail any damages and/or deficiencies that exist in the room on the Room Condition Report (R.C.R.) supplied by the Office of Residence Life. The resident is responsible for thoroughly checking the room and verifying that all damages and/or deficiencies are documented. The resident's signature on the R.C.R. implies that the conditions recorded at check-in are accurate. A final inspection will be made by the Area Director or other residence hall staff member, after final departure by the resident, to determine any additional damage done to the room since the initial completion of the R.C.R.

The resident(s) of the room will be responsible for any damage or deficiency in the room at the time of final inspection that was not recorded on the R.C.R. at the time of occupancy.

b. *Damages*

Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number

of students assigned to the room. If one or more roommates assume financial responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based on one roommate's claiming another responsible.

The resident (and his/her roommate where one is assigned) is liable for damages to his/her room, damage and/or loss to the furnishings and fixtures which the College places therein.

Likewise, the resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for appropriate repairs by the College (except normal wear and tear), or for its replacement, unless the identity of others responsible for the damage or loss is known. This liability extends throughout the designated contract period regardless of the resident's date of checkout at the end of the year. For this reason, students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. At final checkout, keys must be received by the Area Director by 12:00 noon on the day following Commencement or the resident will be assessed replacement charges. It is also understood that the resident is financially and legally responsible for any damage or loss which he/she may cause to the common areas of the residence halls and their furnishings including vending machines and other equipment placed in the residence halls as a convenience to the residents.

The resident agrees to pay a prorated share of the College's cost to repair and maintain common areas which, other than ordinary

wear and tear, are needed, unless the identity of others responsible for the damage or loss is known. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths, and lounges. When damage results the student will be billed directly for the repairs. Damages may also result in disciplinary action. Those students who are found guilty of vandalism or theft may be denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact in writing the Area Director for the building in which the alleged damage occurred to verify the charge.
2. If the matter is still unresolved, contact in writing the Associate Director of Residence Life to initiate the appeals process.
3. Appeals will be heard by the SAC Appeals Board consisting of three representatives from the SAC (one of whom shall serve as the chairperson) and the Associate Director of Residence Life.
4. The Student Association Council's decision may be appealed in writing to the Director of Academic Support Services.
5. Charges must be appealed in writing within thirty days of the date of the bill. Bills received during the summer must be appealed in writing before validation in the Fall.

**c. Repairs**

Any request for maintenance should be directed to the R.A. for the building in which it occurs, and that staff member shall file a Work Request. If the maintenance problem has not been resolved within a reasonable amount of time, a second Work Request

should be submitted to the R.A. If the maintenance is not performed after the second Work Request has been submitted, the Area Director should be notified of the problem and given the opportunity to resolve the problem. If the deficiency or damage then is still not remedied the following procedure is prescribed:

1. Report the matter to the Associate Director of Residence Life. If the matter is still not resolved, the resident may appeal to the Assistant Director of Residence Life for a change in room or other form of solution.
2. If the matter is still not satisfactorily resolved, the resident may appeal to the Associate Director for a rent rebate. Rebates are granted only in cases where the resident has proven the College to be negligent or unresponsive in the solution as outlined in the above procedures. The decision of the Associate Director concerning the rebate may be appealed to a special Appeals Board consisting of three student representatives from the SAC (one of whom shall serve as the chairperson) and the Director of Residence Life. The decisions of the Board are final and subject to legal restraints.

**B. GENERAL PROVISIONS**

**I. Facilities**

The College shall provide accommodations in structurally sound and habitable condition, subject to normal wear and tear, and shall provide routine and usual maintenance of that space, its furnishings and fixtures. While the College will be responsible for the regular maintenance and housekeeping of all public area space, it is expressly understood that upon occupancy the resident is responsible for the daily care and cleaning of the room in which he or she resides.

The College shall provide electrical power, heat and water and maintain these utilities under controllable conditions.

The College shall provide and maintain hall baths for use by the occupants of those rooms which do not have private or adjoining baths. Likewise, each residence hall shall have designated common use rooms for the convenience of the residents. It shall be the responsibility of the College to provide the routine and general maintenance of these areas as well as all public area space.

## II. Furnishings in Student Rooms

Each room is provided with one bed, springs, mattress, chest, desk, and chair per student. Other furnishings will vary according to the individual residence hall. College furniture may not be removed from a resident's room.

Residents may wish to construct lofts in their rooms. The College assumes no responsibility for injuries related to student constructed lofts. Lofts must meet the guidelines listed in the Loft Information Sheet. Students are urged to be careful in the design and construction of lofts. Full room lofts are prohibited.

## III. Keys and Card Keys

The resident shall receive a room key and a card key (or front door key as may be appropriate). Residents shall be asked to sign their RCR indicating that they have picked up their key(s) and/or card key. If a key or card key is lost or not returned when the student leaves housing or changes rooms, a \$10.00 charge shall be required to cover the replacement of each item. Only originally issued keys will be acceptable upon departure. Any copies will be considered illegal keys and a core charge will automatically be required.

### Locks

Residents may not change or add locks without written permission of the Office of Residence Life.

## IV. Safety and Security

An electronic card key or other security system is employed in the residence halls for the protection of the residents. While College is in session all the residence halls should be secured to include these hours: Sunday through Thursday, 12 midnight to 7:00 a.m.; Friday and Saturday, 1:00 a.m. to 7:00 a.m.

Individual residence halls may be closed at earlier hours and reopened at later times should the residents so elect.

For reasons of safety, the roofs (except for specifically designated sun decks of DuPont, Hughes and Munford) porches and window ledges, and mechanical equipment rooms of all College buildings are restricted areas, and they may not be entered.

Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, doors should be kept locked at all times when the residents are out or asleep. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the *Student Handbook*). Individuals observed in the hall who are neither residents nor their guests should be reported to the R.A. or Campus Police immediately.

## V. Storage

The College will not store College furnishings outside the resident's room. Personal belongings in metal containers may be stored in selected storage areas of the residence halls only during the academic year. All personal belongings must be removed from these storage areas at the end of the regular academic school year. The College will discard or auction any items not removed from these areas.



**a. Summer Storage**

Summer storage will be very limited and restricted to the following areas: Landrum Attic, Munford Basement, Dupont Basement, and the Bryan Hall Attic. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items must be in trunks or locked metal containers labelled with your name, residence hall address and date. Refrigerators and lofts may be stored, but lofts must be disassembled and securely bundled. Access to items stored over the summer may not be gained until the official opening of the residence halls in the fall. Absolutely no carpets, rugs, sofas, chairs (or any other furniture items) may be stored.

Note: Storage is at your own risk. The College is not responsible for theft or damage.

**VI. Laundry and Linen Service**

The College does not provide laundry or linen service to its residents. Students may rent linens from a College contracted agency that services the campus weekly (except in the summer). Most of the residence halls are equipped with coin operated washers and dryers.

**VII. Electrical Appliances**

**a. Air conditioners**

Air conditioners are not permitted unless a medical exemption is provided by the Student Health Service to the Office of Residence Life prior to installation. Room units must be wired for 110-120 volts and should not exceed 5,000 BTUs. This approval must be updated yearly. Students should have their doctor send such requests directly to the Student Health Center. There will be a \$25.00 charge for air conditioners installed without proper approval. Failure to remove unapproved units may result in further disciplinary action.

**b. Refrigerators**

Only refrigerators which meet the following specifications will be permitted in student rooms:

1. Maximum capacity of 5.8 cubic feet.
2. Maximum amperage of 1.6 amperes.
3. Underwriters Laboratory (UL) or equivalent certification label.

Each student who has a refrigerator is urged to be careful in its operation. Reasonable care of the cleanliness of the unit, including defrosting, should occur as well as periodic checks on the wiring to insure safe operation. All room refrigerators must be defrosted and unplugged over the Semester Break.

**c. Cooking appliances**

Toaster ovens, electric fry pans, hot plates, and all appliances with open heating elements are prohibited in student rooms. Coffee pots, hot pots, and popcorn poppers are permissible.

**d. Open Flames**

Open flames (from candles, oil lamps, etc.) are prohibited in all residence halls. Residents may make use of working fireplaces.

**VIII. Insurance**

State law requires that the College not be held liable for any loss or damage to property resulting from fire, theft, casualty, or any cause, or for personal injury occurring within the leased premises. IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.

**IX. Animals**

Animals (mammals, reptiles, fish) are not permitted in the residence halls or otherwise on the College premises to preserve the health and safety of the residents.

**X. Exterminating Services**

The residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator service to respond to specific insect and pest problems. This service must be requested through the Residence Life staff.

#### **XI. Commercial Enterprises**

Residents may not solicit or operate a business from their room nor elsewhere in the residence halls without prior written approval from the Director of Residence Life.

#### **XII. Motorcycles and Bicycles**

Motorcycles or other motorized vehicles are not permitted in the residence halls. Bicycles are permitted in the halls only where a place for that purpose has been designated by the Office of Residence Life. It is expressly understood that Campus Police reserve the right to remove vehicles in violation of this provision and should such removal be required, the College shall not be held liable by that resident for damage to the vehicle or by the device used to secure it, which might occur during removal. Vehicles impounded in this fashion may be recovered through the Campus Police Office.

#### **XIII. Fireworks, Firearms, and Weapons**

No firearms, weapons, fireworks or explosives are permitted in the residence halls.

#### **XIV. Painting Rooms**

Student rooms are painted on a rotating schedule administered by the Office of Residence Life. If the student prefers to personally paint his/her room, prior written approval must be secured from the Associate Director of Residence Life. Paint in approved colors only will be provided. Failure to follow these procedures will result in a damage charge.

#### **XV. Water Beds**

Water beds are prohibited in student rooms.

#### **XVI. Guests**

Guests are expected to abide by all College and residence hall rules and regulations. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities. Overnight guests may stay with the resident with the consent of the roommate.

#### **XVII. Room Entry/Searches**

A resident's room or possessions on campus shall not be searched by College authorities, unless there is reasonable cause to believe that a resident is using his/her room for purpose in violation of Federal, State or local law or of College regulation, and unless a certificate authorizing the search has been issued and signed by the Dean of Student Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name(s) of the person(s) authorized to conduct the search.

It is expressly understood that authorized personnel may enter the room periodically for the purpose of assuring fire protection, sanitation, safety, or proper maintenance and use of the College's furnishings, fixtures, and facilities. Any such inspections, except in the case of emergencies, shall be announced in advance. The resident's absence shall not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs by filing a Work Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs requested.

Also, bonafide police agencies have the authority to conduct searches or to make seizures or arrests when acting in accord with the provisions of the Code of Virginia.

#### **XVIII. Central Air-Conditioning**

Room rates are not based on the presence of air-conditioning. To help maintain low utility costs, all central air-conditioning in the residence halls will be turned off no later than Oct. 15 and will not be turned on until April 15 (at the earliest).

### **C. COLLEGE REGULATIONS**

The Dean of Student Affairs, Director of Academic Support, Director of Residence Life, Associate Directors of Residence Life, Assistant Director of

Residence Life, and the staff of residence halls (Area Directors, Head Residents, and Resident Assistants) are responsible for enforcing regulations as outlined in the current edition of the *Student Handbook* and *Residence Hall Guide*. Willful violation of these regulations shall result in a penalty ranging from a reprimand to dismissal unless otherwise specified.

## I. Conduct

Conduct which violates the regulations of either the College or appropriate Residence Hall Council is prohibited. If the conduct is in violation of a regulation established by a Residence Hall Council, that body shall have original jurisdiction in the matter.

The resident shall abide by the regulations of the College and those established by the residents of the building in which he/she resides. In addition, no unlawful or illegal activities shall be conducted or permitted on the premises.

It is expressly understood that violation of the terms of the agreement by the resident may result in penalties ranging from oral reprimand to the resident's being discharged from the College's residence halls. The College is under no obligation to re-enter an agreement with a resident whose agreement has been previously terminated due to a failure to abide by the conditions of the agreement.

Where appropriate to assure the personal safety of the resident and/or other residents, with proper notification and adherence to due process, the College reserves the right to remove a student from his/her residence hall.

In addition, the College may exclude a student from the residence hall to protect the public health or the health of the student under the policy and procedure outlined in the *Student Handbook*.

## II. Exclusions

If for any reason occasioned by fire, strike, earthquake, accident, flood, riot, emergency, or act-of-God, the

College is unable to provide adequate housing, either party shall have the right to cancel this agreement with no liability to the resident or to the College, save for contracted commitments due prior to the date of cancellation.

Should the College find it necessary to invoke this cancellation provision, the Office of Residence Life will attempt to identify and provide alternate housing for each student whose agreement is terminated. A refund of the room rent will be made (in accordance with the schedule printed in the College Catalog), if the student chooses not to accept the alternate housing offered by the College or if the College is unable to offer alternate housing.



## **SELF-DETERMINATION**

### **1. Principles of Self-Determination**

The College's dedication to the liberal education of the whole person is reflected in its program of residential hall life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enhance and enrich each student's educational experience. Under the policy of self-determination, the residents of each unit develop guidelines and procedures of governance for living which will both allow for individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation by all guests.

Visitation is designed to allow individuals to visit each other temporarily and briefly in the privacy of their own rooms. Visitation must not interfere with the privacy and freedom of roommates. Each visitor to a residence hall must be a welcomed guest of a resident of that hall.

Each resident shall have freedom of movement in or out of his/her residence hall and the right to determine the hours of such movement.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement and the educational goals of the College must always be ensured by the guidelines.

### **2. Functions of Residence Hall Councils**

#### **a. Composition and Organization of Councils**

After the first week of classes, but no later than the fourth week of the academic session, each upperclass residence hall (units of Botetourt and Randolph and sorority and fraternity houses are considered as individual residence halls) shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the unit. Election of councils in the freshman residence halls shall be deferred until the third week of classes but may not be delayed beyond the sixth week of the session.

In each residence hall prior to election and training of the Residence Hall Council, the R.A. staff for the residence hall will fulfill the judicial role as a group. After reading period begins each semester, the Residence Hall Council may delegate its judicial function to the R.A.'s again, if desired.

The officers of the Residence Hall Council shall be chairperson, vice chairperson, secretary and/or treasurer, and whatever other positions are deemed necessary. The Area Coordinator, Head Resident and/or Resident Assistant responsible for the residence may serve as advisors to the Council. Any member of the Residence Hall Council shall be subject to recall proceedings when the Council has received a petition signed by 30% of the residents. A majority vote of the residents is required for recall of a Council member, and the election to determine the status of the member must be held within ten days of the receipt of the position.

#### **b. Programming Function of the Council**

- 1) The Residence Hall Council has the responsibility for organizing the social, cultural, and recreational activities of the residence hall. The Council has the right to appoint the committees necessary to this function and the right to establish dues and receive contributions as a means of support for its programs.

2) The Residence Hall Council has a responsibility to ensure the maintenance and enhancement of a living-learning community in the residence hall compatible with the academic objectives of the College. As such, it should arrange for programs of an educational and informative nature in the residence hall, according to the needs and interests of the residents, and accomplish these ends.

**c. Governance Function of the Council**

1) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to hold a referendum to determine the guidelines of the housing unit subject to the following considerations:

a) Guidelines in upperclass residence halls must be written and submitted to the Committee on Self-Governance by the end of the fourth week of fall classes. The preparation of guidelines in freshman residence halls shall be deferred until the third week of the fall semester.

b) No rule or regulation may be established which is inconsistent with or contrary to the rules, regulations, and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.

c) All rules and regulations established by the unit must be determined by a majority vote of all the residents taken by a secret ballot.

d) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by 10% of the residents of the unit. Such referendum must be

held by the Council within ten days of its receipt of the petition.

e) All rules and regulations established by the Residence Hall Council (including the range of penalties to be imposed for violation of same) shall be printed and distributed to each room, as well as posted in the residence hall. A copy of all such rules and regulations must also be filed in the Office of Residence Life.

f) During March of each year, each Residence Hall Council will review its Guidelines and submit to the Committee on Self-Governance proposed Guidelines for the following year. Except for visitation hours in freshman buildings, all appropriate portions of the Guidelines shall be included. Each Residence Hall Council must elicit input from each hallway (or building) prior to the preparation of the Guidelines.

2) Until guidelines are established and approved for the residence hall, each fall, the guidelines approved during spring semester shall be observed. These guidelines for the thirty days shall be drafted in the previous spring by a committee of Student Association Council and approved by the Committee on Self-Governance, consisting of the Director of Academic Support, Director of Residence Life, a representative from the Board of Student Affairs, a representative from the Student Association, and a representative from the Student Association Council.

The Committee on Self-Governance shall review all guidelines prepared by Residence Hall Councils to determine their compatibility with community standards and those established in the *Statement of Rights and Responsibilities*. The Committee may withhold the privilege of self-determination from any residence unit which does not develop guidelines within the first thirty days (six weeks in the case of freshman units) or which adopts guidelines that are inconsistent with the standards stated above. Likewise, during the year, this same committee is empowered to

review charges that a Residence Hall Council has failed to implement properly its approved guidelines and to recommend to the Dean of Student Affairs that the privilege of self-determination be removed or restricted until the situation has been corrected.

3) In the enforcement of residence hall regulations, the Council is empowered to hear cases involving *residents of the units and non-residents* as well, subject to the observance of the following procedures:

a) The Residence Hall Council may administer penalties of restriction or removal of privileges, of task participation, of written or oral reprimand, and other penalties short of disciplinary probation, such as requirement of financial reimbursement to the College or other residents of the hall for damages, recommendation to the Director of Residence Life that a resident's room contract be immediately terminated or not renewed at a subsequent time, or that he/she suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year, or be denied exempt status from exclusion in the selection process if such a penalty is applicable. Serious infractions or repeated violations shall be referred to the Director of Academic Support with or without a recommendation of penalty.

b) In the conduct of hearings, the principles of fair play and due process must be adhered to at all times. The Chairperson of the Residence Hall Council shall appoint one member of the Council to act as investigator, who shall present the evidence to the Council at the hearing and shall direct questioning of witnesses, but who shall not be present while the members of the Council hearing the case deliberate their finding and the penalty to be imposed, if any. In general, these hearings should conform to the procedures which have been established for the Discipline Committee of the College (see p. 103).

c) At any time during the hearings of the case, the Residence Hall Council may refer the incident to the Director of Academic Support.

d) A student found guilty by a Residence Hall Council of violating residence hall regulations may appeal the finding and the propriety of the penalty imposed to the Director of Academic Support whom the President of the College has designated as his representative with final authority to hear such appeals. Appeals must be submitted within five calendar days of official notification of the findings of the Residence Hall Council. The Director of Academic Support may extend the period within which to file an appeal for good cause. Appeals must be in writing and must clearly state the reasons advanced for reversal or modification of a decision.

e) A written summary of each case shall be submitted to the Director of Academic Support. Access to these records shall be limited to the accused, the Chairperson of the Council hearing the case, and to those College officials and committees engaged in the disciplinary or appeal process.

f) Each student has the right to counsel with a member of the Dean of Student Affairs staff concerning problems arising from self-determination. In addition, when an issue of genuine sensitivity exists, the Director of Academic Support has the power to hear the matter independently of the Residence Hall Council. In such instance, the Director of Academic Support shall handle the case only after conferring with the Chairperson of the Council normally having jurisdiction over the student(s) involved.

#### **d. Recommendation of Physical Improvements**

The Residence Hall Council has a responsibility to represent the residents of the unit in matters which pertain to needed physical improvements in the residence, especially in the case of those which require long-term planning.

# Class Schedules

## Fall Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						

**Spring Session**

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						



**Summer Session**

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00 - 9:00						
9:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 1:00						
1:00 - 2:00						
2:00 - 3:00						
3:00 - 4:00						
4:00 - 5:00						
5:00 - 6:00						
6:00 - 7:00						
7:00 - 10:00						

The examination schedule is subject to change; students should consult the Registration Schedule for verification.

Final examinations will be held at the times designated on the schedule below except for those provided for in the last paragraph. Block examinations are scheduled for some language and math courses, Biology 101, and Business 201.

	First Period 9:00-12:00	Second Period 2:00-5:00
December 12 Monday	French 101, 102 German 101, 201 Italian 101, 201 Russian 101, 201 Spanish 101, 201	11:00 MWF
December 13 Tuesday	8:00 MWF	1:00 MWF
December 14 Wednesday	10:00 MWF	Math 106, 108, 111, 112, 211, 212
December 15 Thursday	9:30 - 11 TT	8-9:30 TTh; 3:30-5:00 TTh
December 16 Friday	Biology 101 Business 201*	12:30-2:00 TTh
December 19 Monday	9:00 MWF	2:00 - 3:30 TTh
December 20 Tuesday	11:00-12:30 TTh	2:00 MWF
December 21 Wednesday	12:00 MWF	3:00 MWF; 3-4:30 MWF; 3:30-5 MWF

\*The School of Business Administration will make arrangements to give make-up exams to students who have exam conflicts.

No changes in this schedule will be permitted individual students, except where examination conflicts occur, or where a student has three scheduled examinations in three consecutive examination periods on consecutive days. Such cases should be discovered as early as possible and proper arrangements made to resolve them by Friday, December 9, 1988, 5:00 PM. Requests for rescheduling in these cases must be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences and must be approved by the Dean before they become effective.

Students taking a course in which there are two sections taught by the same professor with different final examination periods have the option of taking the exam in either period (with the consent of the instructor). Requests for taking an exam with a different section may be made on forms available in the Office of the Dean of the Faculty of Arts and Sciences. It is the student's responsibility to get consent of the instructor 4 weeks prior to the end of classes.

The Office of Academic Support handles requests from students unable to take their examinations at the time scheduled on account of illness or other sufficient reason. Forms are available in James Blair 211.

Classes meeting at periods for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements, including the room to be reserved for the examination, must be reported in writing to the Office of the Dean of the Faculty of Arts and Sciences.

# COLLEGE CALENDAR 1988-1989

## 1988

### First Semester

August 27-31	Orientation Period (Saturday-Wednesday)
August 30	Registration of Arts & Sciences Graduate Students (Tuesday)
August 31	Registration of Entering Freshmen and Other New Students (Wednesday)
September 1	Beginning of Classes: 8 a.m. (Thursday)
September 12	End of Drop Period (Monday)
September 14	End of Add Period (Wednesday)
September 30	Parents Weekend
October 17-18	Fall Break (Monday-Tuesday)
November 5	Homecoming
November 23-28	Thanksgiving Holiday - 1 p.m. Wednesday - 8 a.m. (Monday)
December 9	End of Classes: 5 p.m. (Friday)
December 10-11	Reading Period (Saturday-Sunday)
December 12-16	Examinations (Monday-Friday)
December 17-18	Reading Period (Saturday-Sunday)
December 19-21	Examinations (Monday-Wednesday)

## 1989

### Second Semester

January 8-10	Orientation Period (Sunday-Tuesday)
January 9	Registration of Arts & Sciences Graduate Students (Monday)
January 10	Registration of New Students (Tuesday)
January 11	Beginning of Classes: 8 a.m. (Wednesday)
January 20	End of Drop Period (Friday)
January 24	End of Add Period (Tuesday)
February 11	Charter Day
February 13	Holiday: 300th Anniversary of Accession of William and Mary
March 3-13	Spring Vacation: 5 p.m. Friday - 8 a.m. Monday
April 24	End of Classes: 5 p.m. (Monday)
April 25-27	Reading Period (Tuesday-Thursday)
April 28	Examinations (Friday)
April 29-30	Reading Period (Saturday-Sunday)
May 1-5	Examinations (Monday-Friday)
May 6-7	Reading Period (Saturday-Sunday)
May 8-9	Examinations (Monday-Tuesday)
May 14	Commencement (Sunday)

## 1989

### Summer Sessions

June 5	Beginning of First Term (Monday)
July 7	End of First Term (Friday)
July 10	Beginning of Second Term (Monday)
August 11	End of Second Term (Friday)

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