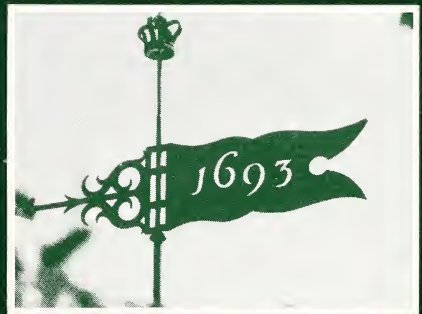
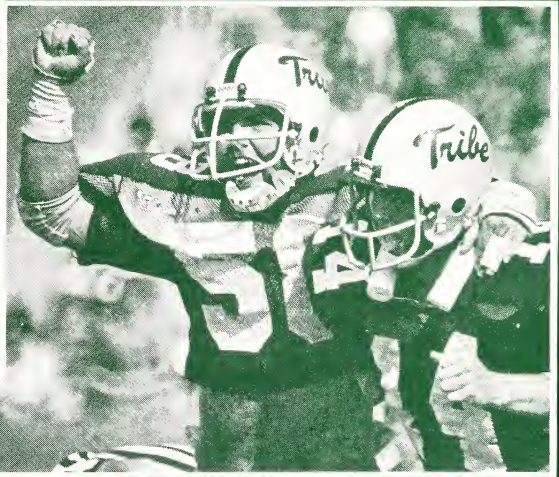
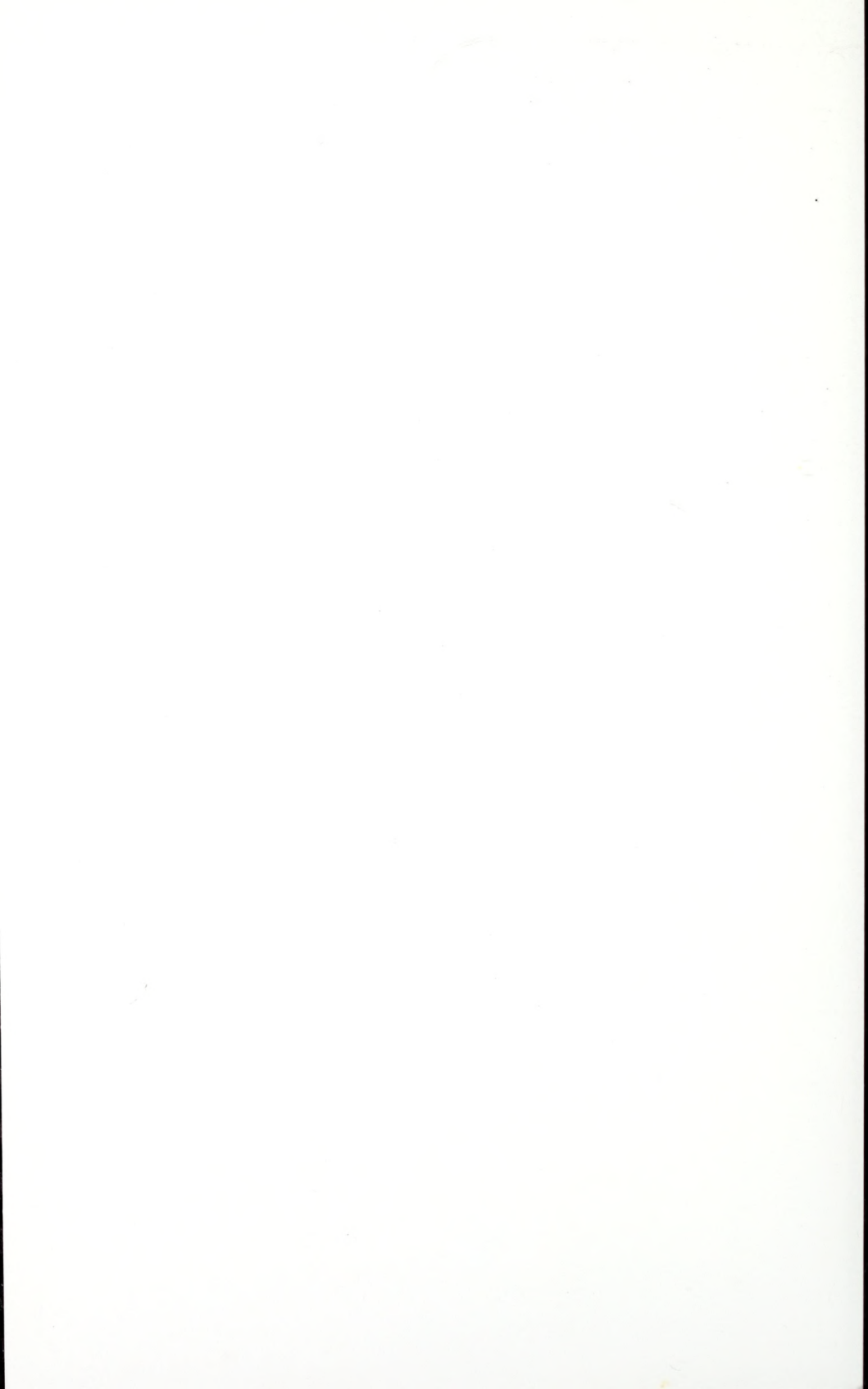


William and Mary



Student Handbook
1985-86





William and Mary

Student Handbook 1985~86

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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 Schools 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. It is an institution which, in the words of its 24th President, Dr. Thomas A. Graves, Jr., is "a College community, small enough to provide for a set of relationships that allow true teaching and learning to take place, large enough to have the resources to strive towards excellence." After nearly three centuries of existence, the College remains a place of "universal study" dedicated to the concept of educating the whole individual.

The College Catalog, together with this handbook, contains the rules, regulations, and policies pertaining to both academic and extracurricular campus life. The College of William and Mary reserves the right to make changes in the regulations and procedures listed herein at any time.

August

Monday

19

Tuesday

20

Wednesday

21

Thursday

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Friday

23

Freshman Orientation
Freshmen Residence Halls Open 8 a.m.

Saturday

24

Upperclass Residence Halls Open 12 p.m.

Sunday

25

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

On admission to the College an entering student who claims domiciliary status is sent an application form and instructions on how to fill it out. The Office of the Registrar evaluates the applications 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-town to in-state; since reclassification is effective only prospectively, however, it 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.

Equal Opportunity and Affirmative Action Office

The Director of Employee Relations and Affirmative Action assumes the role of leadership in the development, dissemination, implementation and monitoring of the College's programs. He is available to provide guidance and assistance to students, faculty and staff on equal opportunity and/or affirmative action matters. The Director is located in the Thiemes House at 303 Richmond Road, ext. 4651.



August

Monday

26

Tuesday

27

Wednesday

28

Classes Begin

Thursday

29

Friday

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Saturday

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Sunday

1

GOVERNING BODIES

Board of Visitors

The Board of Visitors is the governing authority of the College, charged with the responsibility of establishing policies and supervising the operation of the College of William and Mary and of Richard Bland College. The Board of Visitors is held accountable by the Governor of Virginia for the administrative, fiscal and program performance of the agencies for which it is responsible.

The seventeen members of the Board of Visitors are appointed by the Governor and serve without compensation. The Board is empowered to select a Rector of the College, a Vice Rector of the College, a Secretary, and to appoint a President, a Faculty, and such other employees as in their judgment may be necessary or appropriate to conduct successfully the activities of each institution under its jurisdiction.

The Board of Visitors meets in regular session five times each academic year. Special meetings may be held at the call of the Rector of the College.

Further information may be obtained from the Office of the President or the Office of the Dean of Student Affairs.

Student Association

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 the officers and administrative assistants of the Executive Council; the legislative branch, the Student Association Council (S.A.C.); and the judicial

branch, 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 the 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 disbursement 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 Presidents for Social and Cultural Events present informational programs, day trips, and

September

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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dances. The S.A. also serves as an informational clearinghouse for students. Never hesitate to call the office at ext. 4350 and 4394.

Though the number of officers and S.A.C. representatives is limited, the real members of the Student Association are all the undergraduate students of the College. The various representatives are simply that: *representatives*. Their effectiveness depends on your interest. All meetings are open. If you would like to work in the organization and/or you want it to work for you, call ext. 4350 or 4394 or stop by the 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

ACADEMIC REGULATIONS

The information here is partial and is meant only to highlight several important facets of the academic regulations. For the official publication of academic regulations, please consult the College Catalog section "Requirements for Degrees and Academic Regulations."

Normal Load: A degree candidate may register for a minimum of twelve

academic hours and a maximum of eighteen academic hours. Required physical education activity courses do not constitute academic hours. Special permission to take less than twelve hours or more than eighteen hours may be requested from the Committee on Academic Status. Necessary forms are available in the Office of Academic Support.

Class attendance: Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings.

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

Grading System: Grades issued at the College are: A, B, C, D, F, W, I, P, and G. Please see catalog for details.

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. Permission to take a deferred final examination must be obtained in writing. Individual faculty members may not grant permission to defer a final examination.

Area and Sequence Requirements: See Catalog.

Proficiency Requirements: See Catalog.

Registration: All classified undergraduate students who are planning to return for the following semester are allowed to preregister in the spring for the fall semester and prior to the end of the first semester for the spring semester. All registration is done through the Registrar's Office. Stu-

September

Monday

9

Tuesday

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Wednesday

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AEF Annual Meeting
Society of Alumni Board Meeting

Thursday

12

Friday

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Home Football - Davidson College

Saturday

14

President's Reception for new students

Sunday

15

dents are encouraged to consult with academic advisors before completing registration.

Drop-Add: During the first two weeks of classes, students may drop and/or add courses according to procedures announced by the Registrar's Office. Courses dropped during this period will not appear on the student's record. For two additional weeks (second to fourth week of classes), students may drop a course (providing their course load is not reduced below 12 academic hours) but will receive the designation "W" for the course(s) dropped. Between the end of the fourth week of classes and the last day of classes, the designation "W" is given for any course which the student drops while passing (assuming a 12-hour load after the drop), and the grade of "F" is recorded for any courses dropped when the instructor indicates that the student's work in the course is less than satisfactory.

For medical or other extenuating circumstances, a request for exception to this regulation may be made to the *Committee on Academic Status through the Office of Academic Support*. In order to drop, withdraw or add courses, obtain the appropriate forms from the Registrar's Office. A normal academic load must be maintained.

Declaration of Concentration: At the end of the sophomore year, students must declare an area of concentration. To do so, obtain the appropriate forms from the Registrar's Office.

Most departments require that you complete from 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 forty-eight semester credits in a subject field. The chairperson of

the department is automatically listed as your advisor when you declare your concentration and will explain the requirements of the department to you. For further information, check the *Catalog*.

Transcripts: The Registrar's Office is responsible for forwarding transcripts to any place requested. Requests for transcripts will be processed as quickly as possible. The owners of transcripts will be notified when transcripts are sent. There is no charge for this service.

Grade Review: Students wishing to contest grades should:

1. speak with the professor who assigned the grade.
2. speak with the chairman of the department or dean of the school.
3. contact the Dean of Undergraduate Studies, or other appropriate academic dean.

A review of a grade must be initiated before the end of the fourth week of the next regular (Fall or Spring) semester.

Withdrawal from College: To withdraw from college during the academic session, notice must be filed in the Office of Academic Support. Failure to notify the College will result in the notation "Withdrew Unofficially" on your record.

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.

Committee on Academic Status: The Committee on Academic Status (CAS) monitors students in respect to continuence requirements (see *Catalog*). Students failing to meet continuence

September

Rosh Hashanah

Monday

16

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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requirements may be required to withdraw from the College or subjected to academic probation.

Students required to withdraw from the College are not automatically eligible for readmission. The Office of Admission will not accept an application for readmission from students who have been required to withdraw until the student has been reinstated to good standing by the Committee on Academic Status.

Students required to withdraw in May, or after either Summer Session, are eligible to apply to the CAS no earlier than the following November 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. After a student is reinstated, an application for readmission must be filed with the Office of Admissions. Ordinarily, 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 apply any credits taken at other institutions toward a William and Mary degree.

The Committee on Academic Status must also be petitioned for the following:

- permission to maintain academic overloads or underloads.
- permission to drop courses from the academic record.
- permission to add or drop courses after the DROP-ADD deadline has passed.

Petitions and appeals to the Academic Status Committee are handled through the Office of Academic Support.

The Committee on Degrees: Students requesting exemption from any

of the requirements for a degree or an adjustment in the degree requirements must petition the Committee on Degrees. Contact the Office of the Dean of the Faculty of Arts and Sciences. Fully admitted business students should contact the Office of the Dean of the School of Business Administration.

Transfer Credits: The Dean of Undergraduate Studies (or other appropriate academic deans) 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 his decision to the Committee on Degrees. No final evaluation of transfer credits is made prior to enrollment at the College.

Summer School: Summer school consists of two five-week sessions. Students are limited to seven academic hours per session.

Summer Session catalogs are published in March of each year and are available in several campus locations. For further information, contact the Associate Provost.

Summer Work 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 programs or special educational 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 transferrable.

It is advisable to check with the William and Mary department to determine which credits may be transferred as well as the dean.

September

Monday

23

Tuesday

24

Yom Kippur

Wednesday

25

Graduate and Professional School Day

Thursday

26

Friday

27

Parents Weekend
Home Football - JMU

Saturday

28

Sunday

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Language Requirement Exceptions for Handicapped Students

Students with documented learning disabilities, aural/oral impairments, or other handicaps which make the study of a foreign language impossible or unreasonably difficult should meet with the Associate Dean of Student Affairs (JB 209) upon matriculation and petition the Committee on Degrees to modify the foreign language requirement. Guided by test results and the recommendation of professionals, the Committee may allow the substitution of other appropriate courses. Except under extraordinary circumstances, substitution of courses will not be approved after pre-registration for the senior year.

Services

Handicapped Students

The College serves an increasing number of handicapped students. Special programs, counseling and other services related to the handicapped are provided by the Associate Dean of Student Affairs for Handicapped Student Services whose office is on the second floor of James Blair Hall.

Identification Cards

College "I.D.'s" are absolutely essential for almost everything at the College and especially for any sort of financial transaction. Your "I.D." will be prepared for you in the fall through the Registrar's office. During the year, if you lose your "I.D.," be sure to report the loss immediately to the Registrar and a replacement will be ordered for you; if you withdraw, you are expected to turn in your "I.D." Identification cards are nontransferable (i.e. you can't lend yours to anyone else). If someone else is caught with your "I.D.," it will be taken away from that individual and an appropriate penalty

will be levied against you and/or the person who has possession of your card.

Insurance

You are strongly urged to carry insurance on your personal belongings. They are not covered by the College's insurance. Your parents may be able to attach a rider to their homeowners' policy, or you can probably find a special policy for individuals living in residence halls or apartments.

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 this policy which is available at a very nominal fee.

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 to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely as 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 dormitory room on campus has been assigned a mail box. Mail is

September

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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delivered to a mail box, the number of which has been assigned according to your individual dormitory room. There is no general delivery service and there is no charge to on-campus students for mail service, as the cost is covered by your room rent. Mail should be addressed in the following manner:

Your name
Your dorm and room number
College Station Box XXXX

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

If you should change your dormitory room after assignment of your Campus Post Office box number, be sure to notify the supervisor of the College Post Office of the address change so that your mail box assignments may be changed also.

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 you of any packages or letters which must be picked up at the Williamsburg Post Office.

Motor Vehicles

Out-of-state students must have Virginia plates if (1) they live off-campus or (2) they work part-time or full-time off campus. (Our-of-state students living and working on campus do not have to register their cars in Virginia.) If you are an out-of-state student and not employed here in Virginia, you may drive on your home state's license for a period of six months; if you hold either a full or part-time job, your out-of-state license will be valid for a period of 60 days only. You may obtain a state car tag (cost \$15) and a Virginia

Driver's License (fee \$9) 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 motor-bikes 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, are obtained at the Office of the Commissioner of Revenue, located in the Courthouse at 321-45 West Court Street (phone 229-1626). City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads. For further information, see pages

Music Listening Rooms

Music listening facilities are located on the ground floor of Swem Library. The room is open Monday through Friday from 8 a.m. to 10 p.m.; Sunday from 7 p.m. to 10 p.m., and on Saturday from 1 p.m. to 5 p.m. Records are available at the library or you may bring your own. For further information call the Audio-Visual Department at extension 4023.

Newspapers and Magazines

If you wish to subscribe to a newspaper, you may do so immediately after registering for classes. During registration, the lobby in William and Mary Hall is usually filled with organizational and special interest tables of all sorts. Several local newspapers, including the *Richmond Times-Dispatch*, *Richmond News-Leader*, *Daily Press*, and *Times Herald*, plus the *New York Times* and the *Washington Post*, have representatives with whom you may enter a subscription for the academic year. In addition, notices are posted in residence halls, the Campus Center, and academic buildings, telling you whom to contact for newspaper subscriptions; many notices also

October

Monday

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Tuesday

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Wednesday

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Thursday

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Endowment Association Meeting
Fall Break 5 p.m.

Friday

11

Saturday

12

Sunday

13

include a sign-up list. Delivery of newspapers is to your residence, and payment is generally arranged at a later date.

Notary Services

The secretary in the Dean of Student Affairs office provides notary services free of charge. The dean's office is in 203 James Blair Hall, ext. 4495 or 4387.

Off-Campus Housing

The College maintains an off-campus housing referral service to aid students in the search for apartments and rooms in the Williamsburg community. This office maintains an updated commercial list and a card file box listing rooms and housing to be shared. The service is located in James Blair Hall, Room 209 in the Office of the Associate Dean of Minority and Commuting Student Affairs and is available to all students on a non-discriminatory basis.

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.

Pianos

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

Catering

Students may rent pots, pans, punch bowls and other utensils from

Shamrock Food Systems at the Commons (items must be returned in good, clean condition). Items are rented on a first-come, first-served basis. Make arrangements in advance by calling 229-0521.

Coffee urns and limited utensils are available from the Campus Center also on a first-come, first-served basis. Contact the office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

Printing and Copying Materials

The College Print Shop, located behind 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 Audio-Visual Department of the library provides high quality copy services.

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 instruct you as to the procedures you should follow from that point. For general requirements, see *Statement of Rights and Responsibilities, I.C.*

Scheduling Rooms

Any officially recognized campus organization (i.e., the organization's

October

Monday

14

Tuesday

15

Wednesday

16

Thursday

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Friday

18

Career Exploration Day

Saturday

19

Sunday

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constitution has been approved by the appropriate offices) may use College facilities for the purpose of meetings, organizational events, and social functions. In order to obtain the use of any facility, or a room in any facility, an organizational representative must contact the Office of the Associate Dean of Student Affairs for Activities and Organizations to fill out the necessary form(s). Newly formed campus organizations may 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 also make a request *in writing* to the Associate Dean.

Normally, the use of College rooms on a regular or infrequent basis is without charge, except those cases when *specific technical services* (i.e., wiring or sound, lighting, etc.) are required and such services must be provided by the Maintenance Department. The Associate Dean will be able to tell you what services may be necessary for your purposes. The Campus Center rents the Little Theatre and the Ballroom to College organizations sponsoring dances. Any organization which uses William and Mary Hall for a profit-making purpose must pay a rental fee of \$1.00 per event or 10% of "the door." The non-profit use of the Hall by campus organizations is without charge.

Solicitation and Fund-Raising

Organizations and individuals who wish to sponsor a fund-raising project anywhere on campus must see the Associate Dean of Students 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 magazines, or engage in any activity which might loosely be termed *solicitation* must have their request approved by the Associate Dean of Students for Activities and Organizations.

Non-college functions sponsored in William and Mary Hall (i.e., concerts, circuses, etc.) are handled by the Committee on Campus Facilities Policy and Scheduling.

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 association, student publications, intramurals and cultural activities at the College.

Telephone Service

Telephone service within the College is provided through a CENTREX System. The CENTREX System is in operation twenty-four hours per day to provide maximum service for students.

Telephones in residence halls and other College buildings may be used only for campus calls and local calls off-campus. Direct long-distance dialing, third-party billings, and collect calls are *NOT* permitted to or from telephones in the residence halls. Incoming calls may be made directly to the telephone located nearest you within a residence hall. It is, therefore, incumbent upon you to notify your frequent callers of your current telephone number.

As much as possible, use the *Student Directory* which contains most of the numbers which you will need. When necessary, student numbers may be secured by dialing 4196; you should call 4000 for other College numbers.

October

Monday

21

Tuesday

22

Career Exploration Day

Wednesday

23

Thursday

24

Business Sponsors
Board of Visitors Meeting

Friday

25

Sigma Chi Derby Day

Saturday

26

Sunday

27

Tickets and Box Office — Athletic

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. Your college "I.D." serves as your admission ticket.

Season football tickets for members of your family or friends 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 for basketball is located in William and Mary Hall, and information about basketball tickets may be obtained *prior* to the beginning of the season by calling ext. 4492.

Travel Service

Patrick Henry Airport, located 15 miles southeast of Williamsburg off Route 143 and Interstate 64, services Williamsburg with daily flights by U.S. Air: Tel. 877-9205; and Wheeler Aviation. Regular limousine service is offered between Patrick Henry Airport and Williamsburg. For information on flight pick-up times and reservations, call 877-0279. Regular limousine service between Byrd Airport and Williamsburg is available; call for information. Byrd Airport in Richmond and Norfolk International Airport in Norfolk are within one hour's driving time to Williamsburg and offer service from additional airlines not listed above. Williamsburg also has a general aviation airport, the Williamsburg-Jamestown Airport, located at 100 Marclay Road, 229-9256, only 3 miles from downtown Williamsburg, with a 3200 foot paved runway.

Bus service to Williamsburg is provided by Greyhound Bus Lines; Trailways services Richmond and Norfolk,



connecting with Greyhound to Williamsburg. The Greyhound terminal is located on Lafayette St. For information, call 229-1460.

Williamsburg is located on the main line of the Chesapeake and Ohio Railroad (AMTRAK) with connections north and south at Richmond. For schedules and rates, call toll-free 800-874-2775.

Transportation within the city and surrounding communities is supplied by Crow's Williamsburg Taxi Service, 565-0362, and Williamsburg Taxi Service, 229-3666.

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 of 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 dance and occasionally a concert in William and Mary Hall.

October

Monday

28

Tuesday

29

Wednesday

30

Wightman Cup (Tennis)

Thursday

31

Wightman Cup

Friday

1

Wightman Cup

Saturday

2

Sunday

3



FOR YOUR ENTERTAINMENT

Student, Faculty Exhibits

Andrews Hall houses, throughout the year, 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. The exhibits range from paintings to pottery and are always open to students with no admission charge.

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 College's collection.

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.

The balance of the Bolling-Randolph Family Portraits hang in the *Virginia Room*, which also contains the Virginia Collection. The collection is

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. There you may find books from his personal library and, in addition, interesting items of personal and family memorabilia.

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

Twentieth Century Gallery

The Twentieth-Century Gallery, located on North Boundary Street features commercial exhibits for display and sale. The works are both those of local artists and imported.

The Sidewalk Art Show; The Occasion for the Arts

The Sidewalk Art Show and An Occasion for the Arts are outdoor art 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.

November

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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The Abby Aldrich Rockefeller Museum

The Abby Aldrich Rockefeller Museum, located on Francis Street adjacent to the Williamsburg Inn, house a collection of American Folk Art. Some of the displays are permanent while others are short-termed. Especially interesting and unique are the Christmas displays. Your College "I.D." will serve as your admission ticket.

Anthropology Department Museum

The Anthropology Department has a room in the basement of Washington Hall which is designated the Harley Museum and houses a general African anthropological collection.

The first floor of Washington Hall is lined with cases containing finds from the site of Flowerdew 100, a local archaeological project.

Classics Library

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

Committee on Lectures

The College-wide Committee on Lectures awards grants of \$200 to organizations and departments in an attempt to supplement efforts to defray the costs of honoraria and other expenses for guests. Very often speakers from neighboring institutions, embassies, local businesses, etc., may be obtained for nominal expenses and, when possible, organizations use the \$200 grant to sponsor more than one speaker.

To apply for a grant from the Committee on Lectures, prepare a brief account of the type of speaker desired

and the purposes for which the guest is being invited and submit the request to the Chairperson of the Committee.

Sinfonicron

Sinfonicron, representing the combined efforts of Phi Mu Alpha Sinfonia, Delta Omicron, and other interested parties, presents an operetta each year.

The William and Mary Band

The College Band serves as a dual organization during the academic year. For the football season, the Band performs as a marching unit and is highlighted in pre-game and half-time shows and parades, appearing at both home and "away" games. After the football season, the Band functions as a concert organization, presenting formal and informal concerts on campus and on tour.

The William and Mary College-Community Orchestra

The William and Mary College-Community Orchestra is an organization devoted to the study and performance of the best in orchestral music. The organization consists of a chamber orchestra and smaller ensembles composed of the more advanced players.

The William and Mary Concert Series

The William and Mary Concert Series, sponsored by the Committee on Concerts, annually presents a wide variety of musical features.

Other 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.

November

Monday

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Tuesday

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Wednesday

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Thursday

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Homecoming Weekend

Friday

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Home Football - University of Richmond

Saturday

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Sunday

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Still other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), and the Mosque (Richmond). In addition, some of the best concerts on the East Coast are held in Washington, a convenient 3-hour drive from Williamsburg.

William and Mary Theatre: The William and Mary Theatre presents four plays per year, directed by members of the faculty of the Theatre Department, assisted by student directors. Technical work is done almost exclusively by students under the auspices of the Department of Theatre and Speech. Participation is open to William and Mary students who are all invited to audition for any of the productions.

Premiere Theatre: Premiere Theatre each year presents a series of original plays written, directed, and produced by students. In addition, students do all the acting and technical work.

Backdrop: The Backdrop Club, a group of students who participate regularly in theatre, music, and dance, each year sponsors an original or well-known production. Backdrop allows interested students to combine their musical and theatrical talents.

The Williamsburg-Players: The Williamsburg Players is a community-based theatrical group which presents 4 to 5 plays annually in the community. Students are invited to audition for and attend these productions. Further information may be obtained by calling 229-1679.

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 "I.D." may purchase tickets.

Other 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.

Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, slide shows. Students, by presenting their current "I.D." 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. features 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 229-1700.

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 US Route No. 60, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. For hours of operation and special events, call 220-2896.

November

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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Bicycles

All bicycles must be registered with either the city of Williamsburg or Campus Police. City bike registration is at the Municipal Building. Be sure to take your bike with you when you register it.

Bicycle theft, especially of 10-speed bikes, unfortunately occurs on campus and in the City. Always lock your bike, preferably to a post, tree, or railing. Remember that you cannot keep your bike in the hallways (fire regulations), but you may leave it in your room 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 and Signing Contracts

For information on bands or the procedure for booking bands, call the S.A., ext. 4350; or the Office of the Associate Dean of Student Affairs for Activities and Organizations, ext. 4557.

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 their own schedule. Bus schedules are available at the beginning of the fall term at many campus locations. The buses run approximately every half hour from 7 a.m. to midnight (later on weekends).

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 within a 200 mile radius of the City of Williamsburg. In addition to the cost of the driver, on a per hours basis, there is a per mile charge for the use of the vehicle. Organizations/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, request should be submitted as far in advance as possible.

Checks

Checks (maximum \$25.00) may be cashed at the Campus Center information desk with a validated College identification card (Monday through Friday only). Most merchants will cash student checks upon presentation of a student I.D. card.

Contracts

Any student organization that receives any portion of its funding from BSA allocated monies may not sign contracts on behalf of the organization. All contracts should be submitted to the Associate Dean of Students 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 you have any questions, ask before signing.

Craftshows

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

November

Monday

25

Tuesday

26

Thanksgiving Break 1 p.m.
Residence Halls Close 4 p.m.

Wednesday

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Thursday

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Friday

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Saturday

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Residence Halls Open 12 p.m.

Sunday

1

Bacon Street

Bacon Street is a nonprofit organization with the goal of ridding the Williamsburg area of drug abuse. Though its first priority is to aid young people, its services are available to everyone. The Center regularly runs groups and conduct workshops in communications skills and personal growth and, through its frequent Community Awareness Sessions, it brings a variety of entertaining and educational programs to the Williamsburg area.

The *HOTLINE* at Bacon Street is open 24 hours/day, 7 days/week and offers emergency crisis intervention services, a broad referral service, and telephone counseling.

Bacon Street is located on Bacon Street, and someone is always there. Call *HOTLINE*: ext. 4544 or 253-0111.

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.)

International Studies

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 Interna-

tional Student Advisor serves as a counselor to international students. Please consult the informational brochure "Handbook for International Students."

Media

William and Mary has several publications specializing in different areas. They are:

- Advocate-Law publication (bimonthly)
- Colonial Echo-Yearbook
- Colonial Lawyer-Law publication
- Flat Hat-Student newspaper (weekly)
- Green and Gold-Annual Freshman register
- Society for Collegiate Journalists-Honor society's publication
- The William and Mary Review Literary magazine
- WCWM-FM Radio-Student radio
- The News-College publication (weekly)
- WMTV Productions-Student-run
- TV production station

Athletics

Office of Men's Intercollegiate Athletics. William and Mary Hall, 253-0633 or 253-4134.

The Office of Men's Intercollegiate Athletics administers the men's athletic program which consists of 13 men's intercollegiate sports.

Office of Women's Intercollegiate Athletics. Adair Gymnasium 300, 253-4360.

The Office of Women's Intercollegiate Athletics administers the women's athletic program which consists of 13 varsity teams. Schedule cards for each season may be obtained in Adair Gymnasium.

December

Classes resume 8 a.m.

Monday

2

Tuesday

3

Wednesday

4

Phi Beta Kappa Day

Thursday

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Classes end
Board of Visitors

Friday

6

Board of Visitors Meeting
Reading Period begins

Saturday

7

Hanukkah

Sunday

8

STUDENT PERSONNEL SERVICES

Office of the Dean of Student Affairs

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, financial aid, 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 represent academic and administrative policies to the students.

The Dean of Student Affairs administers and coordinates the Student Affairs program.

The Associate Dean of Student Affairs (For Minority, Commuting and Handicapped Student Affairs) is responsible for programs aimed at assisting the academic growth and social well-being of minority, commuting and handicapped students and with assisting these students in their individual needs. The dean serves as administrative liaison to the Black Student Organization and the off-campus students and administers the off-campus housing referral service.

The Associate Dean of Student Affairs (For Activities and Organizations) provides special services and advice to the student activities and all organizations of the College, acting also as a clearinghouse and coordinator of volunteer programs, maintains the College's activities calendar, directs the operation of the Campus

Center to achieve the Center's objective of social education and service to the College community, and develops and administers special on-campus programs, workshops, and retreats.

The Director of Academic Support Service provides general group and personal counseling services to undergraduate students, develops programs for new students which will assist their adjustment to college and their investment in its programs, directs the orientation activities of the College, administers the College's social regulations, and provides service and advice to its judicial organizations.

The Director of Residence Life supervises the student room assignment process, selects, trains and supervises the residence hall staff, plans and implements programs and activities in the residences, organizes and assists the Residence Hall Councils and participates in facilities planning and the development of policies which pertain to the residence halls.

Assistant Director of Residence Life (Housing Assignments) assigns new students to rooms in the College residences, organizes and conducts the annual room selection for upperclass students, processes all requests for room changes, and coordinates the summer residence hall program.

The Assistant Director of Residence Life (Facilities Coordination) administers the Room Damage Deposit fund, processes bills for damages, coordinates appeals and rebate requests, handles requests for paints, airconditioners and lofts, and works closely with the Department of Buildings and Grounds to assure optimum condition of the residence halls.

The Director of Study Skills presents college-wide workshops and provides individual counseling on skill

December

Monday

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Tuesday

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Exams begin

Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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enrichment topics including time management, test-taking techniques, reading strategies, note-taking skills, and others.

The Director of Career Planning offers professional assistance to students in career planning. The services include personal and group counseling in the areas of goal assessment, career decision-making, and vocational preparation. The office provides special programs on career options, offers such resources as a career information library and appropriate testing facilities, and works closely with related services such as academic advising and placement.

Office of Placement. Stan Brown, director; Bob Hunt, associate director. Morton Hall 140, ext. 4604.

The Office of Placement assists students and alumni in obtaining employment with businesses, not-for-profit organizations, and government agencies. Services available through the office are: career search seminars which include information regarding resume writing, interviewing techniques and other aspects of job search strategies, a reference room with employer and career search materials, credential file maintenance and transmittal, and on-campus interviewing.

This office 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 assistance to the student and alumni in all activities that go into job searching.

The Office of Placement works closely with many organizations to arrange recruiting visits on campus. Employer representatives are invited 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.

Office open 8 a.m. - 5 p.m., Monday through Friday.

Office of Residence Life. Debbie Boykin, assistant director; Linda D'Orso, assistant director. James Blair Hall 206, ext. 4314, 4319 or 4150.

The Office of Residence Life has overall responsibility for the management of student residences. It has budgetary responsibility for each of the halls, as well as their condition and upkeep. The office supervises staff who work in the buildings and deals with questions concerning room assignments, residence hall staff, hall government and activities. Questions concerning residence life should be directed to this office.

Office open 8 a.m. - 5 p.m., Monday through Friday.

Center for Psychological Services. Jay L. Chambers, Ph.D., director; Leonard G. Holmes, Ph.D., assistant director, 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 stu-

December

Monday

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Tuesday

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Wednesday

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Exams end

Thursday

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Residence Halls close 12 p.m.

Friday

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Saturday

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Sunday

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dent, 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. Among these are the GRE, LSAT, and MCAT. The Center also administers the Miller Analogies Test throughout the year. Application forms and additional information concerning these examinations can 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 others 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 is open 8 a.m. - 12 noon, 1 p.m. - 5 p.m. Monday through Friday.

Office of Student Financial Aid.

Edward McCormick, director. James Blair Hall 208, ext. 4233 or 4301.

The Office of Student Financial Aid provides a comprehensive financial aid program for students which includes administering all federal, state and institutionally provided financial aid programs; coordinating student employment; providing advice

and counsel to students and their families.

Office open 8 a.m. - 5 p.m., Monday through Friday.

Student Health Service. Juliette Karow, M.D., director. Gooch Drive, ext. 4386 or 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 may be picked up any time in the lobby.

If at all possible when coming to the Service *after* midnight, it is requested that the student or someone aiding the student, 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 less than nine credit hours, but 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 involved and (2) have filed with the Student Health Service a completed physical and history form.

During the times that the Student Health Services 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.

December

Monday

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Tuesday

24

CHRISTMAS

Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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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 his professor 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 the Dean of Student Affairs which will, in turn, notify the student's professors.

Office hours: Open 24 hours. Physician's hours: 9 a.m. - 5 p.m. Saturday and Sunday: Emergency care only. Closed during holidays.

Office of Career Planning. Harriet Reid, director; Sharon Thelin, director of Experiential Programs. Morton Hall 140, ext. 4427.

The Office of Career Planning provides assistance in identifying the interests, values and abilities students would like to incorporate into a career.

Such assistance is provided through individual career counseling, career development seminars, and special programs and speakers. A self-help packet is available entitled, *Where Do I Go From Here? An Analysis Of My Preferences For Work After William and Mary*. In addition, students have access to a computer-based career guidance and information system, allowing them to gain assistance with a wide range of career concerns.

The Office coordinates several off-campus learning programs. The Shared Experience Program provides students the opportunity to work with a profes-

sional sponsor 8-12 hours/week in a field of career interest. The College Venture Program, an institutionally approved program, allows undergraduates to take time off from school to explore career goals or gain a fresh perspective on academic work. Students are counseled in selecting jobs which best meet their needs and interests. Another valuable service of the office is the Alumni Career Advisory Service (ACAS), which offers students the opportunity to talk with alumni and friends of the College who are willing to provide advice concerning their particular careers. The office publishes a weekly bulletin called *Futures* which is intended to keep the college community abreast of career information, internship opportunities, career speakers coming to campus, and other announcements pertaining to the world of work.

The Career Resource Library contains books, extensive files, directories, and audio and video tapes on a wide variety of career fields, as well as information on work and study abroad options, internships and graduate and professional school opportunities. The library houses a collection of undergraduate, graduate and professional school catalogs on microfiche.

In the Office of Career Planning, students are encouraged to explore occupational opportunities, work toward a career decision, and discuss personal career related concerns. Students are invited to call or stop in for specific information, to make an appointment for individual or group counseling, or just to browse.

Office open 8 a.m. - 5 p.m., Monday through Friday, 10 a.m. - 2 p.m., Saturdays. 5 p.m. - 7 p.m., One evening each semester; check for evening.

December

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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OFFICES

Office of the President. Ewell Hall, ext. 4213.

The President is the chief executive officer of the College. The president 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. Brafferton, ext. 4217.

The Provost is the chief academic officer and the primary vice president at the College. The provost administers academic programs at the College through authority delegated to his office by the president of the College.

Office of the Dean of the Faculty of Arts and Sciences. Melvyn Schiavelli, dean; Rolf Winters, dean of graduate studies; Thomas Finn, dean of Undergraduate Studies, James Blair Hall 112, ext. 4683.

The Dean of the Faculty is the administrative head of the Faculty of Arts and Sciences at the College. As such, the Dean is concerned with the educational and fiscal resources which impact teaching and learning within the Faculty of Arts and Sciences. The Dean 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 a Dean for Undergraduate Studies and a Dean for Graduate Studies.

Office Hours 8 a.m. - 5 p.m., Monday through Friday.

Admissions Office. G. Gary Ripple, dean of admissions; Karen C. Schonenberger, associate dean. Ewell Hall, ext. 4223.

The Admissions office processes and makes decisions upon approx-

imately 6,000 undergraduate applications for admission to the College. The office also conducts personal interviews with applicants, and gives two group presentations and tours of the campus each weekday.

Office opens 8 a.m. - 5 p.m., Monday through Friday and 9 a.m. - 12 noon Saturdays - September through May.

Office of International Studies.

Carolyn V. Blackwell, director. James Blair Hall 112, ext. 4354.

The Office of International Studies is the primary resource for students interested in study abroad; Rhodes, Marshall and Fulbright scholarships; language houses and the Creative Arts house; international studies concentrations; and foreign student advising. Our Resource Center contains information on William and Mary and other U.S. college-sponsored study abroad programs, foreign university catalogues, foreign study scholarships, and travel information.

Study Abroad: William and Mary students may wish to spend a summer or academic year abroad. Students may elect to study at the University of Exeter in England, at St. Andrews in Scotland, at Montpellier in France, at the University of Muenster in West Germany, or for a summer in England, France, Germany, Italy, or Mexico.

Language Houses: The language house program supported by the faculty of the Modern Languages Department, consists of four distinct residence halls with intensive exposure to French, German, Spanish and Italian languages and cultures. The Italian house accommodates twelve students and has a Resident Assistant. Each of the other language houses have approximately 40 residents and is open to all interested and qualified students, including non-language majors.

Office open 8 a.m. - 5 p.m., Monday through Friday.

January

Monday

6

Residence Halls Open 12 p.m.

Tuesday

Orientation for new students begins

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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Office of the Treasurer. James Blair Hall, ext. 4210.

The Treasurer's office is responsible for the collection and deposit of all College funds. The office consists of three divisions: Cashier, Student Accounts and Student Loans.

School of Business Administration. Chancellors Hall 214, ext. 4001.

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

Marshall-Wythe School of Law. Marshall-Wythe Law School, ext. 4304.

The Law School administers the College's postgraduate legal program leading to the first Professional law degree, and the Master of Taxation degree. The School is headed by a Dean of the Law School.

School of Education. Hugh Jones Hall, ext. 4291.

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

School of Education. Office of Financial Aid. Jones Hall 305, ext. 4467.

The School of Education's Financial Aid office administers two financial aid programs specifically for undergraduate students in teacher education, and a number of financial aid programs for graduate students. The financial aid programs 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.

Office open 8 a.m. - 5 p.m., Monday through Friday.

School of Education, Office of Education Certification and Placement. Jones Hall 305, ext. 4467.

The 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. Among the other services provided are maintenance of a file of application blanks for Virginia and many out-of-state school systems; scheduling of interviews on campus with personnel representatives of public school systems, private schools, and academies for teaching positions; and maintenance of listings of current 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, there is a one-dollar service charge for copying each set of additional credentials. Placement files are automatically maintained for five years, and 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 the graduate.

Office open 8 a.m. - 5 p.m., Monday through Friday.

Muscarelle Museum of Art. Mark M. Johnson, director. ext. 4003.

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

January

Classes begin 8 a.m.

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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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 open

10 a.m.-4:45 p.m., Monday through Friday.

12 noon - 4 p.m., Saturday and Sunday.

Closed on national holidays.

Campus Police Department. Richard Cumbee, chief; Thea Stanton, parking manager. 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 parking and lost and found at William and Mary.

The Campus Police Station is open 24 hours a day.

Records Evaluation. Sharon Reed, associate registrar. James Blair Hall 110, Ext. 4245.

The Records Evaluation section of the Registrar's Office aids in the maintenance of all student records. It also does academic advising and performs degree audits for undergraduates. Undergraduates 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 record in this office.

Office open 8 a.m. - 5 p.m., Monday through Friday.

January

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Thursday

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Friday

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Saturday

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Sunday

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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.

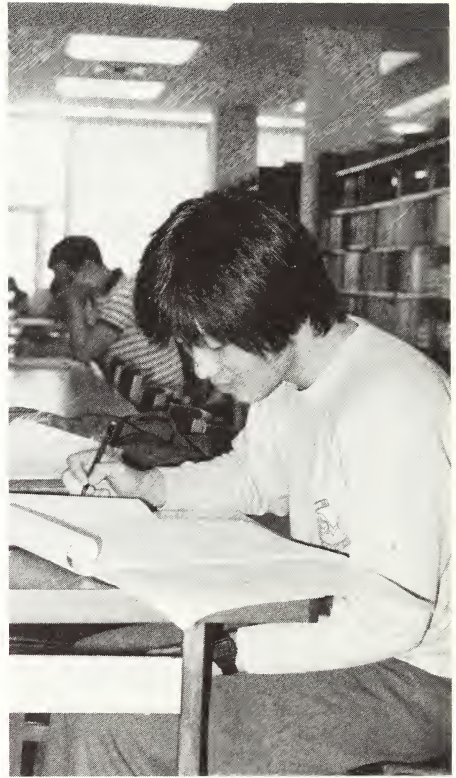
In addition to books, the store carries a broad selection of student orientated merchandise such as clothing with the College seal, records, calculators, and William and Mary imprinted gift items. Further, the Bookstore carries a large selection of official college ring samples and makes available graduation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

Student Legal Services. John Haugh, director. 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 students 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.

Office open 11 a.m. - 5 p.m.

January

Monday

27

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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ACTIVITIES AND ORGANIZATIONS

The Associate Dean of Student Affairs, has his office on the second floor of the Campus Center and, in addition to keeping the College calendar of events, advises student activities and campus organizations, provides leadership training and development, oversees the intramural and campus recreation programs and is responsible for campus cultural programs. Any questions concerning campus organizations should be directed to the Associate Dean's office (ext. 4557), and any campus event should be put on the activities' calendar for the benefit of the campus.

Several of the William and Mary organizations are briefly described in the following listing. For further information on these or other organizations not listed, contact the Office of Student Activities at extension 4557.

Intramurals and Campus Recreation

The Department of Intramurals and Campus Recreation, is located in Blow Gymnasium Room 9, (ext. 4498) and offers a wide range of activities and special events for the entire campus population, including both structured leagues and tournaments and open recreation hours for free play and self-directed services. Facilities include Blow and Adair Gymnasiums, each having playing courts, a swimming pool and a weight room; the Lake Matoaka Boathouse, where canoes and kayaks can be checked out, numerous outdoor playing fields, tennis courts and basketball courts, and racquetball courts that are located in Blow Gymnasium.

Intramurals are separated into men's, women's and coed activities, including softball, touch and flag football, volleyball, basketball, soccer,

bowling, inner-tube water polo, floor hockey, tennis, racquetball, swimming, track and field, cross-country, squash, horseshoes, ping-pong, golf, wrestling and others. The open recreation program provides opportunities for swimming, weight-lifting, court and racquet sports, aerobics, canoeing, kayaking and other activities. Equipment is available for checkout with student IDs in Blow Gymnasium. There is also a growing sports club program that presently includes men's volleyball, men's rugby and women's rugby.

Graduate and Professional Student Associations

Graduate and professional student associations act as liaisons between graduate and professional students and the faculties and administrators with which they are concerned. Enrollment in a graduate or professional school as a student constitutes membership in the appropriate association.

- Graduate Student Association for Arts and Sciences
- Graduate Education Student Association
- Master of Business Administration Association
- School of Marine Science Student Association
- Student Bar Association

Social Fraternities and Sororities

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

February

Monday

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Tuesday

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Wednesday

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Thursday

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President's Council

Friday

7

Charter Day

Saturday

8

Sunday

9

Sororities

Alpha Chi Omega * Alpha Kappa Alpha * Chi Omega * Delta Delta Delta * Delta Gamma * Delta Sigma Theta * Gamma Phi Beta * 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 * Pi Kappa Alpha * Pi Lambda Phi * Psi Upsilon * Sigma Alpha Epsilon * Sigma Chi * Sigma Nu * Sigma Phi Epsilon * Theta Delta Chi.

Undergraduate Professional Societies

William and Mary students with well-developed interests 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.

Beta Gamma Sigma (Business)
Delta Omicron (Music)
Delta Phi Alpha (German)
Delta Theta Phi (Law)
Kappa Delta Phi (Education)
Omicron Delta Epsilon (Economics)
Phi Alpha Delta (Law)
Phi Alpha Theta (History)
Phi Delta Phi (Law)
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)
Society for Collegiate Journalists
Society of Scabbard and Blade (Military)
Wayne F. Gibbs Accounting Society

Religious Organizations and Campus Ministries United

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

- Balfour-Hillel
- Baptist Student Union
- Campus Ministries United
 - (CaMU), Father Ron Seguin, Coord.
 - Baptist, Rev. William S. Parks
 - Catholic, Father Ron Seguin
 - Christian Scientist, Ralph Charbenaeu
 - Episcopal, Rev. Ronald Fitts
 - Jewish, Robert Scholnick
 - Lutheran, Rev. Benton Lutz
 - Presbyterian
 - United Methodist, Rev. Braxton Allport, Jr.
- Campus Crusade for Christ
- Canterbury Association
- Catholic Student Association
- Christian Science Organization
- Fellowship of Christian Athletes
- Inter-Varsity Christian Fellowship
- Latter-Day Saints Student Association
- Lutheran Student Association
- Navigators
- New Testament Student Association
- Wesley Foundation
- Westminster Fellowship
- William and Mary Christian Fellowship
- Young Life

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 your parents automatically belong), the weekend is ordinarily held in early October. On the Friday of Parents

February

Room Reservation Deposit Accepted
Treasurer's Office

Monday

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Tuesday

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Thursday

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Friday

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Saturday

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Sunday

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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 provides administrative liaison to the Parents Association.

Area Organizations

York-James City-Williamsburg Branch NAACP. Phillip R. Cooke, president; Esterine Moyler, secretary. 747 Scotland Street, Williamsburg, 229-3113.

The NAACP is a national organization which promotes civil rights and equality and the eradication of race prejudice among the citizens of the United States. It advances the interest of colored citizens and increases their opportunities to secure justice in the courts, in education and in employment according to their ability. Membership is open to all persons.

Office of the Commissioner of Revenue. City of Williamsburg, VA. Courthouse, 229-1626.

Inquiries concerning state income and personal property taxes should be made at the Office of the Commissioner of Revenue.

Office of the General Registrar. City of Williamsburg, VA. Courthouse, 220-0077.

Registration for local, state and federal elections may be done at the Office of the General Registrar at the Williamsburg-James City County Courthouse. Contact the General Registrar at the above telephone num-

ber if you have questions pertaining to registration or elections.

Recreational Facilities

The College has numerous recreational facilities that students are encouraged to use as often as time allows. Blow Gymnasium is open for informal recreation on a regular basis and has an equipment check-out-system. The Gym has two basketball courts, volleyball courts, showers, lockers, and horseshoe pits. Adair Gymnasium is open for women students' informal recreation, offering facilities for fencing, badminton, volleyball, and basketball. Men's and women's recreational swimming is available at Adair Pool in the afternoons and on weekends. Adjoining Adair Gym are the College tennis courts, equipped with lights for night playing and operating on a first-come, first-served basis, except at times when the courts are reserved for intramural and intercollegiate activities.

William and Mary Hall, in addition to the main floor which is used for intercollegiate athletic events, has two auxiliary gymnasiums, a gymnastics room, a wrestling room, and weight room. There are eight unlighted tennis courts located directly behind William and Mary Hall.

Hours for operation of gyms, pools, and tennis courts' lights are posted in the respective buildings.

Lake Matoaka, a recreational area of the College, offers canoeing and has shelter facilities for group picnics. Requests for the use of the Lake Matoaka shelter should be made to the Office of the Associate Dean of Student Affairs for Activities and Organizations. Because of underwater obstructions, swimming is not allowed in Lake Matoaka or Crim Dell. Ice skating and fishing are also prohibited at both of these locations.

February

Monday

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Tuesday

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Wednesday

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Thursday

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Board of Visitors

Friday

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Board of Visitors

Saturday

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Sunday

23

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 compete in the following intramural activities: archery, badminton, basketball, bowling, free throws, golf, handball, horseshoes, softball, swimming, tennis, touch football, track and field, volleyball, and wrestling. Programs offerings may vary depending on interest and levels of participation. Intramurals are under the auspices of the Associate Dean of Student Affairs for Activities and Organizations.

Reserve Officers Training Corps (ROTC)

Army 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 is designed to develop leadership and management abilities and enhance 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.

Here are some basic facts that will help to give you a better understanding of the Army ROTC Program:

- ROTC is open to both men and women.
- Freshman and sophomore ROTC students incur no military obligation.
- Academic credits can be earned by taking ROTC.
- Each ROTC cadet is paid \$2,500 during the junior and senior years.

- ROTC cadets are eligible to apply for 3, 2, and 1-year full scholarships.
- All cadets who successfully complete the ROTC program are commissioned as Army Second Lieutenants.
- ROTC provides another job option at graduation with a challenging position of responsibility and a beginning salary of over \$10,000 per year.
- All books and equipment are furnished free.

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

AFS Returnees Club

The American Field Service (AFS) Returnees Club is open to students who have participated in the AFS Americans Abroad program as an exchange student for a summer or year. For more information, contact the office of the Associate Dean of Student Affairs for Organizations and Activities.

East Asian Studies Association

The East Asian Studies Association seeks to enhance the understanding of East Asian languages and cultures at the college through a variety of programs throughout the year.

“Help Unlimited”

“Help Unlimited” is a program on campus whose purpose is to coordinate the volunteer services presently being carried on by many service and social organizations.

February

Monday

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Tuesday

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Wednesday

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Spring Break 5 p.m.

Friday

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Saturday

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Sunday

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Publications and the Media

Publications Council: Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for the 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 Organizations, 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 budgets 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: the *Flat Hat*, the *Colonial Echo*, the *William and Mary Review*, the *Advocate*, the *Colonial Lawyer*, 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 Commuting 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, 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. 4317. 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.

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. Call ext. 4544 for information.

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, con-

March

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Gwendolyn Brooks, and Sweet Honey in the Rock.

Black Student Organization

The Black Student Organization serves as a support organization for black students at the College. It is also an organization which helps the College, its students, faculty and administrators, as well as the community, to better understand the needs and aspirations of black students. The BSO sponsors a cultural series which provides black artists and speakers who, through their interaction with the campus community, provide insight into black thought. The BSO participates in the Big Brother/Big Sister program and other service projects. Membership in the BSO is open to all students at the College. For information contact the Associate Dean of Student Affairs for Minority, Handicapped and Commuting Student Affairs, ext. 4247.

sumer protection law, and international law.

The *William and Mary Law 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 by 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.

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 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,

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 a wide variety of areas, including government, education, communications, science and technology, and the arts. By enabling highly motivated students to develop a working knowledge of our key national institutions, the Washington Program relates the academic environment of the student directly to the works of practical affairs.

Announcements regarding specific programs and application forms for these programs are available in the Office of the Dean of Student Affairs.

March

Classes Resume 8 a.m.

Monday

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Tuesday

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Wednesday

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Thursday

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Room Reservation Deposit Due

Friday

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Saturday

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Sunday

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Collegiate Management Association

The CMA assists undergraduates interested in the field of business through an extensive speaker series program and promotes good relations between students the faculty and the business school.

William and Mary Advertising Society

The William and Mary Advertising Society seeks to provide a better understanding of the field of advertising through various local and national projects and competitions.

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, contact the Council in 203A James Blair Hall, ext. 4034, or the Director of Academic Support, 211 James Blair Hall, ext. 4581.

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.

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.

Last Lecture Series

In the "Last Lecture" Series, sponsored by the Office of Residence Hall Life, professors from the various departments present a lecture as if it were their last class session at the College.

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 Recess. The ceremony consists of the lighting of a tree on the rear portico, singing of Christmas carols, reading from the Scripture, a brief history of the Yule Log Ceremony, and the bringing in of the Yule Log. The ceremony culminates with the serving of hot cider and cookies.



March

Monday

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Tuesday

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Saturday

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Sunday

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SUGGESTIONS FOR LIVING AT W&M

CLOTHING:

Women's:

A&N	Monticello Shopping Center	229-2450
Binns	Merchant Square	229-3391
Casey's	Merchant Square	229-2311
May's Apparel	Williamsburg Shopping Center	229-6530
Peebles	Williamsburg Shopping Center	229-3921
Scotland House, Ltd.	Merchant Square	229-7800
Sidney's	Williamsburg Shopping Center	220-2190
Stitches	Williamsburg Shopping Center	229-7542
D. M. Williams Leatherware	Merchant Square	220-0456

Men's:

A&N Store	Monticello Shopping Center	229-2450
Beecroft & Bull, Ltd.	Merchant Square	229-7887
R. Bryant, Ltd.	Merchant Square	253-0055
Casey's	Merchant Square	229-2311
Peebles	Williamsburg Shopping Center	229-3921
Scotland House, Ltd.	Merchant Square	229-7800
Stitches	Williamsburg Shopping Center	229-7542
D. M. Williams Leatherware	Merchant Square	220-0456

This list includes only those shops within convenient walking distance. Others are located in neighboring shopping centers in the Tidewater area.

SHOE SHOPS:

Shoes can be purchased at most of the above places.

Adams Shoe Store	Williamsburg Shopping Center	229-0079
D. M. Williams Leatherware	Merchant Square	220-0456

SHOE REPAIR:

Williamsburg Shoe Repair	435 Prince George Street	229-9175
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LAUNDRY AND DRY-CLEANING:

Berkeley Cleaners	1208 Jametown Road	229-7755
Masters Cleaners	1317 Richmond Road	229-6556
	638 Merrimac Trail	229-1414
Town & Country Cleaners	459 Merrimac Trail	229-4990
Self-Service:		
Berkeley Cleaners	James-York Plaza	229-7440
Colony Launderette	124 Second Street	229-8305
Laundercenter	Williamsburg Shopping Center	

CURTAINS, SHEETS, BEDSPREADS, TOWELS:

Casey's	Merchant Square	229-2311
Murphy's Mart	James-York Plaza	229-5655
Peebles	Williamsburg Shopping Center	229-3921
J. C. Penney's (Catalog Sales)	Colony Square Shopping Center	229-4200

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Monday

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Tuesday

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Wednesday

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Thursday

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Board of Visitors

Friday

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Board of Visitors

Saturday

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Easter

Sunday

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APPLIANCES (Sales & Rental)

S&J Appliance Center	Lightfoot Shopping Center	565-3200
Woodruff Appl. Ctr.	800 Merrimac Trail	229-3484
Better Buy Bld. Supply	Ironbound Road	229-6311
Colonial Paint & Hardware	Colony Sq. Shopping Center	220-0541
Faubion Hardware	Rt. 143 & Penniman	229-0666
Williamsburg Furniture	537 Second Street	253-2508
Martin's TV	613 Queens Creek Road	229-3798
Plaza Music Center	James-York Plaza	
Radio Shack	Williamsburg Shopping Center	229-4157

ALBUMS:

Band Box	517 Prince George Street	229-8974
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BIKES: PURCHASE AND REPAIR:

Bikesmith of Williamsburg	Penniman Road & Page Street	229-9858
Bikes Unlimited	759 Scotland Street	229-4620

AUTOMOBILES: PURCHASE AND REPAIR:

Blanton's	401 Second Street	229-8239
Howard Pontiac	100 Second Street	253-0022
Patriot Chevrolet-Buick	212 Second Street	220-1700
Pittman-Chrysler-Plymouth- Dodge	1440 Richmond Road	229-1050
Williamsburg Motors	217 Second Street	229-2411

AUTOMOBILE RENTING AND LEASING:

Avis Rent A Car	1187 Jamestown Road	229-3638
Hertz Rent A Car	1351 Richmond Road	229-5115
National Car Rental	Williamsburg Hilton	220-3856

In addition, some auto dealers rent or lease cars.

FLORISTS:

Claude Jones Florist	1300 Garrison Drive	229-5589
Flower Cupboard	205 N. Boundary Street	220-0057
Garden Gallery	Colony Square Shopping Center	220-1242
Schmidt Florist	1317-D Richmond Road	229-1665
Williamsburg Floral & Gifts	James-York Plaza	220-9844

TYPEWRITERS: PURCHASE REPAIR:

Colonial Typewriters	1820 Jamestown Road	229-1330
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TYPING SERVICE:

Word Processing Center	Williamsburg Shopping Center	220-2491
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BANKS:

Central Fidelity	1006 Richmond Road	874-9103
Dominion National	683 Merrimac Trail	220-1220

March

Monday

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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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First & Merchants' Nat'l	1801 Richmond Road	220-1500
First Virginia	Williamsburg Shopping Center	220-2611
First Virginia	300 Second Street	229-4191
Mutual Federal Savings & Loan	1229 Lafayette	220-2400
Southern	306 S. Henry Street	229-7700
	1635 Richmond Road	229-7707
Sovran	1310 Jamestown Road	220-1607
	1801 Richmond Road	220-1500
United Virginia	Duke of Gloucester Street	253-9200
	120 Monticello Avenue	253-9269
	James-York Plaza	253-9275
Virginia Federal Savings & Loan	1222 Richmond Road	229-5363

TRAVEL AGENCIES:

Colony Travel Agency	424 Duke of Gloucester Street	229-8684
Royal Travel Center, Ltd.	1233 Lafayette Street	253-2700
USA International Tours	Penniman Rd. & Wickre Street	220-0100
Williamsburg Travel Office	443 Prince George Street	229-3031

CHAMBER OF COMMERCE

You may obtain pamphlets, maps and community service information at no cost at the Chamber of Commerce, located at 901 Richmond Road, open from 8:30 a.m. to 5:00 p.m., Monday-Friday, 229-6511.

NEWSPAPERS:

Local newspapers and the Washington Post, New York Times, Richmond Times-Dispatch and U.S.A. Today, can be obtained at pharmacies, book stores, card shops, restaurants and the Campus Center Desk.

RADIO STATIONS:

AM Stations:

WCMS	1050
WGH	1310
WLEE	1480
WLPM	1450
WMBG	740
WNIS	1350
WNOR	1230
WPMH	1010
WRNL	910
WRVA	1140
WTAR	790
WZAM	1100

FM Stations:

WCMS	100.5
WCWM	89.1
WFOG	92.9
WGH	97.3
WKEZ	94
WLTY	95.7
WOWI	103
WNOR	99
WNVZ	104.5
WQKS	96.5
WRXL	102
WXRI	105.3
WWDE	101
WYFI	99.7
WMYK	93.7

April

Monday

7

Tuesday

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Wednesday

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Thursday

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Friday

11

Olde Guarde Day
Room Selection Process

Saturday

12

Room Selection Process

Sunday

13

TELEVISION STATIONS:

CBS
NBC
ABC
UHF

Channel 3 and 6
Channel 10 and 12
Channel 8 and 13
Channel 15, 17, 27 and 33



April

Monday

14

Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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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 following *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.

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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

April

Monday

21

Tuesday

22

Classes End
Sigma Chi Sweetheart Dance

Wednesday

23

Reading Period

Thursday

24

Board of Visitors

Friday

25

Board of Visitors

Saturday

26

Sunday

27

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 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

April

Exams begin

Monday

28

Tuesday

29

Wednesday

30

Thursday

1

Friday

2

Saturday

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Sunday

4

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

May

Monday

5

Exams End

Tuesday

6

Wednesday

7

Thursday

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Friday

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Saturday

10

Commencement
50th Reunion Weekend

Sunday

11

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. Since 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.

May

Residence halls Close 12 p.m.

Monday

12

Tuesday

13

Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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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 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 individual's 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 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 of College Authorities

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. In addition, refusal to appear, testify, or remain when requested before a College Discipline Committee or Honor Council 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 of the hearing 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.

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

Violations of Law

See "General Policy," p. 82.

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 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 Col-

lege 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) porches and window ledges and mechanical equipment rooms 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 may result in the penalties of reprimand, probation, suspension or required withdrawal for a specific period, or dismissal, depending upon the gravity of the particular offense or absence of extenuating circumstances.

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.

Public Nuisance

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes public drunkenness, obscenity, and nudity. All pranks 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 pranks 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.

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. No student's room, office, locker, or possessions on campus shall be searched by College authorities unless 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 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. A copy of the law is available in the office of the Director of Academic Support Services, James Blair Hall, and 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 "Banquet Licenses for Banquets and for Special Events; Sections 4-2 (23a), 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.
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 should indicate the private nature of the function and the restrictions on attendance.
 - c. The admission of guests should 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 of 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, opiates, 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. 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 kept 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 weapons may not be kept on campus. In addition, toy, counterfeit, or replica versions of other items generally accepted as weapons may not be kept 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:

- 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 Of-

fice 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

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. 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 Organizations. 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) 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 an 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 Students 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. 83-85, *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 Opportunity and Affirmative Action Programs or with a staff member at the Center for Psychological Services or with another member of the Student Affairs staff.

Sex Discrimination

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.

Medical and Emotional Emergencies
(See *Student Health Center*, pp. 38, 86).

Prime 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 the 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 occa-

sionally steal passwords and use others' accounts. It must be clear that the USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) IS CONSIDERED THEFT. There are appropriate ways of sharing projects and files; the Computer Center staff can help you with them.

Security on the PRIME system is controlled through your password. In order to give you an account the Computer Center created a password for you, but you should change it as soon as convenient so that you are the only person who knows it. Please, CHANGE YOUR PASSWORD FREQUENTLY.

Abusive Behavior

Occasionally, users have complained of someone's using the computer 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 terminal screen or printed and left in public output areas. Even without trying to snoop, it is impossi-



ble for other users or operators to separate and file output without seeing it.

Abusive behaviors are not permitted, and generally come under College regulations regarding Public Nuisance and Personal Conduct. 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 computer. The areas where judgement is required including using input and output devices and loading the system.

Input Devices

The chief form of input device is the public access terminal, of which there are about 150 in 8 labs around the campus. During some times of the semester all these terminals are in use and there are lines of people waiting. Whenever there are insufficient terminals 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 (the faster ones have 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, and 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.

Violation

Violations of the rules of computer use generally will result in the user's meeting with a member of the Computer Center staff to clarify the nature of the violation and how to avoid it again. In order to ensure that such a meeting takes place, the staff of the Computer Center will standardly close all access to a student's account and his/her files whenever there is a policy violation. Normal access will generally be allowed after the student and a staff member have met to discuss the issue. In some cases immediate referral to the College disciplinary authorities will be made by the Computer Center staff. All repeated violations will be referred to College disciplinary authorities.

A detailed summary of Computer Use Regulations is available from the Computer Center. Users may also type 'help rules' for online documentation of the regulations in particular areas.



OFFICE OF RESIDENCE LIFE

Student Housing Agreement 1985-86

The staff of the Office of Residence Life has the overall responsibility for management of the student residences. Specifically, the office has budgetary responsibilities for each of the halls — including such areas as the condition of the buildings, their up-keep, and the purchase of new or replacement furnishings as well as a residence hall staff assigned to work in the buildings. Questions concerning room assignments, residence hall student staff, hall government, and residence hall programs should also be directed to the Office of Residence Life.

A. CONTRACT PROVISIONS

I. Residence Requirements

- a. All freshmen 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 in the future.

II. Contract Periods

- a. The terms of this contract 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 Christmas holidays (with the exception of Ludwell Apartments). During the Thanksgiving and spring recesses, selected buildings are open on a limited basis for students who need to remain in the area and who have prior permission.

This is a legally binding contract and is specific to the room indicated on the Room Contract card. All students should familiarize themselves with the terms, conditions, and regulations which are in this statement. Prior to occupancy, contract cards must be signed and dated as evidence of acceptance of the terms, conditions, and regulations of this contract. Failure to pick up a key and/or meal ticket does not release the student from this contract. 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 (August through May Commencement or from the date of occupancy through May Commencement) and cannot be broken midyear.

III. Housing Request

a. Deposit Fees

1. Room Reservation Deposit

To request a room in a College residence, a returning student must pay a \$100 deposit by the advertised deadline date and sign a lease 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 or academically dropped from the College; is selected to participate in an approved overseas study program, enrolls in the Venture Program or is unable to enroll due to illness. Additionally, refunds will be available to students who plan to transfer and to the roommate of students 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. In all cases refunds shall be authorized on the recommendation of the Dean of Student Affairs. Upon occupancy of the assigned accommodation, the Room Reservation Deposit shall be credited toward the total room rent due to the College.

2. 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 Assistant Director of Residence Life according to the procedures set forth in Section VI. b. "Damages". Failure to clear outstanding bills will be considered a violation of the Room Contract and may result in (a) disciplinary action by the Director of Academic Support Services, (b) ineligibility for participation in the room selection process or special interest housing membership, (c) ineligibility for official check-in procedures, i.e., obtaining key/card key, and (d) withholding of registration materials.

IV. Room Selections

Undergraduate: Upperclass students who pay the Room Reservation Deposit by the designated deadline choose rooms with the roommate(s) of their choice during a room selection process. Lottery numbers are assigned by computer to determine the order of room selection within each class. Since the College may have more students paying deposits than can be housed, some "selecting out" typically occurs during the early spring. However, even these

individuals are generally offered space after the room selection when attrition makes this possible.

Freshmen: Freshman room assignments are made during the summer and roommates assigned on the basis of a survey. All freshman residents are required to sign a contract card upon arrival on campus and prior to occupying a room.

Former Students: Former students are readmitted to the College as day students and should request housing by May 15th in order to be considered for fall housing. They will be placed on a waiting list for housing in order of receipt of a Housing Request Card. Former students are required to pay the \$100 Room Reservation Deposit after housing is accepted.

Transfer Students: Transfer students are admitted to the College as day students. Limited College housing is available for transfers. Upon acceptance of admission, a transfer student must send in a Housing Request Card to the Office of Residence Life to be considered for College housing. A lottery is held in June to select transfers for the spaces available. Those students not offered housing during the transfer lottery are put on a waiting list and offered housing on a space available basis.

Graduate Students: College housing is available to graduate students on a limited basis. Graduate Students who have been newly admitted and wish to request College housing must submit a Housing Request Card to the Office of Residence Life. Graduate Students currently enrolled who pay \$100 Room Reservation Deposit by the designated deadline, may participate in the graduate room selec-

tion that takes place in the spring. (The Office of the Associate Dean for Minority and Commuting Student Affairs maintains a list of some off-campus housing available in the community.)

V. 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 28th (Fall) or after March 14th (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 will exercise 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 from the College or its residence

halls for any reason or be discharged from the College or its residence halls on account of breach of any of the obligations of the resident in the rental agreement or for other reasons, the resident shall vacate the residence hall within 48 hours. Exceptions to this provision may be authorized for good cause by the Director of Residence Life. Exceptions shall automatically be granted in the event that the resident has an appeal pending before the proper authority, 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 contract 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 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 Contract. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester.

VI. 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.

Although your R.A. may have done a preliminary check of the room and made notations on the R.C.R., you should thoroughly check your room and verify that all damages and/or deficiencies are documented. Your signature on the R.C.R. implies that the conditions recorded at check-in are accurate. The Room Condition Report will be kept on file in the Office of Residence Life the duration of time that the student occupies the room. A final inspection will be done by the Area Coordinator, 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.

Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students who occupied the room where appropriate unless the identity of the person(s) responsible for the deficiency is known and

verified in writing. If one or more roommates assume financial responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by all roommates must be submitted to the Area Coordinator indicating who specifically should be charged. Charges will not be assessed to one roommate based on one roommate's claiming another responsible.

b. *Damages*

The resident (and his/her roommate where one is assigned) is liable for damages to his/her room, damage to the furnishings and fixtures which the College places therein, and loss of such furnishings and fixtures. 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 (reasonable wear and tear is accepted), 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. Keys and card keys should be turned in to either the Area Coordinator or Head Resident. Keys and card keys should never be given to the RA's. At final checkout, keys must be received by the Area Coordinator by 12:00 noon on the day following Commencement or the resident will be assessed replacement and core change charges.

Pictures, maps, pennants, posters, and the like should be hung from

picture moldings, bulletin boards, or tack strips when these are provided in the rooms. Where tape is used, it must be removed by the resident before final departure from the room, and the resident shall be charged for removal of any excess trash or residue which remains or for any damage which results. Nails and screws used on the walls, woodwork, or furnishings shall ordinarily be considered damage. Markings on the walls, floors and ceilings, woodwork or furnishings, or painting the same without prior written approval of the Assistant Director of Residence Life shall be considered damage and shall be charged accordingly. If College furnishings or fixtures have been removed from the room, they must be returned and reassembled as found at check-in or the resident(s) will be assessed for charges to replace or reassemble such furnishings or fixtures. It is expressly understood that this list is not inclusive of all damage which could occur and result in personal liability. 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, as additional rent to the College, the resident's 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, liv-

ing 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 which will be referred to the Director of Academic Support Services. Those students who are found guilty of malicious 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 Coordinator for the building in which the alleged damage occurred to verify the charge.
2. If the matter is still unresolved, contact *in writing* the Assistant 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 Assistant Director of Residence Life.
4. The Student Activities 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 the second Monday in September.

c. Repairs

Any request for maintenance assistance should be directed to the R.A. for the building in which it occurs. The staff member shall file a work request with the Department of Buildings and

Grounds. If the maintenance problem has not been resolved within a reasonable amount of time, a second work order should be submitted to the R.A. If the maintenance is not performed after the second work order has been submitted, the Area Coordinator 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 Assistant 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 Assistant 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 Assistant 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 Assistant Director of Residence Life. The decisions of the Board are final 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, including such interior painting as may be necessary to preserve and protect the premises and present an acceptable appearance. It should be noted that the cost of any interior painting which is required because of vandalism or abuse will be charged to the resident. While the College will be responsible for the regular maintenance and house-keeping 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, except for Ludwell Apartments, shall have designated, multipurpose, 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, desk, and chair per student. The College also provides a dresser or chest of drawers as appropriate (where two students are assigned to a double room, one large dresser or chest may be provided for the two). Other furnishings will vary

according to the individual residence hall.

Some students may wish to construct lofts in their rooms. Students must complete a "Loft Construction Application" form, available from the Office of Residence Life at check-in, prior to construction of the loft. Failure to complete this form or to abide by its constraints is a violation of the room contract. Lofts must be free-standing and they may not be attached by nails or bolts to walls, ceilings, or floors. Students shall not stack their beds on top of dressers, desks, or other furniture in order to construct a loft.

III. Keys and Security

The resident shall secure a room key and a card key (or front door key as may be appropriate) from the Office of Residence Life. Residents shall be asked to sign a receipt indicating that they have picked up their key(s) and/or card key. Upon withdrawal, when moving from one residence hall and/or room to another, at the close of each session, or upon request from the Director of Residence Life, *the keys must be relinquished promptly to the Office.* If a card key is lost or not returned when the student leaves housing, an additional \$5.00 charge shall be required to cover the replacement. If a key is lost, a \$15.00 charge shall be required to cover the expenses of a core and key(s) replacement. If a resident's key is not returned when he/she leaves College housing (at the end of the session or otherwise) \$15.00 shall be charged. In all three instances the amount will be billed directly to the student, except at the time of final departure from College residences when the amount is deducted from the damage deposit

refund. Only originally issued keys will be acceptable upon departure. Any copies will be considered illegal keys and a core charge will automatically be required.

IV. 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 shall 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 those buildings with specifically designated sun decks) porches and window ledges, and mechanical equipment rooms of all College buildings are restricted areas, and they may not be entered without the expressed written consent of the College employee responsible for the building.

V. Security in Rooms

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*). Late night meandering in the hallways or working alone in areas of the residence hall

other than the resident's own room should be avoided. Individuals observed in the hall who are neither residents nor their guests should be reported to the R. A. or Campus Police immediately.

VI. Storage

The College will not normally be able to store College furnishings outside the resident's room. Since storage rooms do exist in some buildings the student may move furnishings to these locations with the understanding that the items will be returned to the room prior to their exit. In addition, personal belongings may be stored in these 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, Unit K Fraternity Complex Basement, Munford Basement and Dupont Basement. 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. Lofts may also be stored but 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.

Note: Storage is at your own risk. The College is not responsible for theft or damage. Therefore, everything placed in storage should be locked and secured.

VII. 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.

Most of the residence halls are equipped with coin operated washers and dryers. All laundry facilities on campus are open to all residents and commuting students while the residence halls are open.

VIII. Electrical Appliances

- a. 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. This approval must be updated yearly.
- b. Only refrigerators which meet the following specifications will be permitted in student rooms:
 1. Maximum capacity of 5.8 cubic feet.
 2. Maximum average of 1.6 amperes.
 3. Underwriters Laboratory (UL) or equivalent certification label.
- c. Cooking appliances: check the *Student Handbook* for the guideline and use of these appliances.

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 refrigerators must be defrosted and unplugged over the Christmas Break.

IX. Insurance

The College assumes no liability for students' personal possessions as a result of theft, damage due to fire or water, nor other such conditions. IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.

X. 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.

XI. Bugs

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 problems. This service may be requested through the R.A.

XII. 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 Associate Dean of Students for Activities and Organizations.

XIII. 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.

XIV. Fire Works, Firearms, and Weapons

No firearms, weapons, fireworks nor explosives are permitted in the residence halls or elsewhere on the property or the grounds of the College.

XV. Painting Rooms

The College will consider painting the student's room during his/her occupancy if the student files a work request with the residence hall staff. Student rooms are normally painted during the summer as needed. If the student prefers to personally paint his/her room, prior written approval must be secured from the Assistant Director of Residence Life. Paint in approved colors only will be provided. Failure to follow these procedures will result in a damage charge.

XVI. Water Beds

Water beds are prohibited in student rooms.

XVII. Guests

Guests are expected to abide by all College and residence hall rules and regulations, including the appropriate provisions of the housing contract. The Resident is solely responsible for the behavior of his/her guests, including restitution for damage to College facilities. Overnight guests may stay with the Resident for a maximum of three consecutive days at any one visit.

XVIII. Room 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 or, in the case of graduate students, the Vice President for Academic 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 of the person authorized to conduct the search.

It is expressly understood that inspections may be held 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 at least three days in advance and a Resident Assistant shall be asked to accompany the inspector. 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.

C. COLLEGE REGULATIONS

The Dean of Student Affairs, Associate Dean of Students, Director of Residence Life, Assistant Directors of Residence Life, and the staff of residence halls (Area Coordinators, Head Residents, and Resident Assistants) are responsible for enforcing the following regulations. 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.

II.

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 rental contract 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 a lease agreement with a resident whose contract has been previously terminated due to a failure to abide by the conditions of the lease.

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.

If for any reason occasioned by 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 contract 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.

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. Residents are encouraged to carry private insurance on their personal possessions.

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.

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.

ADMINISTRATION OF UNDERGRADUATE POLICIES AND REGULATIONS

1. Basic Policy

The discipline of the College is vested in the President by the action of the Board of Visitors. The President has empowered the Associate Provost, the Dean of Student Affairs, the Director of Academic Support, the Associate Dean of Student Affairs for Activities and Organizations, the Area Coordinators, and other persons as designated, to exercise limited disciplinary authority (with the consent of the accused student) and to levy penalties of disciplinary probation, limited or terminal, and lesser penalties as appropriate. Students so disciplined shall have the right of a hearing before the Discipline Committee, which has the authority to levy any of the penalties listed in the section headed "Penalties," p. 108. Residence Hall Councils are empowered to deal with violations of social regulations and of other residence hall regulations occurring in the residence halls (see Residence Life). Serious infractions of College regulations normally are considered by the Discipline Committee, membership of which includes administration, faculty and students. In addition the Discipline Committee and the administrators listed above, the President in his discretion may call upon other representatives of the administration, the faculties, and students for assistance or he may act without the intervention of other administrative officers or the Discipline Committee.

The test of whether a specific infraction shall be handled by an administrator or by the Discipline Committee shall be whether or not the offense is one which, in the opinion of these officials, may be punishable by suspension or separation from the College or is specifically designated as subject to action by the Discipline Committee. If it is, the matter shall be referred to the Discipline Committee for action in accordance with procedures set forth below.

2. Composition of the Discipline Committee

The Discipline Committee consists of eight members of the faculty at large, eight

undergraduate students and a faculty chairman, all of whom are appointed by the President of the College. The Director of Academic Support is a non-voting member. Hearings are conducted by the Chairman and six committee members at least three of whom are members of the faculty. If an insufficient number of Committee members is available to conduct a hearing, the Secretary may select a replacement from among the students or faculty of the College as appropriate.

The administrator responsible for the case shall present the evidence on the basis of which the accused is being heard and shall direct the questioning of witnesses. The Director of Academic Support assisted by the Assistant Director of Academic Support shall serve as secretary. Other than in the capacities mentioned herein, the Director and Assistant Director of Academic Support shall have no part in the deliberations of the Committee. The administrator presenting the case shall not be present while the Committee deliberates its finding and the penalty to be imposed, if any.

3. Procedure

A student who has been accused of misconduct or violation of College regulations shall be given a written statement of the charge on which he/she is to be heard at least 48 hours in advance of the hearing. The student shall be invited to prepare a written statement in advance of his/her appearance before the Committee, but the preparation of such a statement is not compulsory.

If an accused student refuses to appear or otherwise make himself/herself unavailable for a trial without demonstrating adequate justification for postponement (as determined by the Chairperson of the Committee), 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 Committee 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 Committee's decision.

The accused shall be present and shall have the right to choose an advisor or to engage counsel to represent him/her at the hearing. A student who intends to bring

legal counsel to the hearing is required to give written notice of his/her intention at least forty-eight hours in advance of the hearing. The Discipline Committee shall have the right to have counsel of its own choosing, but such counsel may not vote on the finding or penalty. The accused shall have the right to know the evidence on which he/she is being heard, to question his/her accuser, 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. In determining both the credibility of the accused and the severity of any penalties, information relating to previous violations of College regulations shall be considered by the Committee. A tape recording of each hearing shall be made, and a student whom the Discipline Committee has found guilty may have access to the recording of his/her hearing.

Since the College considers the testimony and evidence of a hearing, the findings, and the penalty confidential (but imposes no such stricture upon the student being tried), the hearing is normally closed but, upon the request of the accused and when approved by the Committee and the Associate Provost, 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 to close the hearing.

The conduct of the hearing is the responsibility of the Chairperson who shall question witnesses and the accused to the end that all information necessary to a full and fair consideration shall be brought out as evidence. In addition, each member of the Committee shall have an opportunity to question both the witnesses and the accused and, finally, the accused shall have an opportunity to present whatever he/she considers necessary in his/her own defense.

Except in case of oral reprimand, the accused shall be notified in writing of the decision of the Committee and the findings on which it is based within 48 hours of the conclusion of the hearing. Until he/she is so

informed, he/she shall be entitled to attend classes and participate in other College functions, unless the 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. Penalties

Among the penalties levied by the appropriate authorities for violation of rules and regulations are those listed below.

If alcohol use is determined to have had an influence on the accused student's behavior, the Committee may increase the severity of the penalty and/or offer the student the option of undergoing alcohol abuse counseling.

Additional penalties of less severity may be employed as appropriate. The following penalties may be levied in combination.

- a. Warnings: Alerting a student to a College regulation with the understanding that any repeat of the behavior will result in disciplinary action.
- b. Loss or restriction of privileges: Limitation or removal of social and personal privileges, including the opportunity to participate in the electronic card-key system, to entertain guests in the private areas of a residence hall, to participate in social activities sponsored by the College or a residence hall, and the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a resident student's room contract may be immediately terminated or not renewed at a subsequent time, or he/she may suffer a reduction in priority of a specified number of places in the room selection of a subsequent year, or may be denied exempt status in the selection if such a penalty is applicable.
- 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.

e. 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.

f. 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 his/her dismissal from the College.

g. 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 eligible for readmission provided there is not other encumbrance upon his/her readmission. The penalty of suspension is noted on the student's transcript but is removed if the student resumes study at the College following the period of separation.

h. 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. The penalty of required withdrawal is noted on the student's transcript but is removed if the student resumes study at the College following the period of separation.

i. 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. The penalty of dismissal is permanently noted on the student's transcript.

5. Right of Appeal

Any student found guilty by the Discipline Committee shall have the right to appeal the finding and the discipline imposed upon him/her to the Associate Provost, whom the President has designated as his representative with final authority to hear such appeals. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds:

a. That the finding is not supported by substantial evidence,

b. That a fair hearing was not accorded the accused, or

c. That the discipline imposed was excessive or inappropriate.

Such an appeal shall be presented to the Associate Provost via the Director of Academic Support within five calendar days of the conclusion of the hearing. The Associate Provost may extend the period within which to file an appeal for good cause. Minor procedural deviations shall not be sufficient cause to sustain an appeal, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is dismissal, required withdrawal, or suspension, the accused shall not attend classes or take part in any College function while the request is under consideration.

It shall be the responsibility of the Associate Provost to act upon all such appeals within five calendar days of receipt of the appeal and to notify the student in writing of his decision and the findings on which it is based, but his action may be postponed an additional five calendar days, in which case the student may be permitted to attend classes or participate in normal College functions.

6. Transcript Notations of Pending Action

If a student is charged with a violation of College regulations and the College must postpone a disciplinary hearing because of extenuating circumstances, the student will be notified of the College's intent to conduct



a hearing on the matter as soon as possible. A notation will be placed on the permanent record of the student to indicate the pend-

ing action. The notation will be amended or deleted following the College's hearing of the matter.

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 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 or 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 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. 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.

AMENDMENT

The preceding sections of the Honor Code may be amended from time to time by three-fourths' vote of the Honor Council, concurred in by the President of the College.

PROCEDURES

Reporting a Breach of Honor

The basis of the Honor System at the College rests upon each student's acceptance of his 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. That person will shall appear in addition to all other witnesses who may possess relevant information. The committee shall 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 Services that the student withdrew under suspicion of a breach of honor and is, therefore, ineligible for readmission. A notation of "withdrew under suspicion of Honor Code violation" shall be entered by the Registrar on all of the student's official records.

If an accused student refuses to appear or otherwise make 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 to 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 or charges 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 or charges against him/her.
3. A right to have the opportunity to seek the advice of his/her parents, teachers, or spiritual adviser, and the matters told in confidence not be disclosed.
4. 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 Services.
5. A right to ask anyone who will not serve as a witness to be his/her counselor. While counsel may represent the accused, the accused is encouraged to present his/her own case. A student has the right to legal counsel at his own expense. It is common practice for the Honor Council to appoint a member of the Council as a counselor if the accused consents. In this instance, the counselor serves as an informed member familiarizing the accused with trial procedures but is not responsible for the defense of the accused.
6. 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 too 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.

7. 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.

8. A right to be confronted with the witnesses and to question them.

9. A right, where practicable, to know the nature of and examine the evidence against him/her before the trial.

10. A right to have the opportunity to make a final statement and to make a rejoinder to a final statement made by the accuser.

11. 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.

12. A right that his/her wife/husband, father or mother, brother or sister of the full blood, the half blood, or by legal adoption may not testify against him/her without his/her consent.

13. A right, before official notification by the Director of Academic Support Services 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.

14. 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.

15. A right, even though guilty, to present evidence of extenuating circumstances. If tried jointly, separate verdicts may be reached.

16. 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.

17. A right to appeal a finding of guilt and the propriety of the penalty to the associate Provost, whom the President of the College has designated as his representative with final authority to hear such appeals. This right must be exercised within five calendar days after notification of the penalty to the accused by the Director of Academic Support Services, or his designated representative. The Associate Provost may extend the period within which to file an appeal for good cause.

An appeal must be in writing and must clearly state the reasons advanced for reversal or modification of the decision. Minor procedural deviations shall not be sufficient cause to declare a mistrial, unless it can be demonstrated that such conditions substantially and prejudicially affected the right of the accused to a fair trial. If the penalty being appealed is expulsion or suspension, the accused shall not attend classes or take part in any College function while his/her request is under consideration.

18. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.

19. A 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.

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 be informed by the Honor Council of the Council's finding of guilt or innocence.
4. A right to be informed by the Director of Academic Support Services of the penalty imposed, if any.
5. A right to review the minutes and recording of the trial in the presence of two or more members of the Council.
6. 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 5 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 Services, or his 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 5 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. 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, but 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.

3. The Chairperson of the Council shall preside.

4. The Chairperson may require any person disrupting the orderly proceedings of the trial to leave.

5. The Chairperson reserves the right to declare a recess at any point in the trial.

6. The accused and all witnesses shall be reminded that lying in an Honor Council trial is itself a violation of the Honor Code.

7. 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.

8. 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.

9. Witnesses may be recalled by the accused or at the discretion of the Chairperson of the Council.

10. 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.

11. 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.

12. 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.

13. 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.

14. The Council after finding the accused guilty, shall by five-sevenths' (5/7) vote of the Council recommend the penalty.

15. If the finding is one of guilt, that fact shall be reported in writing to the Director of Academic Support Services 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 Services will induce course notify him/her of the penalty. The accuser shall also be given notice in writing that the accused has been found guilty.

16. If the finding is one of innocence, that fact shall be reported in writing to the Director of Academic Support Services. 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. The accuser shall be given notice in writing that the accused has been acquitted.

17. 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 Chairman 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.

18. 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.

19. The secretary of the Council shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings.

20. 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.

21. 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 Services of the penalty imposed, and not before such notification.

22. 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.

23. 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 reprimand and failure in a course (see p. 108-9) 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 Dean of Academic Support.

After reviewing a case, the Director of Academic Support Services shall notify the accused and the Council of the final verdict and penalty. The Director of Academic Support Services 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 Services shall declare a mistrial and so inform the accused and the Council, along with his reasons for so declaring. The Council shall then open a new trial to deal with the same charge. If the Director of Academic Support Services feels that the evidence does not justify the findings of the Council, the Director of Academic Support Services 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 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 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.

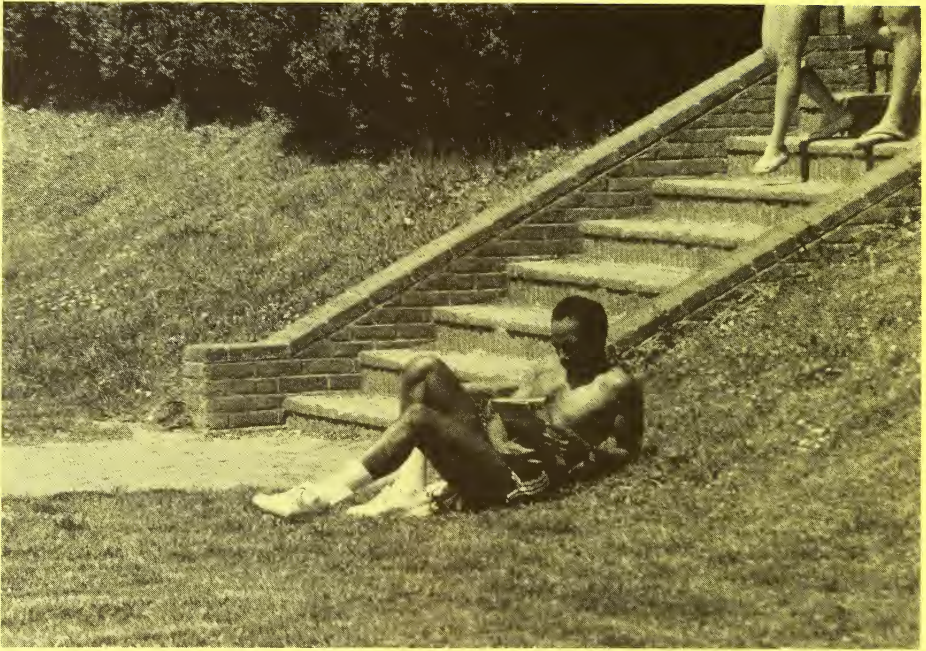
5. Right of Appeal

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, p. 129-30.

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.



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						



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