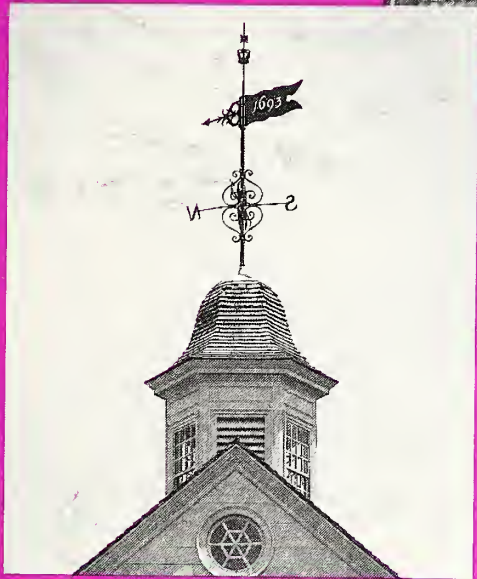




**WILLIAM  
& MARY**



# **STUDENT HANDBOOK**

**1996-97**



*Within the limits of its facilities and its obligations as a state university, The College of William and Mary opens the possibility of admission and participation in its educational programs, educational policies, financial aid or other school-administered programs to all qualified persons without illegal discrimination based on sex, race, color, age, religion, national origin, sexual orientation, or handicap. The University will seek to provide reasonable accommodations to qualified individuals with disabilities. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with the College's equal opportunity and affirmative action programs and procedures may be directed to the Assistant to the President, Director of Affirmative Action, Office of Equal Opportunity and Affirmative Action, Old Dominion Hall, The College of William and Mary, Post Office Box 8795, Williamsburg, Virginia 23187-8795, (757) 221-2615, (757) 221-2613 TDD.*


# WILLIAM & MARY



## STUDENT HANDBOOK 1996-97

*All students at William and Mary  
are bound by the regulations noted herein*

*The College reserves the right to make changes in  
the regulations and procedures listed herein at any time*



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# COLLEGE CALENDAR 1996-1997

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## 1996 FALL SEMESTER

### August

12	Monday	Tuition and Fees due to Bursar's Office
19	Monday	First Day of Classes for Entering Law Students
23-27	Friday-Tuesday	Orientation Period (New Undergraduates)
23	Friday	Residence Halls Open for Freshman (8:00 am)
24	Saturday	Residence Halls Open for Upperclass (9:00 am)
26-27	Monday-Tuesday	VIMS Orientation
26	Monday	Graduate Education Registration 12:00 noon-7:00 pm First Day of Classes: <i>Graduate School of Business</i> <i>Graduate School of Education</i> <i>School of Law</i>
28	Wednesday	Beginning of Drop/Add Period for Law School First Day of Classes (8:00 am): <i>Undergraduate College</i> <i>Graduate Arts &amp; Sciences</i> <i>School of Marine Science</i> Beginning of Drop/Add Period (for divisions beginning August 28)
30	Friday	Beginning of Selection of Pass/Fail Option End of Drop/Add Period for Law School Opening Convocation

### September

4	Wednesday	Last day to drop a class for Fall 1996 semester
5	Thursday	Beginning of period for withdrawal from course with grade "W"
6	Friday	Last day to add a class for Fall 1996 Semester Last day to select Pass/Fail option Notice of Candidacy for Graduation Forms due for December 1996 candidates Last Day to select Pass/Fail option for Law School
27-28	Friday-Saturday	Family Weekend

### October

11	Friday	Mid-semester
12-15	Saturday-Tuesday	Fall Break
25-27	Friday-Saturday	Homecoming
28-31	Monday-Thursday	Graduate Student Registration Period for Spring 1997



## November

1	Friday	Last day to withdraw from a course with a grade of "W" for Fall 1996 semester <b>Graduate Student Registration Period for Spring 1997</b> Notice of Candidacy for Graduation forms due for May 1997 candidates
4-9	Monday-Saturday	<b>Undergraduate Registration Period for Spring 1997</b>
18-20	Monday-Wednesday	Open Add/Drop
27	Wednesday	Beginning of Thanksgiving Holiday: 8:00 am Residence Halls Close (Noon)

## December

1	Sunday	Residence Halls Open (9:00 am)
2	Monday	End of Thanksgiving Holiday: 8:00 am
6	Friday	<b>End of Undergraduate Classes</b> End of Classes for the Law School
7-8	Saturday-Sunday	Reading Period
9-10	Monday-Tuesday	Examinations
10	Tuesday	Tuition and Fees due to Bursar's Office for Spring 1997 term Schedule cancellation for students who have not cleared fees and/or fines from their records
11	Wednesday	Reading Period
11-23	Wednesday-Monday	Exam Period for Law School
12-13	Thursday-Friday	Examinations
14-15	Saturday-Sunday	Reading Period
16-17	Monday-Tuesday	Examinations
18	Wednesday	Reading Period
19-20	Thursday-Friday	Examinations
21	Saturday	Residence Halls Close (Noon)
23	Monday	Winter Graduation

## 1997 SPRING SEMESTER

## January

6	Monday	First Day of Classes: <i>School of Law</i> Beginning of Drop/Add for Law School
10	Friday	End of Drop/Add for Law School
11	Saturday	Residence Halls Open (9:00 am)
11-14	Saturday-Tuesday	Orientation (New Undergraduates)
13	Monday	Graduate Education Registration 12:00 noon-7:00 pm First Day of Classes: <i>Graduate School of Business</i> <i>Graduate School of Education</i>

15	Wednesday	First Day of Classes (8:00 am): <i>Undergraduate College</i> <i>Graduate Arts &amp; Sciences</i> <i>School of Marine Science</i> Beginning of Drop/Add Period (for divisions beginning January 15) Beginning of Selection of Pass/Fail Option
17	Friday	Last Day to Elect Pass/Fail Option for Law School
22	Wednesday	Last day to drop a class for Spring 1997 semester
23	Thursday	Beginning of period for withdrawal from course with grade "W"
24	Friday	Last day to add a class for Spring 1997 semester Last day to select Pass/Fail option

## February

8	Saturday	Charter Day
14	Friday	Final day to file Notice of Candidacy for <b>May 1997 Graduation</b>

## March

7	Friday	Mid-semester
8-16	Saturday-Sunday	Spring Break
21	Friday	Last day to withdraw from course with grade "W" for Spring 1997
24-28	Monday-Friday	<b>Graduate Student Registration Period for Fall 1997</b>
31	Monday	<b>Undergraduate Registration Period for Fall 1997</b>

## April

1-4	Tuesday-Friday	<b>Undergraduate Registration Period for Fall 1997</b>
14-16	Monday-Wednesday	Open Add/Drop
18	Friday	Classes End for Law School
22-May 3	Tuesday-Saturday	Exam Period for Law School
25	Friday	<b>End of Undergraduate Classes</b>
26-27	Saturday-Sunday	Reading Period
28-30	Monday-Wednesday	Examinations

## May

1-2	Thursday-Friday	Examinations
3-4	Saturday-Sunday	Reading Period
5-7	Monday-Wednesday	Examinations
8-10	Thursday-Saturday	Senior Appreciation Days
11	Sunday	<b>Commencement</b>
12	Monday	Residence Halls Close (Noon)

## SUMMER SESSION 1997

June 2-July 4	Session I
July 7 - August 8	Session 2

## THE WILLIAM AND MARY ALMA MATER

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

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

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

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

—James Southall Wilson '02



# HISTORY

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Founded in 1693 by the royal charter of King William III and Queen Mary II of England, the College of William and Mary is the second oldest institution of higher learning in the United States. One of the principal halls, the Sir Christopher Wren Building, is the oldest academic building in continuous use in America. The College of William and Mary has played an important role in the history and development of the nation and the Commonwealth of Virginia.

The list of patriots who studied at William and Mary is long and distinguished and includes 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, making it 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, now Christopher Newport University; and Richard Bland College.

Today William and Mary, still a moderate-sized university, includes five different schools. Arts and Sciences, with both undergraduate and graduate sections, offers instruction in 25 areas of concentration, as well as in 12 masters' and 6 doctoral programs. The School of Education also provides a broad range of undergraduate majors, enhanced by 10 masters', 1 educational specialist (School Psychology), and 3 doctoral offerings. The School of Business Administration features the traditional B.B.A. and M.B.A. degrees; but it complements the same with part-time and weekend programs for specially admitted candidates. From the Law School, both J.D. and LL.M. degrees are available. And finally, the School of Marine Science, located a short drive from the central campus, provides both masters and doctoral alternatives for students interested in the biological and physical sciences.

The College is governed by a Board of Visitors, 17 members appointed by the Governor of Virginia to supervise the operation of William and Mary and of Richard Bland College. The Board of Visitors is empowered to select a Rector of the College, a Vice-Rector, a President, a Chancellor, and Faculty as necessary. In 1993 the Board of Visitors selected the Right Honorable, Baroness, Margaret Thatcher, former Prime Minister of Great Britain as the twenty-first Chancellor of the College.

## ADMINISTRATIVE OFFICES

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**PRESIDENT OF THE COLLEGE.** Timothy J. Sullivan, Brafferton 5, ext. 11693.

The President is the chief executive officer of the College, administering the College through powers invested in this office by the Board of Visitors and through officers to whom this authority is delegated.

**OFFICE OF THE PROVOST.** Gillian T. Cell, Provost, Brafferton 2, ext. 11993.

The Provost is the chief academic officer and the primary vice president of the College, administering academic programs through authority delegated to this office by the President of the College. This office has authority over the offices of Admission, Financial Aid, and the Registrar and responsibility for Honor Council and Judicial Panel appeals.

**OFFICE OF THE DEAN OF THE FACULTY OF ARTS AND SCIENCES.** Ewell Hall 134, ext. 12470. Franz Gross, Dean of Graduate Studies, Ewell Hall 126, ext. 12468. Mark Fowler, Dean of Undergraduate Studies, Ewell Hall 124, ext. 12469.

As administrative head of the Faculty of Arts and Sciences at the College, the Dean is concerned with the educational and fiscal resources which make an impact upon teaching and learning within Arts and Sciences. S/he is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8 am - 5 pm Monday through Friday.

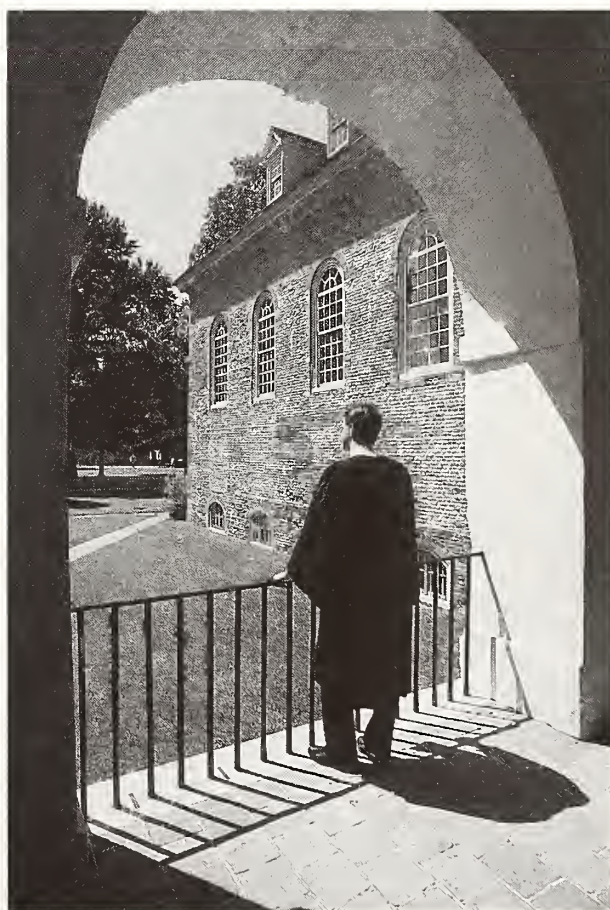
**OFFICE OF ACADEMIC ADVISING.** Randolph A. Coleman, Director, Ewell Hall 127, ext. 12476. Sharon Reed, Associate Director, Ewell Hall 127, ext. 12817.

The Director administers the Academic Advising program. Duties include the recruitment and training of

faculty advisors who will advise students prior to their declaration of concentration. The Director also serves as an advisor for students who are interested in pre-medical studies or other health-related careers, as well as those students who need some direction in choosing a concentration or career path. The Associate Director is responsible for evaluating transfer credit from other U.S. institutions, and for reviewing and planning students' academic progress until the graduating semester.

The Office of Academic Advising functions as the central resource for academic advising. The office's assistance includes: assigning (and reassigning) advisors to students, helping students declare and/or change concentrations, issuing and/or correcting DARS reports, granting students permission to take summer courses at other U.S. institutions, and helping students plan their academic schedule(s) in advance.

Academic Advising maintains cur-



rent information on degree requirements. The office also keeps the official academic records for each full-time, currently enrolled undergraduate. These records include the original application, official high school transcripts, as well as any subsequent paperwork.

Students may schedule appointments in advance to discuss advising issues and problems. Office hours are 8:00 am - 5:00 pm, Monday through Friday.

**SCHOOL OF BUSINESS ADMINISTRATION.**

Alfred Page, Dean, Tyler Hall 214, ext. 12891; Stuart L. Williams, Associate Dean, Tyler Hall 208, ext. 12917; James Olver, Director of Undergraduate Program, Tyler Hall 238, ext. 12910; James R. Haltiner, Director of MBA Program, Blow Memorial Hall 267, ext. 12904; Sally Watson, Director of MBA Placement, Blow Memorial Hall 266, ext. 12956; Susan G. Rivera, Director of MBA Admissions and Student Services, Blow Memorial Hall 255, ext. 12898.

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

**SCHOOL OF EDUCATION.** Virginia L. McLaughlin, Dean, Jones Hall 212, ext. 12315. Office of Admissions and Student Services: James M. Patton, Associate Dean; Byrd Latham, Assistant Dean, Jones Hall, ext. 12317.

This office administers both the undergraduate curriculum leading to certification in elementary, secondary, and physical education and all graduate curricula at both the Master's and Ed.D. degree levels. It is the point of contact for admission to all undergraduate teacher certification programs and all graduate degree programs in professional education and is the primary source of information for all academic policies and practices in the School of Education at both undergraduate and graduate levels. The staff members in this office also provide information about student financial assistance from the School of Education, assistance obtaining

licensure for K-12 education, and coordinate the field placements for students in the elementary, secondary, physical education, and special education programs.

**SCHOOL OF LAW.** Thomas G. Krattenmaker, Dean, Marshall-Wythe 108, ext. 13790; Jayne Barnard, Vice Dean, Marshall-Wythe 107a, ext. 13849; Connie Galloway, Associate Dean for Administration, Marshall-Wythe 107b, ext. 13788; Faye Shealy, Associate Dean for Admission, Marshall-Wythe 105, ext. 13784; Robert Kaplan, Associate Dean for Career Planning and Placement, Marshall-Wythe 234a, ext. 13804; Lizbeth Jackson, Assistant Dean and Registrar, ext. 13782.

The School of Law offers a J.D. degree and an LL.M. in the American Legal Systems.

**ADMISSION OFFICE.** Virginia Carey, Dean of Admission, Blow Memorial Hall 201, ext. 14223.

The Admission Office processes and makes decisions upon approximately 7,500 freshman and 2000 undergraduate transfer applications for admission to the College yearly. The Admission staff travels to recruit students, conducts group information sessions, and hosts on-campus events for prospective students including: Fall and Spring Open Houses, Monroe Scholar Overnight, and Day/Overnight Visitation.

Office hours are 8:00 am - 5:00 pm Monday through Friday, and 9:00 am - 12 noon on Saturdays, September-May. Campus tours and information sessions are held throughout the year at 10:00 am and 2:30 pm on weekdays, and Saturday mornings at 10:00 am during the academic year. There are no weekday tours at 10:00 am January-March.

The Office relies heavily on student volunteers to serve as hosts, tour guides, office workers, and ambassadors. For additional information on getting involved with the Office of Admission, call Patrick Dwyer at ext. 13985.

**OFFICE OF THE UNIVERSITY REGISTRAR.**

Monica L. Augustin, University Registrar, Blow Memorial Hall, ext. 12800.

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

The following transactions are handled through the Main Office, Blow Memorial Hall 108: address changes and other directory corrections (with the exception of residence hall addresses), requests for transcripts, enrollment certifications, filing notice of candidacy for graduation, veterans certification, and determination of domicile status.

Office hours are 8 am - 5 pm Monday through Friday.

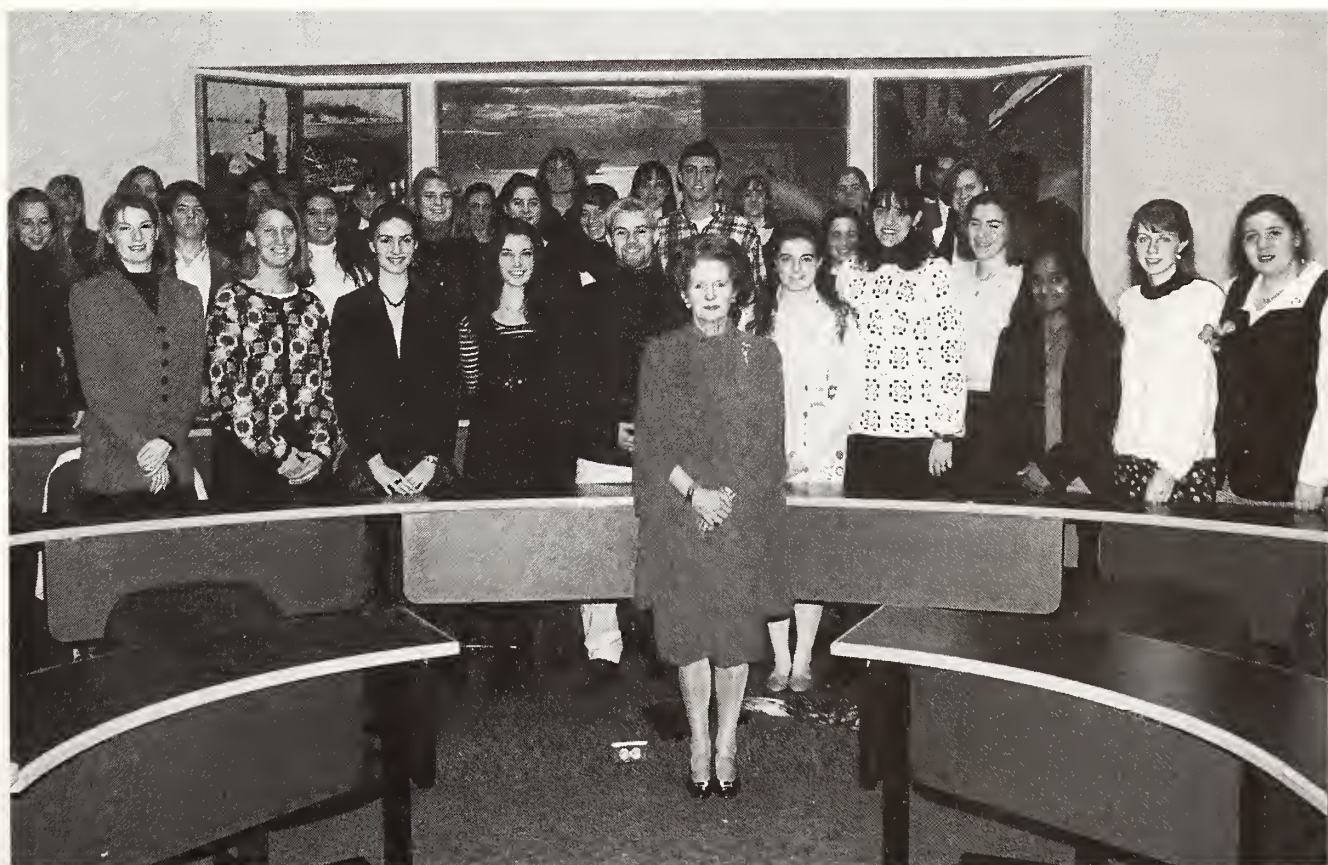
**OFFICE OF THE BURSAR.** Bert Brummer, Director; Pam Johnson, Assistant Director; Dean Neff, Manager, Student Accounts; Patty Ragland, Manager, Collections and Loans; Linda Nicely, Cashier. Blow Memorial Hall 101, ext. 11217.

The Office of the Bursar is responsible for the collection and deposit of

all College funds, management of student accounts, disbursement of financial aid and loans and cashiering. Student payments of tuition, fees, meal plans, telecommunications, and miscellaneous late fines and fees should be made to this office.

The Student Accounts section of the office is responsible for the issuance of student billings and financial management of student accounts with the College. Student billings for tuition, fees, meal plans and housing are issued and payable in advance of each semester. Subsequent billings during the semester are issued for any unpaid balances and current charges for telecommunications. A student's account status is available upon request with proper identification.

All College invoices are due by the payment due dates as published on each billing, as well as in the Registration Bulletin for each semester. Each initial semester billing is sent to the student's home address, or third party address, as identified in the College's Student Information System (SIS). Students are responsible for the accuracy of address information with changes being handled by the Registrar's office.



Failure to receive a College bill as a result of incorrect address information does not waive any late payment penalties. A late fee of \$100 will be assessed if payment is not received by the stated due date. Additionally, a student's registration may be canceled as a result of late payments. Unpaid balances owed to the College may result in student grades, transcripts, and diplomas being withheld. All checks should be made payable to the College of William and Mary. In the event that a student's past-due account is referred to an external collection agency, the cost of collections will be included in the outstanding amount.

The Collections and Loans section of the office is responsible for the disbursement and management of Federal Perkins and institutional loans. Students are required to review and sign loan information before the proceeds can be distributed and participate in mandatory counseling sessions prior to graduation. Student emergency loans as authorized by the Financial Aid office are also disbursed and repayment tracked by this office.

The Cashier's section of the office handles the actual collection and depositing of all funds received at the College. Due to cash accounting requirements, the Cashier's window operates on a reduced schedule of 8:30 am to 3:00 pm, Monday through Friday. A secure drop box is provided for payments after office hours.

**OFFICE OF STUDENT FINANCIAL AID.** Edward P. Irish, Director; Marcia D. Boyd, Assistant Director, 218 Blow Memorial Hall, ext. 12420.

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

Office hours are 8 am - 5 pm Monday through Friday.

**CAMPUS POLICE DEPARTMENT.** Richard McGrew, Director, Campus Police Station (behind Campus Center), ext. 14596. For an emergency, dial 911. (Ludwell residents use ext. 333 on hall phones.)

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

The Campus Police Station is open 24 hours a day.

**PARKING SERVICES.** 204 South Boundary Street, ext. 14764.

All motor vehicles, including vehicles with handicapped plates or hangtags, motorcycles and motorbikes, operated or parked on College property must be registered with Parking Services. A decal or permit is required to park on College property 24 hours a day, seven days a week, except in metered or timed spaces. Office hours are 7:45 am - 4:00 pm, Monday through Friday.

**Motor Assistance Program (MAP)** offers assistance to stranded motorists on College property including: jumper cables, gas can, lug wrench, air pump, and equipment to assist when keys are locked inside a vehicle. Service hours are 8:00 am - 4:30 pm, Monday through Friday. After 4:30 pm contact Campus Police ext. 14596.

**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OFFICE.** Violet R. Chalkley, Acting Director and Assistant to the President, Old Dominion Hall, ext. 12615.

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



# STUDENT AFFAIRS

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## **OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS**

W. Samuel Sadler, Vice President for Student Affairs, ext. 11236; Virginia Ambler, Assistant to the Vice President, ext. 11234; Campus Center 219.

The Vice President for 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, multicultural students, services for disabled and commuting students, student rights and responsibilities, organizations and activities, student government, the judicial system, the University Centers, student residences, and student health and counseling needs. The staff members work closely with the faculty and administration of the College to represent student concerns to them; this office also presents academic and administrative policies to the students.

**ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS.** Kenneth Smith, Campus Center 203B, ext. 13300; Kim Roeder, Coordinator of Student Activities and Programs, Campus Center 207C, ext. 13254; Kevin McCoy, Coordinator of Public and Community Service, Campus Center 209, ext. 13263; Robert C. Knowlton, Director, University Centers, University Center 221, ext. 13431; Bill Jonas, Assistant Director, University Centers, University Center 225, ext. 13432; Linda Chavies, Night Manager, University Center 218, ext. 11356.; Denny Byrne, Recreational Sports Director, Recreation Center, ext. 13312; Linda Seefeldt, Assistant Director, Recreational Sports, Recreation Center, ext. 13313; Joe Tighe, Assistant Director, Recreational Sports, Recreation Center, ext. 13314.

The Associate Vice President provides counsel and services for student activities and all student organizations

and publications of the College, and administers the allocation and distribution of the Student Activities Fee funds. The Student Activities Office serves as a clearinghouse for community service and volunteer programs, coordinated by the Associate Vice President. He is responsible for maintaining the College's calendar of scheduled activities, developing and administering special on-campus programs, workshops, leadership development programs and retreats, and participating in the adjudication of discipline matters.

The Associate Vice President supervises the operation of the University Centers to achieve the Centers' objective of social education and service to the College community. In addition, he supervises the Recreational Sports program, which includes all intramural and recreational activities, recreational facilities on campus, a wide range of opportunities for organized team activities, and informal recreation programs. Daily information regarding intramurals and recreation facilities may be obtained by calling the Recreational Sports Hotline, 221-3311.

**OFFICE OF MULTI-CULTURAL AFFAIRS,** ext. 12300. Ed Cowell, Director; Chon Glover, Assistant, ext. 12301. Campus Center 107.

The Office of Multi-Cultural Affairs is responsible for programs aimed at assisting the academic growth and social well-being of students of color. It serves as the administrative liaison to the Black Student Organization, the Asian Student Union, the Korean American Student Association, the Vietnamese Student Association, the Filipino Student Organization, the Indian Cultural Association, the Chinese Student Organization, African-American Male Coalition, Students of the Caribbean Association, ESSENCE (an organization for women of color), and

the sororities and fraternities with an African-American heritage.

The Assistant is responsible for a broad range of services in advising and counseling students of color. She assists in the development, evaluation, and coordination of programs for students of color.

**DEAN OF STUDENTS.** Dean and Assistant Dean, ext. 12510; Susie Mirick, Study Skills Director, ext. 12513; Lisa Bickley, Assistant Dean of Students for Disability Services, ext. 12510; vacant, Assistant Dean of Students for Judicial Affairs, ext. 12510; Kimberly Scott-Barbarji, International Student Advisor, ext. 12510. Campus Center 109.

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

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

In addition, the Office of the Dean of Students is responsible for services provided to students with disabilities. The goal here is to provide support and equipment to ensure that these students will enjoy the same rights and responsibilities as all other students.

**OFFICE OF CAREER SERVICES.** Leo Charette, Director; Mary Meade Saunders, Associate Director; Nancy Burkett, Assistant Director; Setu van Lare, Assistant Director; Pam Garrette, Recruitment Coordinator; Barbara McGrann, Coordinator of Credential Services and Mock Interview program; and Teresa Lemons, office receptionist. 123 Blow Memorial

Hall, ext. 13240.

The mission of the Office of Career Services is to provide quality services and programs that facilitate the career development process for William and Mary students and alumni. This process teaches skills in self-assessment, career exploration, decision making and graduate school and job selection. The Career Services Office seeks to develop meaningful partnerships with alumni, faculty, staff, employers, graduate schools and other colleges to inform and empower students and alumni, linking them with career information, employment, graduate programs, and experiential opportunities.

#### *Hours and Location*

The Office of Career Services is located on the first floor of Blow Memorial Hall on the campus of the College of William and Mary. Phone: 804-221-3240; FAX: 804-221-3329; E-mail: [career@facstaff.wm.edu](mailto:career@facstaff.wm.edu)

Office Hours: (year round)

Mon.-Fri.: 8:00 am to 5:00 pm

Career Library Hours: (while classes are in session)

Mon.-Thurs.: 8:00 am to 6:00 pm

Fri.: 8:00 am to 5:00 pm

Sat.: 9:00 am to 12:00 noon

#### *Services*

William & Mary's career office offers a number of services to assist students as they decide on majors and careers and make the difficult transition from college to the world of work, either directly from their undergraduate experience or through the selection of appropriate graduate education. The following brief overview highlights the groups of services most used by students in recent years.

#### *Individual Appointments*

The vast majority of students will have an individual appointment with a member of professional staff at the Career Office during their time at William & Mary. Appointments range from comprehensive career counseling, including the use of career interest inventories (Campbell, Strong, SIGI PLUS or Myers Briggs), to conversations about graduate

schools, job search, resume writing, salary negotiations, interviewing, internships and a broad range of other topics that relate to career transitions and decisions. Students need not have specific career directions or goals to schedule an individual appointment. Students can schedule appointments by calling 221-3240 or by stopping into the office on the 1st floor of Blow Memorial Hall.

#### ***Workshops, Seminars, Information Meetings and Mock Interviews***

During the year, Career Services offers over 200 workshops, seminars and information meetings on a wide range of topics including: Getting Started workshops, Resume and Cover Letter Writing, Interview Preparation, Finding an Internship or Summer Job and Graduate School Selection. Most workshops are offered every other week during the fall and early spring.

In addition to the standard workshops, the Office also coordinates a number of seminars that are conducted by visiting employers. These seminars, scheduled throughout the year, are open to all and provide a good overview of the entry level opportunities and mission of the visiting organization.

The office also coordinates a mock interview program. These practice interviews are conducted by professionals from area organizations including businesses and school systems. A complete schedule of Career Office workshops and seminars is available at the beginning of each semester.

#### ***Library Resources (Books and Cyberspace)***

The career library houses an excellent collection of books, video tapes, job listings, employer directories and other materials focused on career development, job search and graduate school opportunities for liberal arts graduates. Other materials such as handouts, newsletters, tip sheets and documentation are also available on the Career Office Home Page on the World Wide Web (<http://www.wm.edu/csr/career/>).

#### ***Recruiting Services: On and Off-Campus***

- 1) *On-Campus Recruitment:* In 1995-96, 150 organizations including school systems, businesses, non-profit and government organizations came to campus to interview W&M students in all majors for entry-level, summer and internship opportunities.
- 2) *Off-Campus Recruitment:* As a result of partnerships with other colleges,



two off-campus recruitment programs are offered, one in New York City and the other in Boston, both during the College's January break. The Career Services Office also participates in the Minority Career Fair at the University of Virginia; the Crimson & Brown Minority Career Forum in Washington, DC; and the International Student Job Fair held annually at The American University.

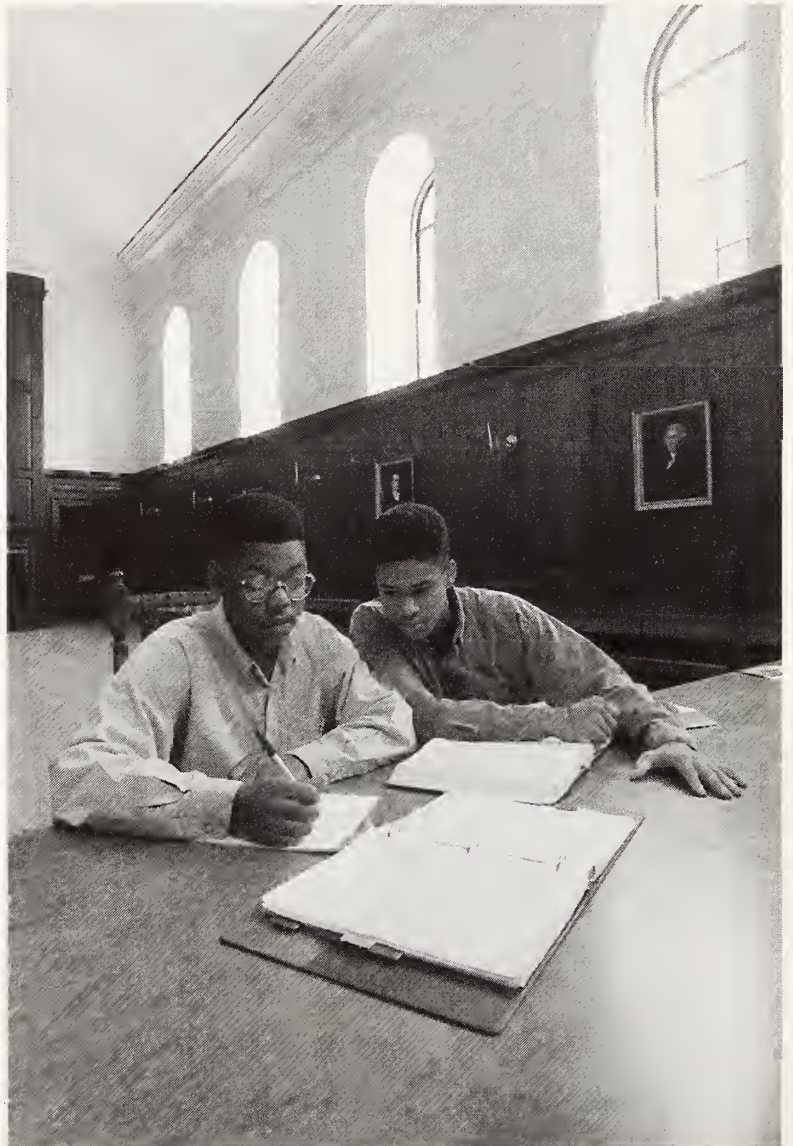
- 3) *On-Campus Job Fairs*: Two job fairs are scheduled on-campus during the year, both occurring during the spring. The first is a Career Fair, scheduled in February, and open to all students and alumni. The second on-campus fair is an Education Job Fair which is held in April, and includes public and private schools from Virginia, Maryland and North Carolina.
- 4) *BarterBase Consortium*: Recognizing that most employers recruiting on college campuses are from the business sector, the Office of Career Services has formed a consortium of 25 colleges ranging from Minnesota to Massachusetts and from Maine to Virginia. The purpose is for each school to locate jobs that are of interest to liberal arts graduates. Each college has committed to a different topic, some of which include: Archaeology, Museum, Paralegal, Writing, Public Policy, Consulting and Physical Science.
- 5) *Resume Referrals*: For various reasons, a number of organizations elect not to recruit on campus but are interested in interviewing W&M students. To assist these employers, the office has implemented a resume referral program. Announcements of the opportunities are made through the offices' listserv and on bulletin boards. Students are encouraged to drop off their resumes

so they can then be forwarded to employers.

- 6) *Job Connection*: The Office publishes a jobs bulletin every two weeks of opportunities that are received. The bulletin is called Job Connections and is free to students and alumni. It is also published via the web as a result of a partnership with Jobtrak. The bulletin is accessible from the Office of Career Services's home page under the topic "Employment" —> "Current Jobs".

### ***Graduate School Planning***

About 30% of each year's graduating class goes directly to graduate or professional school and many more go on within five years after graduation. Over the years the Office has worked with many students and alumni on the selection of a graduate school program, preparation for admission tests and conducting the actual application process.



The Career Services Office houses all the testing materials for the GRE, LSAT, GMAT, MCAT and DCAT, as well as coordinates the administration of testing for the GRE, MCAT and LSAT which is held on the William and Mary campus. The Office also maintains paperback copies of the six volume set of *Peterson's Guides to Graduate Schools* and a comprehensive list of Internet links to various graduate programs, accessible from the Office's home page. The Office keeps information on writing personal statements, financial aid and standardized testing.

In addition to providing counseling and resources, the Office also sponsors a Graduate and Professional School Fair that is held annually in the fall.

#### ***Establishing a Credentials File***

The establishment of a credentials file is an important service to students applying to graduate school, seeking teaching positions or who are applying to work in higher education. These types of organizations often require candidates to forward letters of recommendation from faculty members at their undergraduate institutions. Students may establish a credentials file in the Office of Career Services to hold these letters. The procedures for establishing and accessing your credentials file are explained in the handout "How to Set Up a Credential File" which is found in the Office of Career Services.

#### ***Alumni Connections***

Nearly 1500 alumni, parents and friends of the College have volunteered to participate in the various programs that are associated with Career Connections. Aspects of this program include:

- 1) *Major Connections*: Scheduled during the Spring, alumni return to campus for a day to meet with students and share insights about their careers.
- 2) *Career Connections*: Each year a number of alumni volunteers have students shadow them at their place of work for 1 - 5 days during the winter, spring and summer breaks. Deadline to participate in this pro-

gram is usually at the beginning of November, so check with the Office early (October) to learn of the available opportunities for the coming year.

- 3) *Informational Interviewing*: In a normal year, W&M students conduct hundreds of informational interviews through the Alumni Connections. The bulk of these interviews take place during the winter and spring breaks, though interviews can be arranged with alumni at other times. Check out the handout "How to Conduct Informational Interviews" if you are unsure about this process.

#### ***Experiential Programs: Internships, Shared Experiences and Externships***

Last year alone, more than 70 students found jobs as a result of an internship or summer job. Here is a brief description of the various experiential options that are available to students:

- 1) *Internships*: The Career Services office has compiled a database of over 1000 internships; many are unique to William and Mary. Most internships are available during the summer and a significant number are paid. The Office has also purchased a number of internship directories that can be found in the career library. Some internships can be done for credit, however, credit must be arranged with faculty before the fact. The role of the Office of Career Services is to serve as a clearinghouse for opportunities and to assist students in the application process. Some organizations do visit campus to recruit for interns; check with the recruitment coordinator for specifics.
- 2) *Shared Experiences*: These are short-term internships that occur in the Williamsburg area. Students interested in participating in a Shared Experience must register with the Career Office within the first few weeks of each semester. Applications are then forwarded to the sponsoring agencies who select the

students they are interested in.

- 3) *Externships*: Each year a number of alumni, (see Career Connections above), area lawyers, and physicians volunteer to have students shadow them at their place of work for 1 - 5 days.

### ***Programs for Minority and International Students***

One of the goals of the Office is outreach to minority and international students. The Office participates in the Minority Career Fair at the University of Virginia and as of January of 1996, the Crimson and Brown Minority Career Forum, held in Washington, DC. Both events provide employers with an opportunity to meet and interview minority students.

To provide an opportunity for international students who are seeking employment in their home countries, the Office collaborates with several universities in the area to organize the International Student Job Fair held annually at The American University.

The Office also collaborates with the Society of Alumni's Hulon Willis Association and the Office of Multicultural Affairs to organize the annual Black Alumni Student Day. This event provides an opportunity for alumni to share personal and career experiences with students. The Career Services Office is in the process of working with the Hulon Willis Association to launch a mentoring program linking African American students with alumni working in their field of interest.

### ***Keeping Students and Alumni Informed***

The Office of Career Services maintains two (2) electronic mail services that are used to send timely announcements directly to student and alumni e-mail accounts. Sub-

scription to the service is free and encouraged.

- 1) *CAREER-L*: used to send general announcements of programs on and off campus, update students on internships that have been added, and to inform subscribers of recruiters visiting campus or interested in receiving resumes (generates about 3 to 5 messages per day during the academic year, fewer during the summer months) and
- 2) *RECRUIT-L*: used to send preselection lists to students and alumni registered for on-campus recruitment (generates about 3 to 4 messages per day during the academic year)
- 3) *Futures*: The Office publishes "Futures", a bi-monthly newsletter that is distributed to various places around campus. The newsletter provides a brief summary of upcoming pro-



grams on and off campus.

**COUNSELING CENTER.** Philip W. Meilman, Ph.D., Director; Lawrence A. Tucker, Ph.D., Assistant Director. Blow Memorial Hall 240, ext. 13620.

The Counseling Center offers a range of professional services for William and Mary students wanting help with psychological problems, personal issues, problematic situations, and stressful events. Staff members are available to discuss personal concerns a student may be facing and work with that student to develop new ways of resolving the problem or mastering the concern.

Students are initially seen by an individual counselor. Continuing services, if needed, may be offered in the form of individual, couple, family, or group meetings, depending on what best matches the student's need.

The Counseling Center staff consists of both male and female mental health professionals, primarily clinical and counseling psychologists. In addition, a sport psychologist is on staff. All are trained and experienced in dealing with the problems of university students. Psychiatric consultation can also be arranged if needed.

Appointments may be made by calling the Counseling Center at 221-3620, or by coming to the office in person. Appointments will be scheduled as soon after the initial request as possible, depending upon the urgency of the situation and staff time available. Appointments are usually available within a week of the initial request. After the first visit, students who want to continue will work with an assigned counselor. During periods of high demand for services (usually midterms to finals), assignments will be made on a priority basis. If appropriate, students may be referred to other sources of help after an initial evaluation.

Counseling is confidential. Because therapy is most effective when a student can be direct and honest with a counselor without fear that personal informa-

tion will be divulged, information about a student is not released without that student's written permission, except in the case of life-threatening situations or when required by law. The Counseling Center does not make notations of counseling on a student's College record.

The Counseling Center administers the Miller Analogies Test (MAT) several times during the year. Application forms and information about testing fees are available by calling 221-3620 or by stopping by the office.

Office hours are 8 am to noon and 1 pm to 5 pm, Monday through Friday.

**OFFICE OF RESIDENCE LIFE.** Deb Boykin, Director; Allison Wildridge, Associate Director (Student Development); Mary Glisan, Assistant Director (Administration). Campus Center 212, ext. 14314. Seven Area Directors, one assigned to each of the seven residential areas.

The Office of Residence Life has overall responsibility for management of student residents and the various residence halls. It has budgetary responsibility for each of the halls, as well as their condition and upkeep. Questions concerning residence life should be directed to this office, which is open 8 am - 5 pm Monday through Friday.

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

The Associate Director (Student Development) coordinates the selection and training of the student staff and residence government, and works with all staff members to implement programs, referrals, and other social and educational activities. The Associate Director also oversees housekeeping.

The Assistant Director (Administration) has responsibility for the room assignment process, administers vending contracts, directs the summer-school program, updates housing publications,

facilitates family housing assignments, and serves as a telecommunications liaison to Auxiliary Services.

Area Directors are responsible for the day to day management and administration of a specific group of buildings. Their responsibilities include counseling, crisis intervention, referrals, programming, community development, and adjudication of judicial cases. They also select, train, supervise and evaluate the student staff assigned to their residential area.

**KING STUDENT HEALTH CENTER.** Dr. Joyce Jones, Director. Appointment line, 221-2998; Front Desk, 221-4386.

The Student Health Center provides high-quality, primary medical care for students who become ill or experience minor emergencies while away from home. The Health Center delivers a wide variety of services, most of which are covered by the Student Health Fee included in the Tuition and General Fee. All matters between a student and the Health Center staff are completely confidential.

Medical services are provided for all full-time students and for those graduate students certified by the Dean of their school to be doing the "equivalent of full-time work." In order to be eligible for medical care, both groups of students must have 1) paid the Student Health Fee for the current semester, and 2) submitted to the Health Center a completed health history and physical examination form.

It should be noted that if a student chooses either a local emergency room or a local physician, any charges incurred become the student's financial responsibility. Likewise, if a Health Center physician deems it medically necessary to refer a student to a specialist, this also becomes the student's financial responsibility. It is strongly recommended that students carry health insurance to assist with the cost of health care obtained outside the Student Health Center.

The College has a medical/emotional emergency procedure which will

be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should immediately contact the Dean of Students, 221-2510, or the Student Health Center, 221-4386.

Documentation of medical absences from classes or exams will be provided by the Health Center, if required by a professor. Each student is responsible for notifying professors of absences, and faculty may call the Health Center to verify the fact that a student has been seen at the Center. In view of the Honor Code, a student's explanation of class absence may be sufficient in many instances.

The Student Health Center is located on Gooch Drive, south of Zable Stadium (Cary Field). During the academic year, hours of operation are 8:00 am - 6:00 pm Monday through Friday, and 10:00 am - 4:00 pm Saturday through Sunday. Appointments with physicians and nurse practitioners are available Monday-Friday, 9:00 am - 4:30 pm (appointment line 221-2998). A Registered Nurse is on duty evenings until 6:00 pm and on weekends when the Center is open, with a physician on call.

**HEALTH EDUCATION.** Cynthia Burwell, Health Educator, Student Health Center, ext. 12195.

The Health Educator serves as a resource for general health information and acts as a catalyst for health promotion events for the William and Mary community. The Health Educator provides a wide range of educational, referral and outreach services for students who are concerned about wellness, disease prevention and other health-related issues.

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

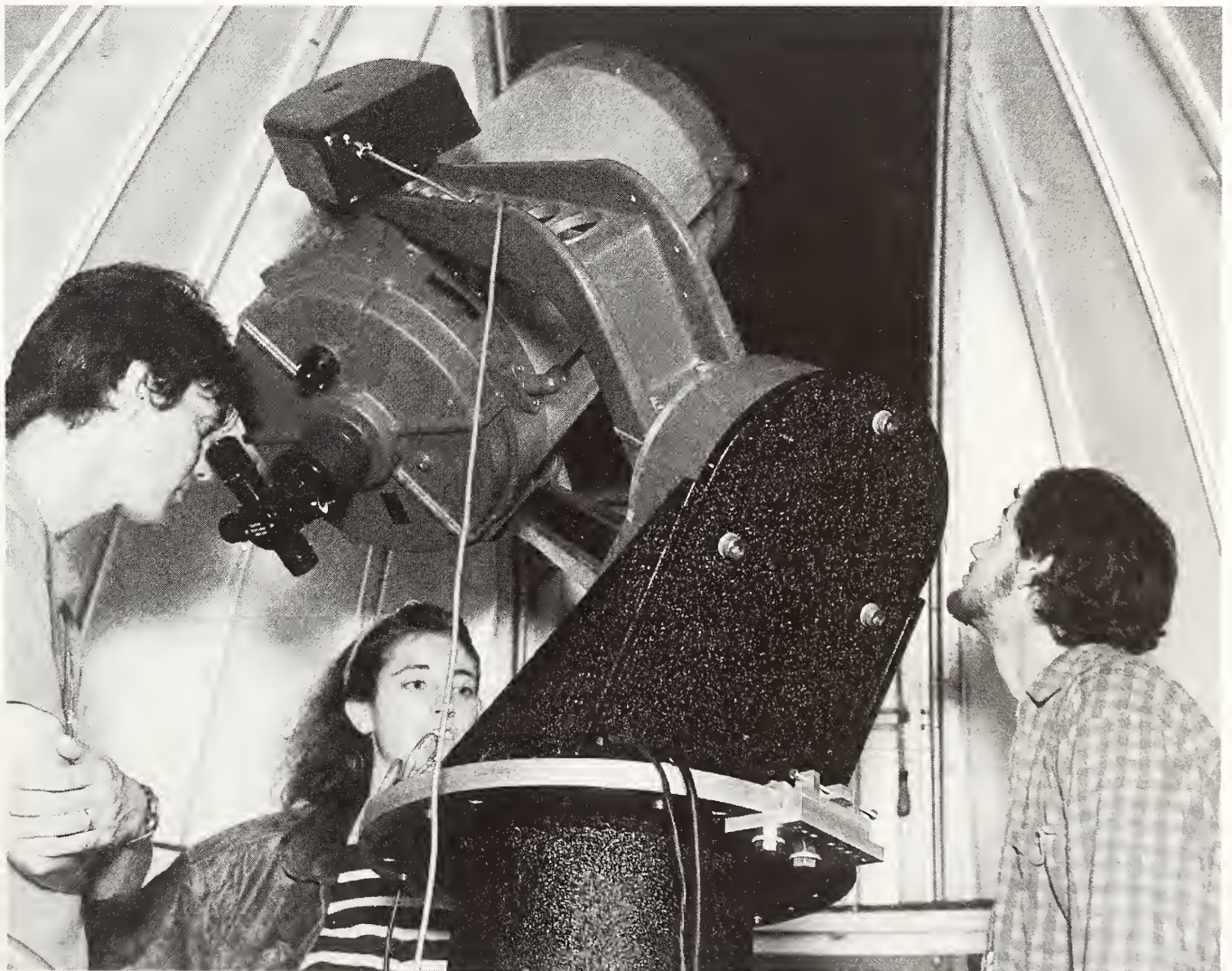
**SUBSTANCE ABUSE EDUCATION.** Mary Crozier, Substance Abuse Educator, Campus Center Room 153, ext. 13631.



The Substance Abuse Educator works closely with the Health Educator and the Counseling Center to offer comprehensive substance abuse services that include awareness, education, early intervention, plus individual and group counseling. The Substance Abuse Educator consults with student groups, the Office of Residence Life, the Athletic Department, the F.I.S.H. (Free Information on Student Health) Bowl Resource Center, faculty, and the entire campus community. The Substance Abuse Educator coordinates the "Guest Lecture" and the "Don't Cancel that Class" options for teaching faculty. Substance abuse related topics include alcohol and other drugs, helping friends with a drinking problem, family alcoholism, ways to make low risk choices, T.I.P.S. (Training for Intervention Procedures for

Serving of Alcohol), and O.C.T.A.A. (On Campus Talking About Alcohol).

The Substance Abuse office is located in the Campus Center Room 153 (next to the F.I.S.H. Bowl). Hours are 9 am - 5 pm Monday through Friday and varied evening hours.



# ACADEMIC POLICIES AND REGULATIONS

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Through the Office of the Dean of Students, the Committee on Academic Status (CAS) monitors the academic progress of all undergraduate students (see "Continuance in College," *Undergraduate Catalog*). The Committee on Degrees and the Office of the Registrar also carry out academic policies and procedures of the College.

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

**ABSENCE FROM FINAL EXAMINATIONS:** Petitions for absence from a final examination for reason of illness or other grounds must be filed in the Office of the Dean of Students, 109 Campus Center. Requests for *rescheduled* examinations must be filed no later than 5:00 pm on the last day of classes. If approved, *deferred* final examinations, requested before or during Reading Period, will be scheduled for the beginning of the following regular semester.

Final examinations are rescheduled

or deferred only for extraordinary and compelling reasons; and students should not make any plans until written permission is obtained. Individual faculty members may not grant permission to reschedule or defer a final examination.

**ACADEMIC PROBATION AND CONTINUANCE:** In May 1995 revised continuance and probation requirements were established. These apply to all undergraduate students whose first full time semester is the Fall of 1995 or later. Students who entered before Fall of 1995 should consult the College Catalog for the year of their entry to obtain the applicable continuance requirements.

Refer to the chart below for minimum requirements for continuance.

**ACADEMIC PROGRESS:** Students who fail to make satisfactory academic progress may be issued a warning, placed on probation, or required to withdraw.

Academic warning is an informal admonition, noted in a letter sent to students who have failed to maintain a 2.0 semester Q.P.A., or who are falling behind in credit hours, which reminds them of the need to improve.

After Full-Time Semester	Semester QPA	Semester Academic Credits	Cumulative QPA	Cumulative Academic Credits
1	1.1	9		
2			1.1	18
3	1.4	9		
4			1.4	42
5	1.7	9		
6			1.7	66
7	1.9	9		
8			1.9	90
9	2.0	9		
10			2.0	120
<b>End of time allotted for degree</b>				

(Note: Semesters do not count as "full" if the individual is part-time or has special permission to carry an underload in the pertinent semester.)

Credits earned through transfer, advanced placement, and special examination are not computed in the Q.P.A. Credits brought at the time of transfer to William and Mary are used to calculate which full time semester applies for continuance review. The student who falls below the required progress levels specified in the table above will be placed automatically on academic probation for the following semester. The student permitted to continue in the College on probation, as well as the student readmitted to the College on probation, must earn a semester average of not less than 2.0, on a minimum of 12 passed credits, in the probationary semester in order to continue. If at the end of the probationary semester, the student is scheduled for continuance review, s/he must also meet annual continuance requirements. The individual on probation, who enrolls at a William and Mary summer session, is required to earn grades of "C" (2.0) or higher in each course carried in the period. A student who does not meet minimal probationary and continuance standards will be required to withdraw from the College due to academic deficiency.

An unclassified student enrolled for 12 or more academic hours must meet the continuance standard applicable to the regularly enrolled student. The record of a student who fails to meet these standards will be reviewed by the Committee on Academic Status. Part-time students, placed on probation, must earn a Q.P.A. of 2.0 on a minimum of 12 credits, carried and assessed on a 12-month basis, in order to continue in good standing.

**CLASS ATTENDANCE:** Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings. Without specific permission from the instructor, students may not attend classes for which they are not officially registered.

**CONSECUTIVE/CONFLICTING FINAL EXAMINATIONS:** Students who have three scheduled final examinations in three con-



secutive examination periods on consecutive days may request changes through the Office of the Dean of Undergraduate Studies (housed on the first floor of Ewell Hall). This office should also be contacted when scheduled examinations conflict. For a course in which there are two sections taught by the same instructor, students may request the preferred examination period through the Dean's office.

**DEAN'S LIST:** Eligibility is limited to full-time, degree-seeking undergraduate students who for the semester in question earn a grade point average of 3.6 or higher, on a minimum of 12 graded (A through F) academic hours. Upon resolution of grades of I and G, students who then meet the established grade point average for the relevant semester will be added to the Dean's List.

**DECLARATION OF CONCENTRATION:** When a student has earned 39 academic credits, a concentration should be declared; it must be declared by the time a notice of candidacy for graduation is filed with the Registrar. Students who select a concentration in Interdisciplinary Studies or International Studies must declare no later than the pre-registration period

for the senior year. Forms for declaration of concentration are available in the Academic Advising Office, Ewell Hall. A concentration advisor will review departmental requirements with the student.

Most departments require completion of 27 to 38 hours in the department in order to fulfill the concentration requirements. Departments vary as to any additional requirements they may have. No student shall be permitted to apply toward a degree more than 48 semester hours in a subject field. See the *Catalog* for further details.

**DEGREE REQUIREMENT EXCEPTIONS:** Students requesting exemption from or adjustment of any of the requirements for a degree must petition the Committee on Degrees through the Office of the Dean of the Faculty of Arts and Sciences. Students fully admitted to the School of Business Administration should contact the Office of the Dean of the School of Business Administration.

**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 criteria. In general, to establish domicile, students must be able to verify (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.*

Students re-enrolling in the College after an absence of one or more semesters must re-apply for domiciliary status and are subject to the same criteria as entering students. A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state; however, reclassification must be applied for before the beginning of the academic semester. Any student

may ask for a written review of an adverse decision, but a change in classification will be made only when justified by clear and convincing evidence. All inquiries about eligibility for domiciliary status should be addressed to the Office of the Registrar.

**DROP-ADD:** During the first six days of classes, students may drop one or more courses without any notation being placed on the academic record. The deadline for dropping precedes the deadline for adding by two days so that students may more easily enroll in desired courses. Students may drop and/or add courses according to procedures and deadlines announced by the Office of the Registrar.

**GENERAL EDUCATION REQUIREMENTS (GERs):** See *Undergraduate Catalog*.

**GRADE REVIEW:** For students in Arts and Sciences, instructions for the review of a final course grade within Arts and Sciences may be obtained from the Office of the Dean of the Faculty of Arts and Sciences. A student wishing to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should then discuss it with the department head. A grade review must be initiated before the end of the fourth week of the next regular (fall or spring) semester.

A student in the School of Business Administration who wishes to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should file a written request for a grade review indicating the pertinent facts. Requests for review of an undergraduate course should be submitted to the Undergraduate Faculty Coordinator and for a graduate course to the Graduate Faculty Coordinator. The Faculty Coordinator will review the facts, gather additional information as indicated, and make a recommendation to the Associate Dean for Academic Affairs. The decision of the Associate Dean for Academic Affairs will be communicated to

the student, the faculty member, and the Faculty Coordinator in writing. A grade review must be initiated within four weeks of the beginning of the next regular (fall or spring) semester. A review involving a Faculty Coordinator will be conducted by the Associate Dean for Academic Affairs.

Students in the School of Education or Law should consult the Dean of that school for information regarding the pertinent grade review procedure.

**GRADING SYSTEM:** Grades issued at the College are *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *D+*, *D*, *D-*, and *F*. Also assigned are *G*, *I*, *P*, *W*, and *WM*, explained in the Catalog. *0* represents no credit earned for a successfully completed audited course. *U* represents an unsuccessfully audited course. *R* indicates that Writing 101 is to be repeated.

**GRADUATION REQUIREMENTS:** Graduation requirements, effective for students enrolled in/after the fall 1994 semester, state that 120 semester credits are required for graduation and that students are required to pass the equivalent of two physical activity courses. Physical

activity courses will receive academic credit and are counted in the 120 credits. No more than four semester credits of physical activity courses may be applied to the 120 required. For Kinesiology concentrators, the maximum is six.

To fulfill the physical activity requirement, a student must:

- A. pass two 100-level physical activity courses; (KIN 150 is not an activity course); or
- B. pass two proficiencies (a proficiency is demonstrated either through successful completion of a proficiency test given by the Department of Kinesiology or by a year of participation in a varsity sport\*) (these carry no credit); or
- C. pass one activity course and one proficiency.

\*Each year of varsity participation is counted as one proficiency. Varsity participation will be certified for fall sports on October 15 and for spring sports on February 15. Questions should be referred to Chris Jackson, Chair of Kinesiology (12760), Mark Fowler, Dean of Undergraduate Studies (12469), Carol Goins, Senior Assistant



Registrar (12818), or Sharon Reed, Associate Director of Academic Advising (12817).

**MEDICAL UNDERLOAD:** With the written recommendation of a physician or psychologist, students unable to undertake a full academic schedule may request a medical underload. Petitions for such underloads must be submitted to the Committee on Academic Status through the Office of the Dean of Students. After the ninth week of the semester, a recommendation from the instructor of the pertinent course is required as well. If granted, medical underloads processed during a semester normally do not result in any refund of tuition or fees; inquiries regarding refunds should be directed to the Bursar's Office.

**NORMAL LOAD:** A full-time student must register for a minimum of 12 credits and may register for a maximum of 18 credits. Permission to take fewer than twelve hours must be requested from the Committee on Academic Status through the Office of the Dean of Students.

**Overload:** Requests to enroll for more than 18 hours must be submitted to the Committee on Academic Status through the Office of the Dean of Students. Students carrying unauthorized overloads are subject to disenrollment after the drop-add period. Permission for academic overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

**Pass/Fail Option:** The pass/fail option is open to junior and senior students, who may elect to carry one non-required course per semester on this basis. As a feature intended to encourage broad educational development, it must be elected at the beginning of the semester, and certainly no later than the end of the drop/add period. Appeals for exceptions to the deadline may be addressed to the Committee on Academic Status, but the desire to lighten the work load during the course of the se-

mester, or to avoid a disappointing conventional grade, are not considered to be convincing reasons for such an adjustment. Forms for the pass/fail option are available at the Registrar's Office. (See "Student's Program," *Undergraduate Catalog*, for further information.)

**Proficiency requirements:** See *Undergraduate Catalog*.

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

**Registration:** All classified undergraduate students who are currently enrolled and plan to return for the following semester should register for the next regular (spring or fall) semester. All registration is done via computers through various public access micro-computer labs on campus. Students are encouraged to consult with academic advisors before completing registration. Individuals who do not take part in registration will usually find course selection quite limited in the approaching semester.

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

**Reinstatement to Good Standing:** Students who are not in good academic standing with the College but who wish to seek readmission to William and Mary (or desire to transfer to another school with confirmation of good standing) must submit an appeal for reinstatement to the Committee on Academic Status through the Office of the Dean of Students.

That petition would usually include the following:

- 1) A clear statement in which the student explains fully why s/he was not

successful in the past, and why s/he expects new success if allowed to return in the future.

- 2) Academic credentials: customarily the student will send a transcript from another two or four year college attended after separation from the College. The Committee expects grades of "B" or higher, earned in a minimum of two standard and relevant academic courses carried elsewhere.
- 3) Good work record: generally students who appeal for reinstatement will submit a positive recommendation from a supervisor who employed the student, part- or full-time, after required withdrawal from the College.
- 4) Personal expert references: the student, if relevant, may submit personal recommendations from persons who can comment on past difficulties and the prospect of future success, such as from a physician, therapist, and/or counselor.

Students required to withdraw in May, or after either Summer Session, are eligible to apply to the Committee on Academic Status no earlier than the following November for reinstatement, for readmission in January. Students required to withdraw in January are eligible to apply no earlier than the following April for reinstatement, for readmission effective the following fall semester.

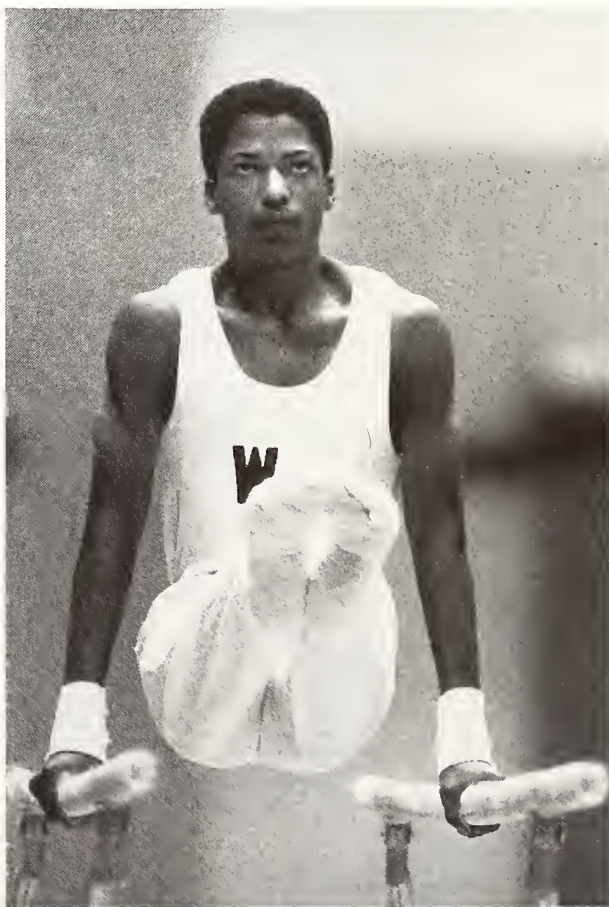
CAS, virtually without exception, will not grant a request for reinstatement to any student who has been required to withdraw for academic deficiencies more than once. Students not in good standing at the College are not permitted to (1) transfer to William and Mary any credits earned at other institutions or (2) receive credit by examination for work undertaken. Inquiries regarding these policies should be addressed to the Office of the Dean of Students.

**REQUIRED WITHDRAWAL FROM COLLEGE:**  
Students failing to meet probationary

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

**SUMMER SCHOOL:** Summer school at William and Mary consists of two five-week sessions. Students are limited to seven hours per session. Requests for overloads must be approved by the Committee on Academic Status. Summer Session catalogs, published in April of each year, are available in several campus locations. For further information, the Registrar's Office should be contacted.

**SUMMER SCHOOL AT OTHER INSTITUTIONS:** William and Mary students who wish to receive credit for courses taken at other institutions (other than those colleges



with which William and Mary participates in exchange or special education programs) must request approval from the Committee on Degrees prior to enrolling elsewhere. Forms are available from the Office of Academic Advising. In addition, only elective courses (those classes not necessary for completion of degree or concentration requirements) are eligible for transfer consideration. It is advisable to check with an individual William and Mary department as well as with the Academic Advising Office to determine which credits may be transferred. For summer study abroad, students must register with the Programs Abroad Office, located in the Reves Center.

**TRANSCRIPTS:** A \$5.00 fee is charged for each official transcript ordered. Payment may be made by cash or check when ordering in person. Such payments should be made directly to the Cashier at the Bursar's Office.

Orders sent by mail must include payment in the form of check or money order. Please do not send cash in the mail. Credit cards are not accepted.

Students are advised to consider whether or not an official transcript is required prior to placing an order. Official transcripts usually are required for admission to a college or university and occasionally for employment purposes.

There will be no charge for unofficial academic summaries which are similar to the grade report.

In many instances, a student may provide a photocopy of his or her most recent grade report instead of ordering an official transcript. A grade report usually contains additional information about a student's academic career that an official transcript does not include, such as semester by semester grade point average, running grade point average, etc.

An official transcript from the College of William and Mary is printed on green and white paper and bears the raised Seal of the College and the signature of the University Registrar. Transcripts issued to students will bear the

stamp, "Issued to Student." Transcripts may not be considered "official" unless sent directly from the issuing institution to the receiving institution/agency.

Official transcripts usually are prepared and released within 3-5 working days. At the beginning and at the end of a semester, however, the waiting period for a transcript may be 10-15 days. It is the policy of the Office of the University Registrar not to send partial or incomplete transcripts; thus, transcripts for currently enrolled students will not be processed at the end of a semester until all grades have been received and posted to student records.

Students are reminded that their accounts must be clear of all fines and fees before a transcript will be released.

Faxed requests are not accepted.

Transcripts must be requested in writing and the student's signature is required. Request forms are available in Room 108 or outside Room 119, Registrar's Office, Blow Memorial Hall.

Requests may be mailed to P.O. Box 8795, Williamsburg, VA 23187-8795.

**TRANSFER CREDIT:** The Dean of Undergraduate Studies (or other appropriate academic dean) works closely with transfer students in determining which courses taken at other institutions are acceptable for transfer to William and Mary. Any student dissatisfied with the decision of the Dean may appeal to the Committee on Degrees. No final evaluation of transfer credits is made prior to a student's enrollment at the College. For transfer of credit for study abroad, students must register with the Programs Abroad Office and arrange for prior approval of courses to be taken abroad. (See "Transfer of Credit from Other Institutions," *Undergraduate Catalog*.)

**UNDERLOAD:** Enrollment for fewer than 12 credit hours constitutes an underload, which may be maintained only if approved by the Committee on Academic Status. Students carrying an unauthorized underload are subject to disenrollment after the drop-add period or can be placed on probation by the



Committee on Academic Status. Individuals who are considering a petition for underload are advised to consult with scholarship and insurance providers to make certain all the financial implications of a reduction in load are fully understood.

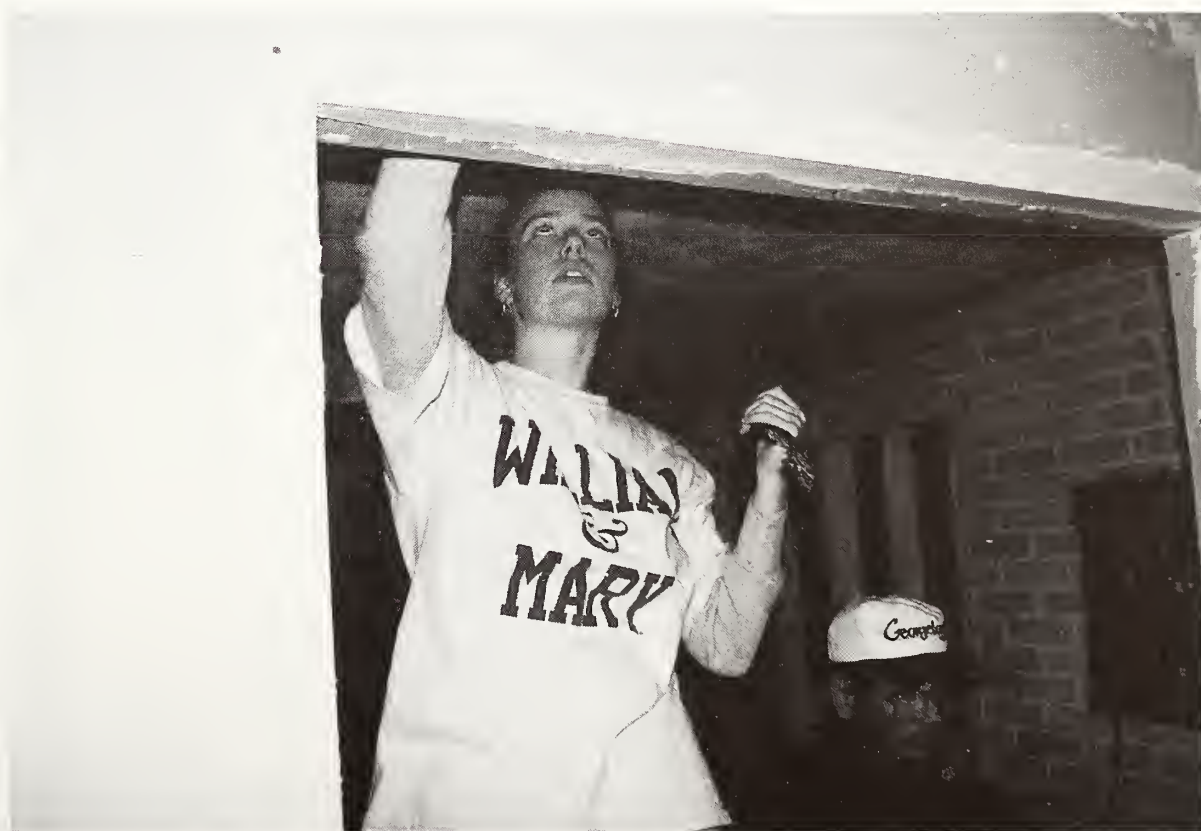
**WITHDRAWAL FROM COLLEGE:** The student who desires to withdraw entirely from the College, in the course of an on-going semester, should notify the Dean of Students of his/her intent to do so, and should apply for permission to withdraw before the 10th week of classes. The student who acts in that time frame can be confident of approval. Students who feel they need to withdraw after the deadline should consult with the Office of the Dean of Students. Unauthorized withdrawal after that date will result in grades of failure recorded for all courses carried in the relevant term.

Individuals who withdraw totally from the College in the first half of the semester customarily are eligible for a partial refund of tuition and fees. Questions about pertinent deadlines and amount of refund should be addressed to the Office of the Bursar in a timely fashion.

Students who wish to withdraw for the upcoming semester should fill out a "Will Not Return" form prior to the beginning of the approaching term (available in the Dean of Students Office). Such action results in cancellation of registration and housing for the following semester.

Students who plan to study abroad, whether they wish to take advantage of William and Mary offerings or programs of other schools, must contact the Reves Center for information on the proper procedure to follow, prior to the beginning of the semester in question.

**WITHDRAWAL FROM COURSES:** After the drop-add adjustment period, students may withdraw from a course only through the ninth week of classes. The exact deadline may be verified through the Registrar's Office. A *W* will be assigned for such a withdrawal; no other withdrawals are permitted *without the approval of the Committee on Academic Status*. Forms are available in the Office of the Dean of Students. Students who withdraw from one or more courses must maintain a course load of at least 12 credits and must follow procedures established by the Office of the Registrar.



# SOCIAL POLICIES AND REGULATIONS

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## **Bicycles**

To reduce the risk of your bicycle being stolen it is highly recommended that you register your bicycle with the Campus Police or the City of Williamsburg Police free of charge.

Bicycles are the most frequent target of theft on campus. Bikes should always be locked to a bicycle rack or metal post. Bikes left in hallways or locked in stairways or on handicap ramps are subject to removal at the owner's expense. During breaks in the school year bikes may be left in a residence room.

Each spring, abandoned or unattended bicycles are removed from bike racks. After a storage period, the bikes are sent to auction.

## **Booking Bands**

Information on the procedure for booking bands may be obtained from the Student Assembly (SA) (ext. 13280) or from the Office of the Associate Vice President for Student Affairs ext. 13300.

## **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 Vice President for Student Affairs. In addition, some non-College distributors must be sponsored by an officially recognized College organization. Door to door distribution of literature is prohibited with the exception of official college communications.

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

## **Motor Vehicles**

Out-of-town students must have Virginia

plates if they either live off campus or work part-time or full-time off campus. (Out-of-state students living and working on campus do not have to register their cars in Virginia.) An out-of-state student not employed in Virginia may drive on a home state's license for a period of six months; if a full-time job is held, an out-of-state license will be valid for a period of only 30 days. A state car tag (\$26.50-\$31.50) and a Virginia Driver's License (\$7.20-\$16.80) may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. Further information may be obtained by calling 253-4811.

By ordinance, Williamsburg requires operators of automobiles and motorcycles in the city to have a "city tag." This does not apply to Virginia residents who have a valid tag from their home city or county. City tags, costing \$10 per year, may be obtained at the Office of Finance, located in the Municipal Building at 401 Lafayette Street, 220-6180. City regulations apply to all automobiles (regardless of the owners) parked on Jamestown or Richmond Roads.

## **Recognition of New Organizations**

In order to use campus facilities, an organization or group must be officially recognized by the College. To obtain this status, students representing new organizations should see the Associate Vice President for Student Affairs, who will provide pertinent instructions. (For general requirements, see "Statement of Rights and Responsibilities," I.C.)

## **Registering Parties**

All social events, including those where alcoholic beverages will be served, must be registered with and approved by the Associate Vice President for Student Affairs.

## Solicitation and Fund-Raising

Organizations and/or individuals that wish to sponsor a fund-raising project anywhere on campus must see the Associate Vice President for Student Affairs prior to the event. The Associate Vice President 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 that outlined in the section entitled "Scheduling Rooms."

Organizations and/or individuals that 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 Vice President for Student Affairs.

## Student Activities Fee

Full-time students at the College pay both tuition and general fees. A por-

tion of the general fee is controlled and appropriated to campus organizations by the Student Assembly Finance Committee. Activity fees subsidize student government, student publications, community service programs, and cultural activities at the College.

## Vehicle Rental

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



# SERVICES

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## **Buses**

The William and Mary bus system provides daily transportation throughout campus for students, faculty, and staff. Two bus routes travel to and from Dillard Complex, Ludwell Apartments, and the Law School. Bus schedules are available at many campus locations or from any bus driver. Two buses run approximately every half hour from 7 am - 1 am Monday through Friday; Saturday and Sunday one bus will run every hour from 8 am - 12:30 am (See schedule for details.)

## **Bus Charter Service**

The William and Mary Transportation Department offers a bus charter service which is available for departmentally sponsored programs, College sponsored organizations, or student groups. Student groups must first secure approval from the Associate Vice President for Student Affairs. Official College organizations and academic or departmental programs may submit their requests directly to the Transportation Office. There is a per mile and driver charge for all charter services; for details on cost, contact the Transportation Department at 221-2271.

## **Dining Services at the College of William and Mary**

Campus dining at the College of William and Mary provides complete and well-balanced dining services in three campus facilities.

### **The Dining Commons**

This dining hall is located on the west end of Campus, near most residence halls and athletic facilities. The Commons dining program features an extensive selection of foods which are served on an unlimited seconds basis. Four cafeteria lines offer multiple en-

tree (including vegetarian), vegetables, and desserts. An Italian eatery, Firenze, features delicious pizza and calzones, plus an assortment of piping hot pastas and toppings. The SideWok Cafe gives students an opportunity to create their own stir-fry favorites using freshly chopped vegetables and choice meats. The Dining Commons also features a hot food entree line, self-serve deli, salad bar, and granary. Meal Plans, Meal Plan Credits, and cash are accepted at the Dining Commons.

### **The Marketplace**

Situated in the old Campus Center, the Marketplace Food Court is conveniently located near the College Bookstore, Marshall-Wythe Law School and historic Colonial Williamsburg. The Marketplace Food Court hosts a total of 9 dining formats that include Rally's Hamburgers, Gyros, Bagel Works, Healthy Choice Entrees and Soups, The Sub Connection, Little Charlie's Pizza, Gourmet Bean Coffees, TCBY Yogurt, and Build Your Own Salad Bar. Meal Plan Cash Equivalency and/or Credits, and cash are accepted at the Marketplace.

### **University Center Food Court**

Nestled in the heart of campus, the University Center features an "a la carte" food court with an upscale variety of menu items. The Food Court offers a bakery, grille, hot entree line (featuring nightly Blue Plate Specials), vegetarian/wellness line, salad bar, soups, and deli style specialty sandwiches. Other house specialties include W&M's very first Espresso and gourmet coffees. Meal Plan Cash Equivalency and/or Credits, and cash are accepted at this facility.

### **On-Campus Pizza**

#### **Pizza Hut Kiosk**

Located in the front lobby of the

Dining Commons, Pizza Hut continues to be a favorite with students on the run. This **take-out** service (only) provides personal pan pizzas, beverages and snacks. Meal Plan, Cash Equivalency and/or Credits, and cash are accepted.

### **Primo's Pizza**

Designed with convenience in mind, Primo's offers **on-campus** delivery and is the fastest way to enjoy piping hot pizzas and calzones without having to leave your room! Meal Plan Credits and cash are accepted.

### **Lodge One**

Located in the lower level of the University Center, specialties include gourmet coffees, whole wheat pizzas with a variety of sophisticated toppings, and a good selection of premium quality snacks and munchies. Meal Plan Credits and cash are accepted.

### **Catering Services**

Catering Services offers quality food and service for on-campus and off-campus functions. Our professional catering staff is available to assist in the planning and presentation of buffets, served

meals, receptions, picnics, birthday parties, dorm dinners, and more! Catering Services also provides a "No Frills" catering guide for budget conscious students and student organizations. To coordinate catered events for special occasions, please call 221-2114.

Catering Services is also available to delight your favorite W&M student with birthday cakes and party kits!

### **Student Employment**

Realizing that "studies come first," Marriott offers flexible hours, competitive wages, meals, and opportunities for advancement in part-time positions that are available in Catering Services, The Dining Commons, University Food Court, Marketplace Food Court, Pizza Hut, Primo's Pizza, and Lodge One. Sixty percent of Marriott's management force, in the Education Division, began as student workers while in college! Scholarships are also made available to student workers through the Order of the White Jacket (OWJ), a campus fraternal organization.

Applications for employment may be obtained from the Personnel Coord-



dinator located in College Apartment #2, (221-2112), or from any dining facility on campus.

## College Post Office

### General Mail Service

The College Post Office is located in the basement of the University Center, room 110. Student Window Service hours of operation are 7:30 am - 4:30 pm Monday through Friday, and Saturday 8:00 am - 1:00 pm. Stamp Window sales hours are 9:00 am - 4:00 pm, Monday through Friday (excluding Federal holidays). This facility is a full service post office which not only sells stamps and mailers but also provides service for the mailing of over-night packages, certified mail, registered mail, money orders, etc.

### College Address/Post Office Box Assignments

Each student living on or off campus is issued a post office box by the Post Office. This box assignment remains in effect for as long as the student is enrolled at the College. The assigned post office box serves as the student's *primary College address* unless a student requests to discontinue mail delivery to the box. In that case the student must turn in his/her key, file a forwarding card, and inform the Registrar's office of his/her new mailing address.

There is no General Delivery service to students living in college housing and no charge is assessed to students for mail service to their individual boxes. To ensure proper delivery, mail should be addressed in the following manner:

Student Name  
College Station Box XXXX  
Williamsburg, Virginia 23186-XXXX

(The student mail box number must appear in the College Station Box line and at the end of the Zip Code to create the Zip + 4 number.)

Student Name  
Grad-Complex Box #  
P.O. Box 8705  
Williamsburg, VA 23187

(Grad-Complex doesn't have Zip + 4 number.)

When receiving mail through the U.S. Post Office, do not use room or dorm numbers, use only the Campus Station Box numbers. When receiving mail through United Parcel Service (U.P.S.), mail must have the room number and name of your residence hall on the package.

All students departing the College upon completion of their enrollment must return their mailbox key to the College Postal Service. Failure to return the post office box key will result in a \$25.00 key lock replacement fee being assessed against the student. In addition, when a student opts out of the College postbox system, the student should fill out and file an address forwarding card with the College Postal Service. This will ensure prompt and timely delivery of your mail to the new address.

Please note: Students who are assigned post office boxes will retain their box/key for their entire enrollment. Keys should only be returned to Postal Services upon graduation, withdrawal from the College, or discontinuing mail delivery to the box. Students who travel abroad for a semester will retain their boxes/college address.

## Disability Services

Support services for the disabled are available through the Office of the Dean of Students. It is the express mission of this service to guarantee access to the College's programs and activities, as well as to ensure that disabled students enjoy the same rights and responsibilities as all other students at William and Mary.

Whether enrolled full-time or part-time, students with documentation of disability are eligible for reasonable and appropriate accommodation. The decision to request accommodation is voluntary, a matter of individual choice. Students who wish to be accommodated for disability are strongly encouraged to provide the College with supporting documentation well in advance of requested assistance to allow for adequate

planning.

For more information, contact Lisa Bickley, Assistant Dean of Students, Campus Center 109, 221-2510 (voice), 221-2302 (TTY), or 221-2538 (fax).

## Escort Service

Escort Service, operated by Alpha Phi Omega, provides an escort home for students studying alone at night. Located in the Commuter Student House at 404 Jamestown Road, the service is available Sunday through Thursday from 7 pm - 1:00 am and Friday and Saturday from 7:00 pm - 2:00 am. For assistance, students are encouraged to call extension 13293 at any time.

## Identification Card/ Debit Card

The College Identification Card is required for access to activities and services such as Swem Library, the Rec Sports Center, athletic events, meal plan programs, financial transactions, and many dormitory and building entrances. An identification card is prepared for each entering student by the

Campus ID Office, located in the Campus Center, Room 169.

The student ID card is also the campus debit card. This allows purchase of goods and services conveniently without having to carry cash. A lost or stolen card can be reported to the ID Office, rendering the card useless until reactivated or replaced. For your convenience, the card is accepted at the Bookstore, Telecommunications, vending machines, laundry machines, Student Health Center, Parking Services, Students' X-Change, Swem Duplicating, video store, the candy counter and in dining facilities *with a purchased meal plan*. Simply deposit money into an account at the Campus ID Office. Deposits may be made with cash, check, or VISA/MasterCard. To make a purchase at any participating location, just present your ID to the cashier. Funds automatically roll over from one semester to the next. Inquiries should be made to: The College of William and Mary, ID Office, Room 169, Campus Center, Williamsburg, VA 23187, (804) 221-2105.

Identification cards are non-trans-



ferable. A student cannot lend an ID to anyone else. An ID used by anyone other than its owner will be confiscated and appropriate action will be taken against the owner and the person in possession of the ID card. Upon withdrawal from the College, an undergraduate student must return his ID to the Office of the Dean of Students. ID's lost or stolen must be reported immediately to the ID Office. A \$15.00 fee is charged for lost or damaged cards.

## **Insurance**

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

Carrying health and accident insurance is also strongly encouraged. The College of William and Mary sponsors a Student Health Insurance Plan that assists with covering medical costs. 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 member's policy or by the College-sponsored policy, for medical expenses incurred outside the Student Health Center.

## **International Students**

William and Mary includes among its student body over 250 students from other nations. Special orientation programs for international students are sponsored by the Reves Center for International Studies. In addition, the International Student Advisor, housed in the Dean of Students Office, advises international students on an individual basis and distributes the handbook for international students.

## **Loan Funds**

Emergency loans are available to stu-

dents through the Office of Student Financial Aid, Blow Memorial Hall, Room 218. The Emergency Loan Program allows students to borrow up to \$100 for a period of 30 days without interest.

This temporary loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience. Exceptions to these guidelines may be approved by the Director or Assistant Director of Student Financial Aid.

## **Pianos**

Pianos for student use are located in many residence halls. The Music Department also has practice pianos available in the basement of Ewell Hall for anyone wishing to practice. Students may borrow headsets to practice in the electronic piano lab located in the basement of Ewell Hall. Some local churches will also allow students to use their pianos and organs for practice.

## **Printing/Copying**

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

## **Scheduling Rooms**

Any officially recognized campus organization may use College facilities for meetings, organizational events, and so-



cial functions. In order to obtain the use of any facility, an organizational representative must contact the Scheduling Office in the Office of Student Activities. Newly formed campus organizations may also use campus facilities for the purpose of an organizational meeting; such a request should be made to the Associate Vice President for Student Affairs. Non-College organizations wishing to use campus facilities for any purpose must submit a written request to the Scheduling Office.

Normally, the use of College rooms is without charge, except in those cases when specific technical services or equipment are required and must be provided by another department. The Associate Vice President for Student Affairs will assist with determining what services may be necessary for particular purposes. Any student organization interested in using William and Mary Hall should contact the Associate Vice President for Student Affairs for details.

## **Student Legal Services.**

CAMPUS CENTER 155, EXT. 13304.

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

The Student Rights branch of Student Legal Services specializes in problems between students and the College. These include disciplinary hearings, Honor Code violations, and grade appeals.

Law students are not lawyers and may not practice law. Members of the College community who are determined to need legal representation will be referred to an attorney.

Student Legal Services is open Monday through Friday, 11 am - 5 pm.

## **Telecommunications Services**

Telecommunications services at the College are provided through a College-owned system which includes student room telephones with on-campus and local Williamsburg calling capabilities. Long distance calling is available through the use of an authorization code which may be obtained from the Telecommunications Services office in the basement of Blow Memorial Hall.

Incoming calls from off-campus may be placed directly to student rooms by dialing 22 and the appropriate extension number. Calls between student rooms are dialed using only the five digit extension number. The same is true for calls from student rooms to faculty/staff offices.

As part of the telecommunications system, the College has installed a voice messaging system known as VoiceMail. A VoiceMail box is provided to each resident student. Instructions on use of the system are provided to students at the beginning of the Fall semester. It should be noted that telephone answering machines are not compatible with student room telephones.

The College's digital phone system is incompatible with standard computer modems. However, the College is installing a high speed network connecting the residence halls to the campus network during the fall of 1996. The network will allow data communications from a student room to the College's mainframe computers, the library's on-line card catalog, electronic mail, the World Wide Web, and the Internet. Connection to the network requires the purchase of a network interface card.

Student telephone directories are distributed in late October and contain both local and permanent address information for students and office listings for the faculty and staff. In addition, the information desk is staffed from 8:00 am - 5:00 pm Monday

through Friday and may be reached by dialing "O" from any College telephone.

Fax service is available to students with long distance authorization codes in the Telecommunications Office in Blow Memorial Hall. Students should call ext. 11780 for costs and times of the fax services.

Any questions about student telecommunications system use or capabilities should be directed to the Telecommunications staff in Room 158 of Blow Memorial Hall or at ext. 11776.

## Tickets and Box Offices

Through payment of the athletic and recreational fee, all full-time William and Mary students are entitled to attend all on-campus athletic events sponsored by the College at no additional cost. A

college ID serves as each student's admission ticket.

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

The box office in William and Mary Hall sells tickets to all events held in the Hall, including basketball games. The box office is open from 10 am - 5 pm, Monday through Friday, and may be reached at ext. 13340.

The box office in Phi Beta Kappa Hall handles tickets to William and Mary Theatre performances, beginning two weeks prior to each opening performance. Information on theatre performances is available at ext. 12655.



# FACILITIES

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## University Centers

ROBERT C. KNOWLTON, DIRECTOR, 221  
UNIVERSITY CENTER, EXT. 13431.

The University Centers are the Campus Center and the University Center. They offer a variety of both educational and recreational programs and services to all members of the College community.

The Campus Center, since its construction in 1958, has been the meeting place for students, faculty, and staff. Located on Jamestown Road, across from the Wren Building, it houses the following Division of Student Affairs offices: the Vice-President for Student Affairs, the Dean of Students, Multicultural Affairs, Residence Life, and the Honor Council. Student organization suites are located on the second floor of the Campus Center providing office space, meeting space, and support services for clubs and organizations. A student computer lab is located in the first floor Atrium. Other services available in the Campus Center include the ID Office, candy counter/information desk, electronic bulletin board, ATM machine, self-serve copier, and stamp machine. Student Activities includes the Scheduling Office where arrangements are made to reserve campus space for meetings and activities (See Services, "Scheduling Rooms").

The Marketplace is the dining area in the Campus Center. It offers meal plan dining as well as cash service.

Various student organizations are located in the Campus Center, including but not limited to the Flat Hat, the Colonial Echo, the William and Mary Review, A Gallery of Writing, Jump!, WCWM, and the Student Assembly.

The University Center, located near the center of campus at the south end of Zable Stadium, opened in January of 1994. The building offers a wide scope of activities and services. The Campus

Post Office, a computer store, a combination bookstore/convenience store, a video rental, a music store, and a games room are all situated on the first floor.

The second floor has one of the three campus cafeterias. The Main Lounge, a convenient place for students to drop by, is located in the center of the building. Meeting rooms, a study lounge, an information desk, and the administrative offices are also housed on this floor. A TV Lounge was also recently installed.

The University Center has four very special meeting areas. The Chesapeake Room and the Tidewater Room are two large multi-purpose spaces on the third floor. The Chesapeake can be divided into three separate spaces and the Tidewater into two. Either room can hold dances, dinners, performances, meetings, movies, receptions, and other large gatherings.

The Commonwealth Auditorium is a 465-seat facility with a stage, theatrical lighting and a sophisticated sound system. It is suitable for stage productions, musical performances, speakers, movies, and many other stage-related productions.

"Lodge One" located on the first floor has a unique atmosphere and hosts a different activity every night of the week. Dance nights, comedy clubs, coffeehouses, video nights, special sports broadcasts, and many other events occur in "Lodge One." It boasts its own snack menu as well as other specialty refreshments.

The University Centers offer many opportunities for student employment. Call the Main Office at 221-3433 for further information.

## College Bookstore

106 JAMESTOWN ROAD, 221-2480.

The College Bookstore provides all

required textbooks and school supplies as well as a large selection of non-required books of general interest. Students are encouraged to browse, and a special order service is offered to those who wish to acquire books for their personal libraries. Used textbooks are also available to help reduce the cost of required textbooks. Both new and used textbooks can be sold back to the store through an ongoing buyback program.

In addition to books, the store offers a broad selection of student-oriented merchandise such as academically priced computer software, imprinted clothing and gifts, greeting cards, posters, and calculators. Further, the Bookstore is the source for official College class rings, regalia, and graduation announcements.

We welcome and encourage the use of the William and Mary Debit Card, as well as Visa, MasterCard, Discover, and American Express.

The Bookstore is open Monday through Friday 8:00 am - 7:00 pm, Saturday 10:00 am - 6:00 pm, Sunday 12:00 pm - 5:00 pm.

## Museums and Galleries

### Andrews Hall

Andrews Hall displays art work by stu-

dents of the Department of Art and Art History. In addition, collections of art from outside the College are regularly exhibited. Exhibitions range from paintings to ceramics and are open to students and the general public with no admission charge. The Fine Arts Society, a student organization devoted to the visual arts, sponsors the Beaux Arts Ball usually held at the end of March.

### Botetourt Gallery and Zollinger Museum: Special Collections

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. The figurehead of the Gallery is the statue of Lord Botetourt, colonial Governor of Virginia from 1768 to 1770.

The Zollinger Museum houses many College artifacts, such as the mace, the Rector's badge and chain of office, and the 1694 boundary stone, in addition to featuring exhibits from the Library's Special Collections holdings or those on loan from other institutions.

Special Collections houses manuscripts of alumni, Virginia family papers, files of Virginia's political leaders, Rare Books collection including Virginiana, and the University Archives collection of records, photographs, publications, and artifacts of the College, students, and



faculty. The Tucker-Coleman Room pays tribute to the late St. George Tucker, second law professor at the College, and members of his family. Books from his personal library, as well as papers of his family are extant.

### **Classics Library**

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

### **Muscarelle Museum of Art.**

ANN MADONIA, CURATOR OF COLLECTIONS, EXT. 12702; RACHEL STRAWN, CURATOR OF EDUCATION. EXT. 12703.

The Muscarelle Museum of Art cares for and displays the art collection of the College. In addition, the Museum provides a program of special exhibitions composed of loan materials representing a wide range of cultures, periods, materials and techniques that change every four to six 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 Museum visitors.

The Museum, in cooperation with the Department of Art and Art History, offers a credit program in art museum studies during which advanced students may undertake a museum internship. Student volunteers are sought for the Docent Program where they learn about the Museum's collection and special exhibitions and share this knowledge with visitors.

The Museum is open Monday through Friday from 10:00 am - 4:45 pm; Saturday and Sunday from 12:00 - 4:00 pm; and closed on national holidays. For a recorded message about current exhibitions and special events, call ext. 12700.

### **Twentieth Century Gallery**

The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional

and national contemporary artists and craftspersons. Monthly exhibitions for display and for sale have included paintings, photography, ceramics, jewelry, glass, and fabrics. The Gallery also facilitates and sponsors a variety of art classes given by local artists for a nominal fee. Please call for a schedule of classes (229-4949). Located at 219 North Boundary Street, the Gallery is open 11 am - 5 pm Tuesday through Saturday and 12 noon - 5 pm Sunday.

### **Recreational Facilities**

24-HOUR FACILITY HOTLINE, 221-3311.

Numerous College recreational facilities are available to students at their convenience. The showcase of the facilities is the Student Recreation Center located at the corner of Compton and Brooks Streets. It contains a large gymnasium which can be separated into three separate activity areas; six racquetball and two squash courts; a free-weight room and apparatus area; and a 25-yard, 8-lane pool. The main offices for the Recreational Sports Department are housed in the Recreation Center. Adair Gymnasium also provides recreational space with one large gymnasium and a 25-yard, 6-lane pool. This facility also houses the William and Mary Department of Kinesiology.

The home of the College Athletic Department, William and Mary Hall, provides the FitWell Studio, the Fencing/Martial Arts room, and the main arena floor for recreational use. Other areas are primarily used for athletic functions.

Outdoor recreational areas for student use include six lighted tennis courts adjacent to Adair Gymnasium and eight lighted courts opposite William and Mary Hall; intramural fields on Campus Drive (both the "Frat" and IM field); the Busch fields behind William and Mary Hall; and those located in front of the JBT/Dillard housing complex. Each of these areas is utilized by Recreational Sports, Intercollegiate Athletics, and Kinesiology for various programs.

Hours of operation are posted on each facility or are available from the Recreational Sports Department. Use of the areas may be reserved for special sport club or intercollegiate events. Students should check with Recreational Sports or the campus facilities coordinator for details. For access to any facility, a student ID is required.

Lake Matoaka provides another recreational opportunity to all students, offering canoeing, with an appropriate ID. For picnicking, those wishing to reserve the Matoaka Shelter should contact the Associate Vice President for Student Affairs. (Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.)

Many employment opportunities exist through the Recreational Sports Department. Positions as office managers, ID checkers, facility supervisors, sport supervisors, lifeguards and sports officials are available for over 210 students. Hiring is done during pre-registration and orientation each semester and during the spring for the summer session. Interested students should write to the Assistant Director-Informal Recreation,

Recreational Sports, College of William and Mary, Williamsburg, VA 23187-8795 or call ext. 13313 or 13310.

## The Earl Gregg Swem Library

NANCY H. MARSHALL, DEAN OF UNIVERSITY LIBRARIES, EXT. 13055.

Through their collections and services, the Earl Gregg Swem Library and its branches support the curricular and research information needs of the students, faculty, and staff of the College. The library's collections and services are developed with these needs in mind. Those collections consist of more than 1,043,000 cataloged volumes; 1,137,000 microform pieces; 550,000 government publications; one million manuscripts; and approximately 3,000 video recordings and other non-print materials. Information about the books, journals, and other items in the library's collections and the branch libraries is available through the online catalog. This catalog also provides information about the collections of the Marshall-Wythe School of Law Library and the library at the Virginia Institute of Marine Science.



The online catalog is accessible from dedicated equipment in the libraries, through the microcomputer labs on the campus, through the campus telecommunications network serving residence halls and academic buildings, and from off-campus by dial access and via the Internet. At the beginning of the fall semester the library staff offers introductory training for the effective use of the online catalog.

### **Information Technology and Databases**

As information technology evolves, Swem Library makes new resources available to its users. The library offers self-serve access to a number of computerized indexes on CD-ROM, mediated access to several hundred specialized databases available through commercial vendors, and self-serve access to selected bibliographic and full-text databases available through the Internet. The library uses various means to alert its user community to improvements in these systems and to the availability of new electronic information products.

### **Lending of Library Materials**

All of the libraries' collections are available for use. Most items can be borrowed for use outside the building. The loan period extended to undergraduates for most items is thirty days. Graduate students and faculty receive longer loan periods. Materials on loan to any user will be recalled upon request if another user needs an item. To encourage prompt return of items so they will be available for other users, fines are charged for overdue items. If a student fails to pay fines or charges for lost books, library borrowing privileges can be suspended or class registration, diplomas, and transcripts can be withheld until payment is made.

All students, staff, and faculty must present a current College ID card to borrow materials. ID cards can be obtained from the College's ID Card Office.

The use of Swem Library is, of

course, subject to the principles of the Honor Code.

### **Reserve Readings**

For the convenience of faculty and students, the library operates a reserve reading service. Books, journal articles, and other items that a professor assigns everyone in a class to read are kept on reserve in the Reserve Room to assure equitable, reliable access to these items. When placing an item on reserve, each faculty member determines the item's loan period. Most reserve items are loaned for two hours; some are loaned overnight or for three days. Reserve items are listed in the library's online catalog.

### **Interlibrary Loans**

Although the library's collections are developed to meet curricular needs, the library is not able to purchase every item every one of its users may want. If a book, journal article, or other item is not available in Swem, it can generally be borrowed from another library for use by a William and Mary student. Requests for such materials should be submitted to the Interlibrary Loan Department on the ground floor of Swem. Students should allow a minimum of two weeks for fulfillment of an interlibrary loan request.

### **State and Federal Government Publications**

Swem Library is a depository for publications produced by the United States and Virginia governments. As a depository library, Swem serves the College community as well as all of the other residents of the area. This collection holds materials in both print and electronic formats. Materials acquired from the federal government in recent years appear in the online catalog. However, older federal government publications and most publications from the Commonwealth of Virginia are not in the catalog. The Government Documents Department has special finding aids for these collections.

## Reference Assistance

The library staff helps students and others use the library and its resources effectively. A reference librarian is available for consultation most hours the library is open. Reference staff help students identify library resources that are potentially useful for a particular project; explain the use of specific information tools; assist with searching databases on CD-ROM; offer group instruction to classes upon a professor's request; and offer general advice on use of the library. Both the Reference Department and the Government Documents Department accept reference questions by electronic mail or telephone. Those departments' respective phone and e-mail addresses are:

Government Documents 221-3064;  
libdoc@mail.wm.edu

Reference 221-3067; libref@mail.wm.edu

## Special Collections

Swem Library's Special Collections Division includes the University Archives and the Manuscripts and Rare Books Department. Students are encouraged to use the rich resources available in Special Collections. The University Archives documents the history of William and Mary from its founding in 1693 to the present. It collects publications, photographs, official records, artifacts, memorabilia, and other materials relating to the College. Strengths of the Manuscripts and Rare Books Department include books dating back to 1479, eighteenth- and nineteenth-century Virginia family papers, papers of distinguished alumni and Virginia political leaders, travel accounts, and local history materials. All rare books and manuscripts can be located through the online catalog. More detailed information and all Archives finding aids are in the Special Collections Division. Materials from Special Collections are not available for lending and must be used on-site.

The hours for Special Collections are

Monday through Friday 10:00 am - 5:00 pm, Saturday 9:00 am - 1:00 pm. The Special Collections home page on the World Wide Web can be reached at: <http://swem.wm.edu/spcol/spcolhp.html>

## Botetourt Gallery and Zollinger Museum

The Botetourt Gallery exhibits collections of art unique for their historical value and their relationship to the College. The figurehead of the Gallery is the statue of Lord Botetourt, colonial Governor of Virginia from 1768 to 1770.

The Zollinger Museum houses many College artifacts, such as the mace, the Chancellor's and Rector's badges and chains of office, and the boundary stone, in addition to featuring exhibits from the Library's Special Collections holdings or those on loan from other institutions.

## Study Areas

Swem Library provides a variety of settings for study from individual study carrels to large study tables to a group study room. It also offers a student lounge at the entrance to the library. When classes are in session the lounge is open twenty-four hours per day; all other times the lounge is open during regular library hours. Several drink and food vending machines are available in the student lounge; food and drink are prohibited in all other areas of Swem Library. Smoking is permitted in a portion of the student lounge; however, use of tobacco products of all types is prohibited in all other areas of Swem Library.

## Branch Libraries

Swem Library has several branches serving specific disciplines. These are:

**BIOLOGY LIBRARY, 112 MILLINGTON HALL.** The Biology Library collection consists of current issues of biology journals.

**CHEMISTRY LIBRARY, 204 ROGERS HALL;** phone 221-2559. The Chemistry Library





collection consists of approximately 11,000 volumes; eighty-two periodicals are currently received. Chemical Abstracts is available on microfilm with indexes in paper and microfiche form. Microfilm and microfiche reader-printers are available.

**GEOLOGY LIBRARY, 219 TRICENTENARY HALL;** PHONE 221-2094. The Geology Library includes 17,000 volumes, eighty-six current periodical subscriptions, and over 21,000 maps. The library is a depository for U.S. Geological Survey topographic maps for regions east of the Mississippi River and holds many other publications of the USGS, the Canadian Geological Survey, and numerous state geologic surveys. All Virginia state survey publications are available. GEOREF, the electronic version of the Bibliography and Index of Geology, is available on CD-ROM whenever the library is open.

**MUSIC LIBRARY, 250 EWELL HALL;** PHONE 221-1090. The Music Library contains

over 16,000 sound recordings and around 9,100 scores. Much of this material is listed in the online catalog, and the library maintains a card index of the collection as well. The library has fifteen listening stations and one video viewing station for videotapes and videodisks.

**PHYSICS LIBRARY, 161 SMALL HALL;** PHONE 221-3539. The Physics Library collection consists of over 28,000 volumes and 140 current periodical subscriptions. The collections are enhanced through cooperation with the nearby CEBAF (Continuous Electron Beam Accelerator Facility) library. "Physics Abstracts," a comprehensive bibliographic database in physics, is available on CD-ROM, and "Current Contents on Diskette" is available for searching the contents of recent issues of over 1,200 physical, chemical, and earth sciences journals. Database searching of many scientific databases is available by appointment and for a cost-recovery fee.

## Library Hours

During the regular academic year, Swem Library's hours are:

Monday-Thursday	9 am - midnight
Friday and Saturday	9 am - 6 pm
Sunday	1 pm - midnight

Hours information is available any time of day or night by calling 221-4636. Please note that hours vary for departments within Swem Library and for branch libraries. Please call ahead to confirm hours before visiting Swem or a branch library.

## Copying Machines

Coin-operated photocopy machines are available on all floors of the library. Some of these machines accept dollar bills as well as coins. Microfilm and microfiche copiers are also available on the first floor. Change machines are available off the lobby and in the student lounge. High-quality copying services (including two-sided copying, multiple copies, and transparencies) are available from the Duplicating Services Office on the ground floor.

## Technology Services

Have you ever had a technical question, but did not know who to call or where to start?

In the summer of 1994, the Instructional Technology Department, comprised of Audio-Visual, Video Production, and Photography/Graphic Arts Services, joined the Computing Support and PC Maintenance staff to form Technology Services, a new service group available to assist the College community with finding answers to these questions. Located in Swem Library on the ground floor, the Technology Services Help Desk provides centrally coordinated resources to assist the College community in fulfillment of the College's Mission by supporting and promoting the effective and efficient use of instructional and computing technology. Faculty, students, and staff sim-

ply call 221-HELP (ext. 14357) to access any of these services. When classes are in session, the Help Desk is open:

Monday-Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 5:00 pm
Saturday	1:00 - 4:00 pm
Sunday	2:00 - 11:00 pm

Computing Support Services offers consultation and coordination of software acquisitions and implementation; supplies software and support for electronic mail and data communications; provides documentation and seminars in the use of computing resources; and provides installation and repair services for College-owned computing equipment. Staff consultants are available to advise the College community on the selection, purchase, and application of computers and computer software. Student assistants manning the Help Desk also provide hotline and on-site support to help members of the College community resolve their computing questions and problems. Computing Support Services also supports "WAMI," the William and Mary Information gopher system, and the William and Mary World Wide Web Home page.

Audio-Visual Services provides consultation, installation, and maintenance resources to respond to faculty's classroom technology needs. These services also include equipment purchase recommendations, equipment repairs, projectionist assistance, and video and film rental. Staff technicians and student assistants supply equipment delivery, setup, and repair services through the educational equipment resource center and satellite audio-visual fulfillment sites. Audio-Visual Services, in conjunction with Video/Audio Production Services, also manages the implementation of electronic presentation classrooms utilizing advanced equipment such as large screen projection systems, 3-D visualizers, sound systems, and video/data monitors. In addition, Video-Audio Production Services, with a studio located in Phi Beta Kappa Memorial Hall, offers

assistance in the areas of video taping, editing, production, scriptwriting and storyboarding.

Photography/Graphic Arts Services prepares instructional material, creates slides from printed matter (books, magazines, etc.), generates computer graphics for use in prints or slides, and develops black and white film.

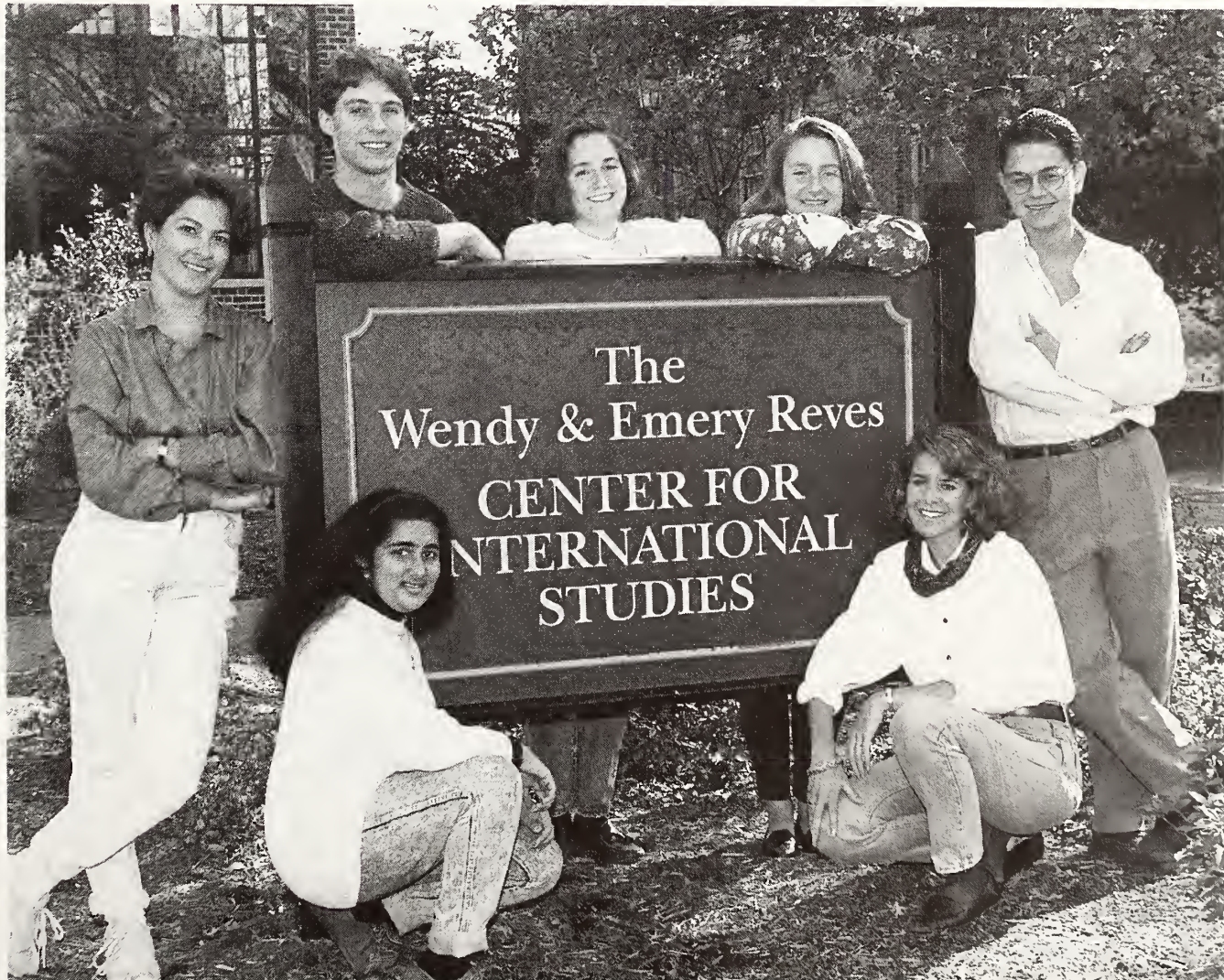
Please call the Help Desk at 221-HELP for more information about any of these services.

## Music Listening

Music listening facilities are situated in

the Music Library located in 250 Ewell Hall. Students may bring in their own records, or select, for on-site listening, from a collection of 8,000 records and 800 compact disks. Videos and video-discs of musical performances are also available for viewing in the library. Scores circulate, but recordings are non-circulating. Students may utilize listening stations during the following hours:

Monday-Thursday	10 am - 11 pm
Friday	10 am - 5 pm
Saturday	Closed
Sunday	5 pm - 10 pm



# ORGANIZATIONS

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## Academic Groups

Numerous groups on campus are tied to academic departments or related to academic study. For information on these groups, students may contact the Associate Vice President for Student Affairs, ext. 13300, or watch for flyers around campus.

## Community Service Organizations

William and Mary offers numerous organizations committed to serving the College community as well as the Williamsburg area. The Office of Student Volunteer Services, located on the second floor of the Campus Center, serves as a clearinghouse for all volunteer opportunities on and off campus and can help individuals and groups coordinate projects and service activities. These projects can include events such as blood drives for the Red Cross, working with disadvantaged children as "Big Brothers or Sisters," house repairs with Housing Partnerships, or tutoring.

For more information, contact the Office of Student Volunteer Services at ext. 13263.

## Graduate and Professional Student Associations and Organizations

(See also Student Assembly.)

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

## Greek Organizations

Many sororities and fraternities are chartered and recognized at the College. For information, students should contact the sorority or fraternity directly or the Office of the Associate Vice President for Student Affairs, extension 13300.

## 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 undergraduate Honor Council consists of six members from each of the upper classes. Elections are held each spring. For information about the Honor Council, anyone may contact the Council in the Campus Center, ext. 13305, or the Dean of Students, Campus Center 109, ext. 12510.

## Honor Societies

Various honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership. *Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership up to seven percent of the total number in the senior class each year. Selection is based largely on scholarship.

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

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

*Golden Key* is a national academic honors organization dedicated to excellence. Golden Key recognizes scholastic achievement in all undergraduate fields of study.

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

William and Mary students also have opportunities to become members in departmental academic honoraries, ordinarily requiring an indication of special interest and ability in an area of scholarship. Interested students should contact the appropriate academic department.

## Performing Groups

Several performing groups are active on campus, focusing on dance, stringed instruments and concert bands. All of the groups invite those interested to try out at regularly announced auditions. For more information, students may call the Office of the Associate Vice President for Student Affairs, ext. 13300.

## Publications and the Media

Established in 1971, the Publications Council is authorized to provide guidance and financial supervision for undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Associate Vice President for Student Affairs, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media and the selection each spring of the editors-

in-chief of the publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are *A Gallery of Writing*, the *Amicus Curiae*, the *Colonial Echo*, the *Bill of Rights Journal*, the *Flat Hat*, *Jump!* magazine, *Pillory*, the *William and Mary Review*, *Journal of Women and the Law*, and WCWM-FM.

*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, Room 9, ext. 13317. The cost of the yearbook is partially covered by the Activities Fee (included in the Tuition and General Fee) paid by each student.

*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 and graduate students at the Information Desk in the Campus Center and the Commuter Student House at 404 Jamestown Road. Copies of the *Flat Hat* are also placed in the Library and Marshall-Wythe Law School. For information, anyone may contact the *Flat Hat* office in the Campus Center, ext. 13281.

*William and Mary Review*: This literary magazine 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, Room 166, ext. 13290.

*WCWM (90.7)*: The College's non-commercial radio station is staffed entirely by student volunteers and offers a wide variety of music, programming, and local public service announcements. The studios are located in the Campus Center, Room 41, ext. 13287.

*A Gallery of Writing*: This is a literary magazine dedicated to publishing the best William and Mary has to offer. The

entire staff—fiction, non-fiction, poetry, and art—consists of students who judge works for the biannual magazine on a blind review basis. The Gallery office is located in the Campus Center and can be reached at ext. 13284.

*Jump!*: A magazine that contains reviews, essays, and feature articles of interest to William and Mary students. The Jump! office is located in the Campus Center, Room 167, ext. 13286.

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

*William and Mary News*: This publication carries all official memoranda of the College Administration. Published by the College News Office, copies are available at the Campus Center, the Library, and the Campus Post Office. Each issue includes a Calendar of Events and classified advertising section.

*Pillory*: A humor and satire magazine dealing with topics of College, national, and international interest.

*The William and Mary Bill of Rights* contains articles by students and professionals on issues of constitutional law

and public policy. The journal is supported by the College's Publications Council and the Student Division of the Institute of Bill of Rights Law. Membership on the journal is open to all interested students in the Law School.

The *William and Mary Journal of Environmental Law* was founded to provide scholarly and reliable analysis on current issues in environmental law, to provide a forum in which professionals and students may express their views on these issues, and to further the education of the students in the Law School by providing an opportunity for them to assist in the production of a law journal.

The *William and Mary Journal of Women and the Law* is a new journal founded to focus scholarly debate on gender-related legal issues and to encourage discussion about the impact gender bias in the law and legal studies has on society and women's lives in particular.

### Other Law School Publications

The *Amicus Curiae* is the official newspaper of the Law School. Published in the form of a bi-weekly newspaper, it is written and edited by a volunteer staff and



provides news of current events in the legal field as well as the Law School itself.

*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. Normally, one credit is given for each semester a student serves on the staff.

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

Several religious groups and organizations are present on or near the campus which invite the participation of William and Mary students. Call the Office of the Associate Vice President for Student Affairs, extension 13300, for additional information.

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

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

Students enroll in ROTC by registering for Military Science classes, just as they would sign up for any other course. Scholarships are available for qualified freshmen and sophomores. Applications are available at the beginning of the Spring Semester. Further information is available at the Department of Military Science, ext. 13600.

## **Society of the Alumni**

W. BARRY ADAMS, Executive Vice President, Alumni House, ext. 11165.

Through a variety of programs and services, the Society of the Alumni ensures a lasting bond between a worldwide network of over 65,000 alumni and the College. In carrying out its mission, the society brings together the entire university—alumni as well as current students, parents, faculty, and administrators.

From its offices in the Alumni House on Richmond Road, the Alumni Society oversees the annual Homecoming celebration and class reunions; continuing education programs such as Alumni College and the Academic Festival; publication of the *Alumni Gazette* and *William and Mary Magazine*, and the activities of a host of chapters, councils and constituent groups. The Alumni house itself is a central meeting place for alumni and university gatherings such as award dinners, reunions, business meetings, continuing education programs, and football tailgate parties.

Students, as well as alumni, benefit from the Society's commitment to high academic ideals and loyal support of the College. Many scholarships are offered by graduated classes, alumni chapters and Society constituent groups like the Order of the White Jacket (alumni who worked in food service to support their education) and the Association of 1775 (alumni who have served the nation in uniform). Also through the Alumni Society, students have the opportunity to develop writing, event planning, and other professional skills through internships offered by the society itself and its corporate affinity programs. And for students interested in direct involvement with the Alumni Society, the Student Alumni Liaison Council assists with special Society events on and off campus and sponsors student programs such as Senior Spring Day and the Student Host Weekend.

In response to the quality of its spe-

cial events, publications and overall alumni programming, the Alumni Society has been named the top alumni association in the country by CASE (Council for the Advancement and Support of Education).

## Special Interest Groups

Organizations on campus appeal to a wide variety of interests, ranging from political and issue-oriented groups to groups with sports or leisure as a focus. Some of these groups are listed below. Information about any organization on campus is available through the Office of the Associate Vice President for Student Affairs, ext. 13300.

## Sport Clubs

Open to all interested students, faculty, and staff of the College, the Sport Club program offers student-run organizations at various stages of development. Each club heavily depends on student involvement with recruitment, organization, administration, and implementation of the specific club policies and procedures. All clubs operate under the policies/procedures contained in the College of William and Mary Sport Club Manual. Inquiries regarding the Sport Club program should be directed to the Sport Club Director at ext. 13312.

## Student Assembly (SA)

Student government at William and Mary is vested in the Student Assembly. The Assembly provides a voice for student opinion and a means through which students participate in the growth of a strong community. It has four basic objectives:

1. To provide a voice for student opinion. The Student Assembly is a forum through which students express their opinions about all aspects of university life. Since the Assembly consists of both graduate and undergraduate members, it is the one body at the university authorized to



speak on behalf of *all* students. At the head of the Assembly, the Executive Council provides focus for the concerns and interests of the student body. It advocates the students' goals through a variety of techniques including communications directed to the Board of Visitors, the faculties, and local and state government. The Graduate Councils and the Undergraduate Council serve the Assembly as vehicles through which students express themselves on issues related specifically to the needs of these constituent groups. To ensure that individual students have direct access to their elected governing body, a portion of every Executive Council meeting is devoted to receiving student input from any member of the student community.

2. To educate and inform the student body. The basis of a strong, active system of representative governance is an informed constituency. The Student Assembly disperses information to students about university proposals, initiatives, and actions to ensure that students understand issues which affect them and have the information necessary to express their views and initiate actions.



Clubs and Hall Councils are kept informed as well through the Club Council and the Residence Hall Association respectively.

3. To fairly and equitably allocate the student activity fee. The Student Assembly plays a central role in determining and allocating student activity fees at William and Mary. Through the Finance Committee of the Executive Council, the Assembly recommends the appropriate yearly allocation of student activities' fees to student organizations, programs, and services.
4. To provide cultural and social programming and student services. The Student Assembly actively seeks to expand the cultural and campus-wide social options for all students. The Assembly initiates and sponsors activities on its own authority as well as in cooperation with other student and college organizations to ensure a diversified program which meets the needs of William and Mary students at all levels. To improve student life at the College, the Assembly also offers a number of services to students living both on and off campus.

All students, graduate and undergraduate, are members of this student government organization and are encouraged to become involved in its functions. Structurally, the Student Assembly consists of three parts:

1. **The Executive Council:** The Executive Council represents all students and consists of fifteen (15) members. A popularly elected student body president presides over the meetings of the Executive Council. The fifteen student representatives are elected annually as follows: two representatives are chosen from each undergraduate class. The undergraduates collectively elect two at-large undergraduate student representatives. One representative is chosen from each of the five graduate schools. The Executive Council directs the

work of the student government. It originates and receives resolutions, recommends the student fee budget allocations, nominates student members to College-wide committees, and supervises the full range of programs, services, and other activities sponsored by and for students. Eight standing committees, and special committees as needed, are established to support the work of the Assembly. The standing committees are as follows: Finance, Club Organizations, Communications, College-Wide Committees, Liaisons, Social, Cultural, and Services. The Executive Committee appoints one student to serve as the director of each committee and an Executive Council member serves as facilitator for each committee coordinating the work of the committee with that of the Student Assembly. In addition, one Executive Council member serves as a facilitator between the Residence Hall Association, the Off-Campus Student Council, the Greek Residence Staff, and the Executive Council.

2. **The Undergraduate Council:** The Undergraduate Council deals with those matters which are exclusively the concern of the Undergraduate Student body. The Council consists of twenty-six (26) elected members; the four class officers from each undergraduate class (president, vice president, secretary, and treasurer) combined with the ten (10) undergraduate members of the Executive Council. The Undergraduate Council elects a chairperson from within its membership. The individual classes, through their class officers, promote social activities for the classes, enhance communication among their members, and also offer cultural and service activities for the members of the class.
3. **The Graduate System:** Each graduate school has a Graduate Council. These councils are: the Graduate Business School (MBAA), the Law School (SBA), the Virginia Institute

of Marine Science (VIMS), the Graduate School of Education (GEA), and the Graduate School of Arts and Sciences (GSA-A&S). Each graduate council consists of a president, vice president, secretary, treasurer, and the graduate representative who serves on the Student Assembly's Executive Council. The graduate councils appoint social, communications, cultural, and services committees to administer the activities of each Graduate Council.

**Elections:** Elections to all positions in the Student Assembly (except freshmen class positions) are held on the second Tuesday of February of the spring academic semester. Elections for freshmen representatives are held on the third or fourth Tuesday in September of the fall academic semester. Candidates for election to student government positions must be full-time de-

gree-seeking students. No student is permitted to campaign for more than one student government position and students who are on honor or judicial probation are not eligible for election. An election committee is appointed by each of the five graduate councils and the Undergraduate Council to conduct the annual elections. Election committees draft rules, to be approved by their respective organizations, which govern conduct for the elections.

The Student Assembly is located in the Campus Center near Trinkle Hall and maintains office hours from 11:00 am - 5:00 pm, Monday through Friday, during the academic year. It may also be reached at College extensions 13302 or 13298. Specific interests may be addressed to the student advocate at that extension. An office for the Undergraduate Council and for the graduate councils is located adjacent to the Student Assembly office.



# SPECIAL ACADEMIC OPPORTUNITIES

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## The Roy R. Charles Center

JOEL SCHWARTZ, DIRECTOR; LISA GRIMES, ASSISTANT DIRECTOR, Tucker Hall B-2, ext. 12460.

The Charles Center, located in the basement of Tucker Hall, is home to Interdisciplinary Studies, a multimedia viewing laboratory, scholarship information, and the James Monroe Scholar Program.

## Interdisciplinary Concentrations and Minors

There are six established interdisciplinary majors, each with a faculty coordinator:

Biological Psychology  
(Roberto Refinetti, Psychology)

Environmental Studies  
(Greg Capelli, Biology)

Linguistics  
(Talbot Taylor, English)

Literary and Cultural Studies  
(Tom Heacox, English)

Medieval and Renaissance Studies  
(George Greenia, Modern Languages)

Women's Studies  
(Nancy Gray, Women's Studies)

Students who wish to declare one of these Interdisciplinary majors should get declaration forms from the Charles Center office and then make an appointment with the appropriate faculty coordinator.

Students wishing to design a concentration to satisfy unique intellectual interests will find forms and more information in the Charles Center.

There are three possible interdisciplinary minors: Literary and Cultural Studies, Medieval and Renaissance Studies, and Women's Studies. Minor declaration forms are available from the Registrar's Office.

## Interdisciplinary Courses

Each year the Charles Center offers sev-

eral courses taught by faculty from a number of disciplines. In 1996-97, these will include the multisectioned seminars Introduction to Film Studies and Perspectives on Citizenship and Community, Introduction to Black Studies, the Summer Apprenticeship in Archival Skills for Medieval and Renaissance Studies, and the one-credit course Introduction to Library Resources.

## Scholarships

In addition to administering the campus round of competitions for many national scholarships (such as Rhodes, Marshall, Fulbright, Luce, and Goldwater) the Charles Center oversees a number of scholarships that are open only to William and Mary students, such as the Jacobs Scholarship for Study or Travel in Israel, the Parents' Association Domestic Research and International Travel Scholarships, Renick Scholarships for International Service or Research, and Wilson Cross-Disciplinary Scholarships. The Charles Center also serves as a clearinghouse for information on many other scholarships. Please see Lisa Grimes, Student Scholarship Coordinator, for more information.

## Viewing Lab

The Charles Center is home to a three-station multimedia viewing lab and a large collection of videotapes and laserdiscs. Faculty often put items for classes on reserve in the lab. Students may not check out materials. Call ext. 11278 for lab hours or to make a reservation for a viewing station.

## Language House Program

Language Houses are special residence halls which provide opportunities for residents to speak foreign languages and to learn about their cultures. The

French, German, Italian, Japanese, and Spanish Houses each admit approximately 21 students and are each staffed by a native-speaking Resident Tutor who functions as a resource for students to enhance both their proficiency in the host language as well as their knowledge of culture throughout the academic year. The students of each house design their own programs and activities under the sponsorship of the Department of Modern Languages and Literatures.

### **Shared Experience Internship Program**

The Shared Experience Internship Program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. Shared Experience is a local internship program with a roster of sponsors that includes social service agencies, educational institutions, physicians, government agencies, museums, private businesses, and others. The potential for academic credit is available for a student's learning experience. This option must be worked out with an academic department well

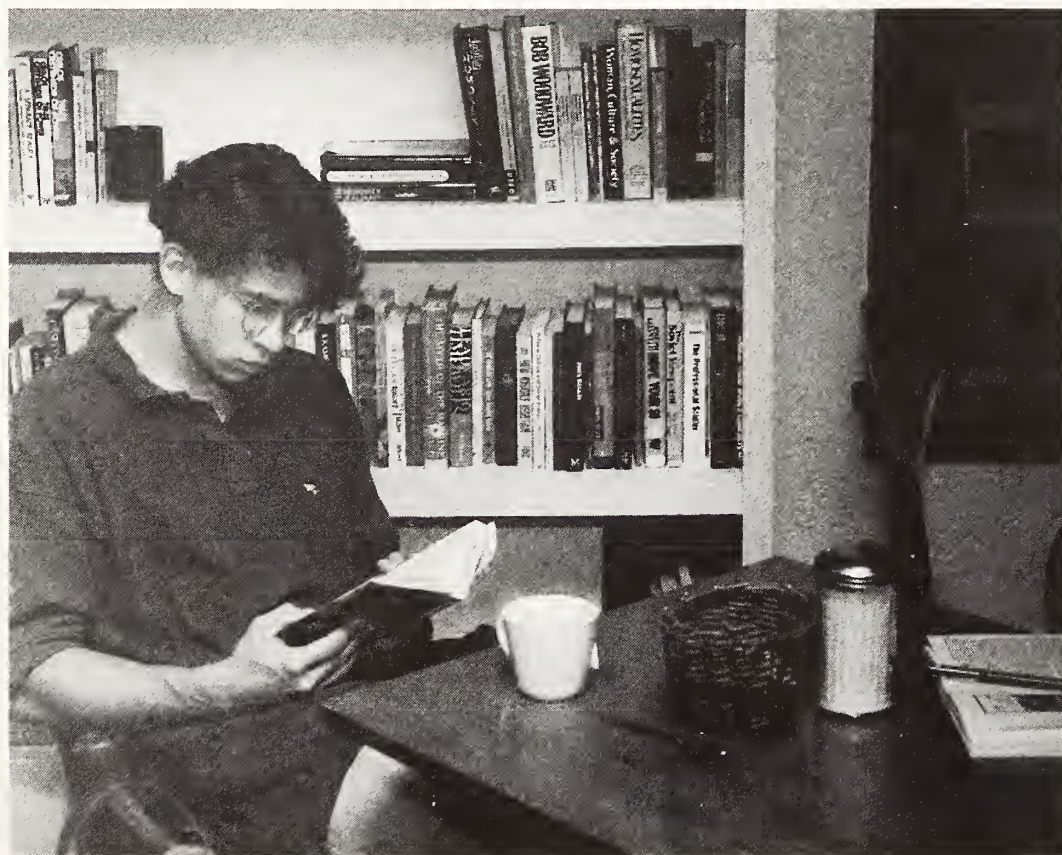
in advance. Details for making such arrangements are available in the Office of Career Services, 123 Blow Memorial Hall. Students who are enrolled at the College must apply through the Office of Career Services at the beginning of the fall or spring semester.

### **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. The program seeks to provide participants with exposure to the resources available in Washington in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Public Policy Office, Morton Hall.

### **The Wendy and Emery Reves Center for International Studies.**

JAMES A. BILL, DIRECTOR; CRAIG N. CANNING, ASSOCIATE DIRECTOR; MICHAEL T.



CLARK, REVES SCHOLAR-IN-RESIDENCE; YAIR HIRSCHFELD, BORGENICHT SCHOLAR-IN-RESIDENCE; and ANN M. MOORE, HEAD OF PROGRAMS ABROAD. Reves Center, corner of Jamestown Road and Boundary Street, ext. 13590.

The Reves Center for International Studies coordinates academic programs in international studies, supports students and faculty members with international interests, provides services to international students and scholars, and administers programs abroad. The Reves Center is the primary resource for students interested in international studies concentrations and study abroad as well as lectures, conferences and other activities pertaining to international education. The Center coordinates immigration and visa matters for international students, faculty, and staff.

The Reves Center coordinates six interdisciplinary B.A. degree programs in international studies: East Asian Studies, European Studies, International Relations, Latin American Studies, Middle Eastern Studies, and Russian Studies. The Center also sponsors lectures, conferences, film series, seminars, and other activities which supplement its academic programs. Current information about activities and programs in international studies is available at the Reves Center.

William and Mary students who wish to study abroad for a summer, semester, or academic year may elect to participate in a College-sponsored program. Academic-year (full-year or semester) programs are available in Adelaide, Australia; Beijing, China; Copenhagen, Denmark (DIS); Bath, London, Exeter, Leicester and Manchester, England; Montpellier, France; Muenster and Berlin, Germany; St. Andrews, Scotland; Montreal, Canada; Salamanca, Santander and Valencia, Spain; Belgium; and the Netherlands. Summer programs are offered in Cambridge, England; Montpellier, France; Muenster, Germany; Florence and Urbino, Italy; and Beijing, China. Two special topics programs are offered in different locations each year; in recent years summer

programs have been organized in the Caribbean and the Czech Republic.

Students may also study at institutions with which William and Mary has no direct affiliation. With prior approval, credit may be transferred to the College from those institutions. Inquiries concerning such programs may be directed to the Programs Abroad Office. Any William and Mary student earning credit or participating in an internship abroad must register with the Programs Abroad Office.

In addition, the Center's resource library contains foreign university catalogs as well as information on scholarships, State Department travel information, international internships, travel, and programs sponsored by other U.S. universities and consortia. As part of the services to students who register with the Center, the Reves Center issues the International Student ID Card (ISIC).

The Reves Center is open 8 am - 5 pm, Monday through Friday.

## Writing Resources Center

The Writing Resources Center provides students with individual assistance with their writing and oral communication. The Center is staffed by a faculty director and 16 graduate and undergraduate writing consultants from several departments. Faculty recommend the consultants who go through intensive training. The Center offers private writing and oral communication consultations at no charge to students. Students use the Center for help with all types of writing assignments including research papers, lab reports, creative writing, and application essays. In support of oral communication, the Center has a taping booth, TV/VCR, and interactive software.

Located in Tucker 115A, the Center is open Monday through Friday, 9 am - 4 pm and Tuesday, Wednesday, and Thursday evenings from 7 pm - 9 pm. Walk-in consultations are available; however, students may make appointments by calling ext. 13925.

# ACTIVITIES

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## Busch Gardens

An amusement center called The Old Country is Busch Gardens' Virginia home. Presenting a panoramic view of England, France, Germany, and Italy, the theme park has seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's largest roller coaster, the "Loch Ness Monster." The Old Country is located on Route 60 East, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Information regarding hours of operation and special events may be obtained by calling 253-3350.

## Campus Movies

The University Center Activities Board presents each week of the regular session a film of interest. Admission is purchased at the door, in the University Center, for a nominal fee. All William and Mary students, staff, and faculty members with a current ID may purchase tickets. Call ext. 12132 for more information.

## Charter Day Convocation

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

## Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions, including exhibition buildings, lectures, concerts, and slide shows. Students, by presenting their current ID cards, are admitted

at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and the bus system. The taverns in C.W. feature meals in Colonial Virginia style and are within walking distance of the College.

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

## Concerts

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

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



## **Craftshow**

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

## **Family Weekend**

Family Weekend is scheduled each fall as a time for parents to become better acquainted with student life at William and Mary. Sponsored by the Association of Parents (to which students' parents automatically belong), the weekend is ordinarily held in late September or early October. On the Friday of Family Weekend, classes are open for family 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 families 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 Vice President for Student Affairs coordinates Family Weekend and serves as administrative liaison to the Parents Association.

## **Films**

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

The Williamsburg Theatre (229-1475), located on Duke of Gloucester Street, shows special interest films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Carmike Four (229-6333), situated in the Monticello Shopping Center is a multi-screen theatre which always features four current films. The Williamsburg Crossing Theatres (253-2299), located at Williamsburg Crossing Shopping Center, features seven current films.

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

## **Green and Gold Christmas**

Green and Gold Christmas is a student-sponsored Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area. Students are asked to serve on committees to plan the event and also to sponsor a child for the day. The day features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. One finds the magic of Christmas in the children, and the children experience Christmas as they never would have without the students. Interested students should call the Associate Vice President for Student Affairs at ext. 13300.

## **Homecoming**

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

## **Intercollegiate Athletics**

The Department of Intercollegiate Athletics administers 11 men's and 12 women's intercollegiate sports, all of which compete in NCAA Division I. The department is housed in William and Mary Hall, ext. 13400. Varsity intercollegiate teams which answer to the nickname "Tribe" include: baseball,

men's and women's basketball, men's and women's cross country and track, field hockey, football, men's and women's golf, men's and women's gymnastics, women's lacrosse, men's and women's soccer, men's and women's swimming, men's and women's tennis, and women's volleyball. Fourteen of the intercollegiate teams have competed in, or had individual qualifiers, in their respective NCAA tournaments in the last four years. Any other team on campus falls under the direction of Recreational Sports, ext. 13310, and functions as a club sport.

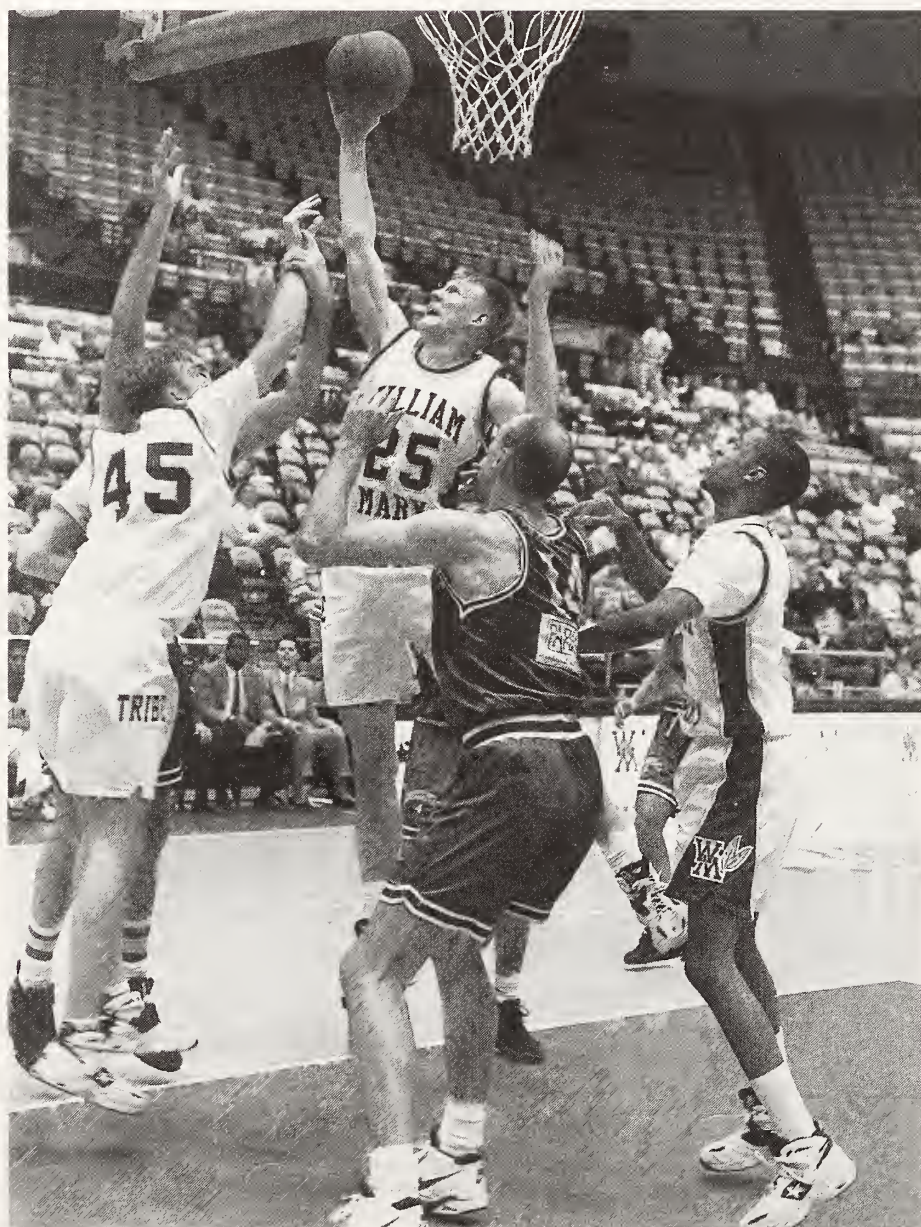
Students are admitted to all on-campus intercollegiate athletic contests in which William and Mary competes free of charge with a valid ID card. An exception is on-campus NCAA tourna-

ment games, for which a student-priced ticket will be required for admission, as legislated by the NCAA.

Ticket information for parents and friends can be obtained by calling the William and Mary Box Office at ext. 13340. Up-to-date schedules for Tribe intercollegiate sports can be obtained by calling the Sports Information Office at ext. 13344 or ext. 13400.

## **National Student Leadership Conference on Race and Culture**

A national conference for participants of cultural student organizations, unions, Greek sororities and fraternities, other student organizations, and for minority affairs professionals is sponsored





annually by the Office of Multi-Cultural Affairs. Topics have included campus support systems, cultural programming, campus political climates, community outreach, historical perspectives, communication skills, and leadership styles. Registration for the January conference is announced during fall semester.

## **Recreational Sports**

The Recreational Sports Department is located on the second level of the Student Recreation Center. The program provides the widest variety of leisure pursuits to all students through intramural, sport club, informal recreation, fitness/wellness, and outdoor programs. Facilities include the Recreation Center, Adair Gymnasium, William and Mary Hall, Lake Matoaka, and various other outdoor facilities. Equipment may be checked out with a student ID card. Facilities are open seven days per week during the academic year and often during the break periods. Facility schedules are available at any recreational facility or the Campus or University Centers.

Outdoor living equipment is available for your use including canoes, backpacks, tents, cooking equipment, tarps, sleeping bags, and more. There is a nominal rental fee for the use of this equipment.

Intramurals are separated into co-rec, men's, and women's divisions for most activities. Play is held for each of over 25 sports/activities during the year. Informal or open recreation, generally considered "free-play," is offered in aerobics, swimming, racquetball, squash, basketball, weightlifting, canoeing, and many other sports.

The Sport Club program consists of 30 clubs, each self-governing and self-supporting and dictated simply by participants' interest in the activity. Clubs include badminton, cricket, cycling, judo, men's and women's lacrosse, martial arts, racquetball, rowing, men's and women's rugby, sailing (VIMS), soccer, surfing, tennis, ultimate frisbee, and more.

For information on any activity, program, or service offered by Recreational Sports, the office may be contacted at ext. 13310.

## **Sidewalk Art Show; Occasion for the Arts**

The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and crafts displays held every year in Merchants Square on 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 Women's Club.

## **Yule Log Ceremony**

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

# LOCAL SHOPPING AND SERVICES

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## Shopping Centers

Berkeley Commons Outlet Mall – Route 60 West  
Colony Square Shopping Center - Richmond Rd.  
Ewell Station Shopping Center – Route 60 West  
Governor's Green Shopping Center – Route 5 & Ironbound Rd.  
James-York Plaza Shopping Center - Merrimac Trail  
Kingsgate Center - By-Pass Rd.  
Marketplace Shopping Center - McLaws Circle  
Merchants Square - Duke of Gloucester Street  
Monticello Shopping Center - Monticello Avenue  
Outlet Limited Mall - Richmond Rd.  
Village Shops at Kingsmill - Route 60 East  
Williamsburg Crossing Shopping Center – Routes 199 & 5 (John Tyler Hwy.)  
Williamsburg Outlet Shops - Route 60 West  
Williamsburg Pottery Outlet - Route 60 West  
Williamsburg Shopping Center - Richmond Rd.

## Automobile Renting & Leasing

A & A Auto Rental  
100 Second Street 253-0022  
Avis Rent A Car  
1187 Jamestown Rd. 229-3638  
Newport News/Williamsburg Airport  
877-0291  
Century Auto Sales & Rental  
317 Second Street 229-3442  
Colonial Rent-A-Car Inc.  
468 N. Boundary Street 220-1500  
220-3399  
El-Cheapo Car Rental  
3279 Lake Powell Rd. 229-6130  
Enterprise Rent A Car  
601 Merrimac Trail 220-1900  
*Out-of-town Reservations*  
800-325-8007  
Ford Dealer Renting & Leasing  
Williamsburg Motors Inc.  
217 Second Street 229-2411  
Toll Free 800-521-7787  
Hertz Rent A Car  
12638 Jefferson Avenue 877-9229  
Newport News  
Holiday Oldsmobile Cadillac GMC  
Rt. 143 and Second Street 253-1960  
Little Cheeper Car Rentals  
722 Merrimac Trail 253-0123

National Car Rental  
Newport News/  
Williamsburg Airport 877-6486  
Patriot Chevrolet Buick Corp.  
212 Second Street 220-1700  
Pittman Chrysler-Plymouth-Dodge  
1440 Richmond Rd. 229-1050  
Williamsburg Ford Lincoln Mercury  
217 Second Street 229-2411  
Williamsburg Honda/Jeep/Eagle  
7277 Richmond Rd. 564-9700

### Toll Free Numbers:

Enterprise Rent A Car 800-321-1972  
Avis Rent A Car 800-831-2847  
Hertz Rent A Car 800-654-3131  
National Car Rental 800-227-7368  
Alamo Rent A Car 800-327-9633

## Banks

First Union Bank  
133 Waller Mill Rd. 253-2265  
Central Fidelity Bank  
1006 Richmond Rd. 220-6200  
Farm Fresh Super Market  
Merrimac Trail 220-6210  
Chesapeake Bank  
Governor's Green Shopping Center  
220-8641  
Citizen's and Farmer's Bank  
7534 Richmond Rd. 564-8114

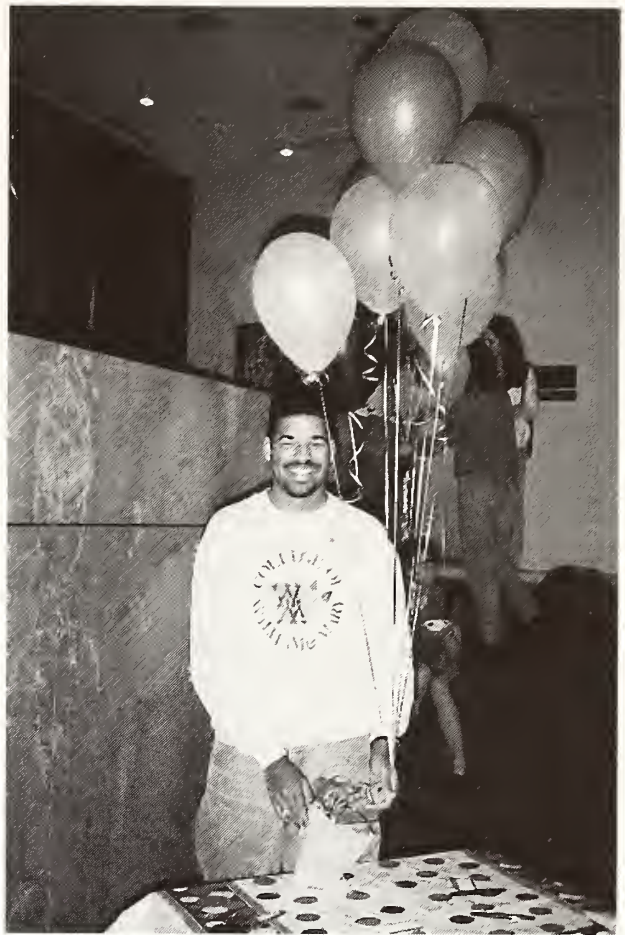
4780 Longhill Rd. 565-0593  
 Crestar Bank  
 120 Monticello Avenue 253-9269  
 James-York Plaza 253-9275  
 Prince George & N. Henry  
 253-9284  
 Garrison Dr. & N. Mt. Vernon  
 253-9286  
 1186 Jamestown Rd.  
 253-9254  
 Route 60 W. & Centerville Rd.  
 253-9278  
 496 McLaws Circle 253-9295  
 401 Duke of Gloucester Street  
 253-9205  
 First Advantage (formerly Fort Eustis  
 Savings & Loan) 1-800-359-7650  
 First Virginia Bank Commonwealth  
 300 Second Street 229-4191  
 171 Monticello Avenue 220-2611  
 Jefferson National Bank  
 306 South Henry Street 229-7700  
 100 McLaws Circle 229-7708  
 255 Richmond Rd. 229-7700  
 Old Point National Bank  
 Williamsburg Crossing 221-0155  
 Peninsula Trust Bank  
 1031 Richmond Rd. 220-1252  
 Nations Bank  
 800-880-5454  
 1310 Jamestown Rd. 220-7825  
 1801 Richmond Rd. 220-7837  
 263 McLaws Circle 220-7825

## Bicycle Sales & Service

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

## Cleaners

Berkeley Cleaners of Williamsburg  
 1208 Jamestown Rd. 229-7755  
 James-York Plaza 229-7440  
 Williamsburg Crossing 229-2831  
 Swan Cleaners  
 240 McLaws Circle 229-1813  
 1012 Richmond Rd. 220-2116  
 4440 John Tyler Hwy. 220-2039  
 5601 Richmond Rd. 565-3732  
 Han's Cleaners



6971 Richmond Rd. 564-8759  
 Ladda's Tailor Shop & Tuxedo Rentals  
 Monticello Shopping Center  
 229-2224  
 Master Cleaners of Williamsburg  
 1317 Richmond Rd. 229-6556  
 Old Towne Shopping Center  
 229-3424  
 1199 Jamestown Rd. 229-1414  
 Town and Country Cleaners  
 459 Merrimac Trail 229-4990  
 121 Colony Square Shopping  
 Center 229-7774

## Community Resources

Alcoholics Anonymous 877-0600  
 Avalon - A Center for Women  
 and Children 258-5051  
 Chamber of Commerce  
 201 Penniman Rd. 229-6511  
 Colonial Community Mental Health  
 Ctr.  
 1657 Merrimac Trail 220-3200  
 Colonial Williamsburg  
 Information Center 229-1000  
 Division of Motor Vehicles  
 952 Capitol Landing Rd. 253-4811

Social Service Bureau  
 5249 Old Towne Rd. 565-6855  
 United States Postal Service  
 425 N. Boundary Street 229-4668  
 Virginia Employment Commission  
 Williamsburg Crossing 253-4820  
 Williamsburg Hotel/Motel Assoc.  
 Village Shops 220-3330  
 Virginia and Other States  
 800-446-9244  
 Williamsburg Regional Library  
 515 Scotland Street  
 Circulation 229-7326  
 Information and TDD 229-7645

## Computers and Software

Aftech Inc.  
 1524 Merrimac Trail 229-0638  
 College & University Computers Inc.  
 1781 Jamestown Rd. 253-2995  
 220-8482 FAX  
 Computer Business Systems Inc.  
 309-A McLaws Circle 253-8800  
 Computers By Design  
 605 Tam-O-Shanter Blvd. 229-9977  
 Datafast Technologies  
 113 Lands End Drive 220-6833  
 ES Corp.  
 124 Shore Dr. 221-0517  
 Flight Deck Software  
 161-C John Jefferson Rd. 229-1757  
 Network Dynamics Inc.  
 1303 London Company Way  
 220-8771  
 Office Pro Technologies  
 309 McLaws Circle 253-8650  
 PC Helping Hand  
 3309 New Castle Drive 229-4919  
 Peter Carlson Computer Consulting  
 220-9189  
 Precision Software Corp.  
 229 McLaws Circle 229-4433  
 Radio Shack-Associate Store  
 Williamsburg Crossing 229-4157  
 Up and Running Computers  
 107 Bacon Ave. 565-3282  
 565-3267 FAX  
 Virginia Printer Service  
 108 Tewning Rd. 229-8066

## Copying and Duplicating

Duplicating Services  
 Swem Library, Room 009  
 221-3116  
 Big Red Q Quickprint Center  
 1457 Richmond Rd.  
 229-2323  
 DATAMAT-Print Shack  
 1315 Jamestown Rd. 229-6230  
 Graphic Impressions  
 1315 Jamestown Rd. 229-6230  
 229-7044 FAX  
 Kinko's Copies Inc.  
 1250 Richmond Rd. 253-5676  
 Kwik-Kopy  
 948 Capitol Landing Rd. 220-3299  
 Mail Boxes Etc. USA  
 5251 John Tyler Hwy. 221-0113  
 Print Shop  
 Trinkle Hall 221-2690  
 Sir Speedy Printing  
 240 McLaws Circle 220-1191  
 Williamsburg Press Inc.  
 110 Bacon Avenue 229-3511

## Florists

Balloons-In-Store  
 1204 Jamestown Rd. 229-8662  
 Balloons Over Williamsburg  
 Kingsmill Village Shops 229-7255  
 Cathy's Creations  
 6568 Richmond Rd. 565-3221  
 Charisma  
 Kingsmill Village Shops 229-2533  
 Farm Fresh House of Flowers  
 455 Merrimac Trail 253-0063  
 Flower Cupboard  
 205 N. Boundary Street 220-0057  
 Flower Shoppe of Williamsburg  
 4854 Longhill Rd. 229-4001  
 Heavenly Touch Florist  
 1459 Richmond Rd. 229-4747  
 Morrison's Flowers and Gifts  
 101 Colony Square Shopping Ctr.  
 220-1242  
 My Sister's Place Ltd.  
 1014 Richmond Rd. 220-3333  
 Royal Gardens Florist  
 Williamsburg Crossing 229-7673  
 Schmidt Florist Inc.  
 1317 D Richmond Rd. 229-1665

Seasons of Williamsburg  
5425 Richmond Rd. 565-4600  
Williamsburg Floral & Gifts  
701-P Merrimac Trail 229-9844

## Laundries

Colonial Workshops Inc.  
1657 Merrimac Trail 229-4119  
Master Cleaners of Williamsburg  
1317 Richmond Rd. 229-6556  
*Self-Service:*  
Berkeley Cleaners of Williamsburg  
James-York Plaza 229-7440  
Colony Square Laundry  
Route 31, Jamestown Rd. 220-3348  
Jamestown Laundry  
1781 Jamestown Rd. 253-0994  
Maytag Homestyle Laundry  
Route 143 229-9274  
Olde Towne Laundromat  
4854 Longhill Rd. 220-9334  
Soaps N Suds  
216 Monticello Avenue 220-6871

## Newspapers

*Daily Press*  
104 Bypass Rd. 229-3783  
*Richmond Times-Dispatch*  
Circulation 877-2334  
News Bureau 229-1512  
*Virginia Gazette*  
Main Office 220-1736  
Circulation 220-2224

The following newspapers are sold at  
the Campus Center Front Desk:  
*Daily Press, New York Times, USA To-  
day, Virginian Pilot, Wall Street Jour-  
nal, Richmond Times Dispatch, and  
The Washington Post.*

## Pharmacies

Berkeley Pharmacy Inc.  
5251 John Tyler Hwy. 229-8181  
CVS Pharmacy  
1256 Richmond Rd. 229-0015  
Farmco Drug Center  
455 Merrimac Trail 253-2304  
Five Forks Discount Drug  
4496 John Tyler Hwy. 229-5666  
KMART Stores  
118 Waller Mill Rd. 220-2394

Olde Towne Pharmacy  
4854 Longhill Rd. 220-8764  
Professional Pharmacy of Williamsburg  
1302 Mount Vernon Ave. 229-3560  
Revco Discount Drug  
James-York Plaza 229-0131  
124 Waller Mill Rd. 253-8804  
Treasury Drug  
115 Colony Square Shopping Ctr.  
220-1355  
Williamsburg Drug Co.  
Duke of Gloucester Street  
Merchants Square 229-1041

## Shoe Repair

James-York Shoe Repair  
801-B James-York Plaza 229-5154  
KYU Tailoring  
1262 Richmond Rd. 220-1600  
Williamsburg Shoe Repair  
435 Prince George 229-9175

## Storage

Esquire III Self Storage  
3283 Lake Powell Rd. 220-3283  
Jack Rabbit Self Storage  
1629 Merrimac Trail 220-3282  
Sentry Self-Storage  
5393 Mooretown Rd. 565-0980  
Tomark Storage  
111 Fenton Mill Rd. 565-1200  
Trevillian Moving and Storage  
3301 Venture Lane 229-9505

## Travel Agencies

All Airline Ticket Agency 564-3000  
Colonial Travel  
161-B John Jefferson Rd. 229-7820  
Colony Travel Agency Ltd.  
424 Duke of Gloucester St.  
229-8684  
Discovery Travel Inc.  
Williamsburg Crossing 220-0402  
Royal Travel Center, Ltd.  
1233 Lafayette Street 253-2700  
Sue Mayberry Travel Inc.  
240 McLaws Circle 229-7854  
Travel Corner  
149 Monticello Ave. 220-1920  
Travelaire Inc. of Virginia  
801-A Merrimac Trail 229-1642

U-Travel Service-Universal Travel Inc.  
Village Shops at Kingsmill  
253-1212

Williamsburg Travel Office  
161-C John Jefferson Square  
229-3031

## Typewriters

Business Supplies Ltd.  
4391 Ironbound Rd. 229-0324

The Write Place  
206 Armistead Ave. 229-7788

Williamsburg Office Supplies  
134 Second St. 229-5818

## Word Processing Services

Always Rite  
211 Cherwell Court 565-0302

Data Pro Plus 220-0010

Datamat-Print Shack  
1315 Jamestown Rd. 229-6230

Expert Typing Service  
1205-B Jamestown Rd. 229-2241

Graphic Impressions  
1315 Jamestown Rd. 229-6230  
229-7044 FAX



# STATEMENT OF RIGHTS AND RESPONSIBILITIES

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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 1991 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 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 ensure 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 corresponding responsibility to ensure within the scope of its legitimate functions as an institution of higher education, that individual members of the

College community fulfill their responsibilities to others as well as their responsibilities to the institution.

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

### I

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

- A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.
- B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to be free from discriminatory treatment with regard to race, creed, gender, religion, national origin, or political belief.
- C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:
  1. Right to associate with any legally established group or to create such

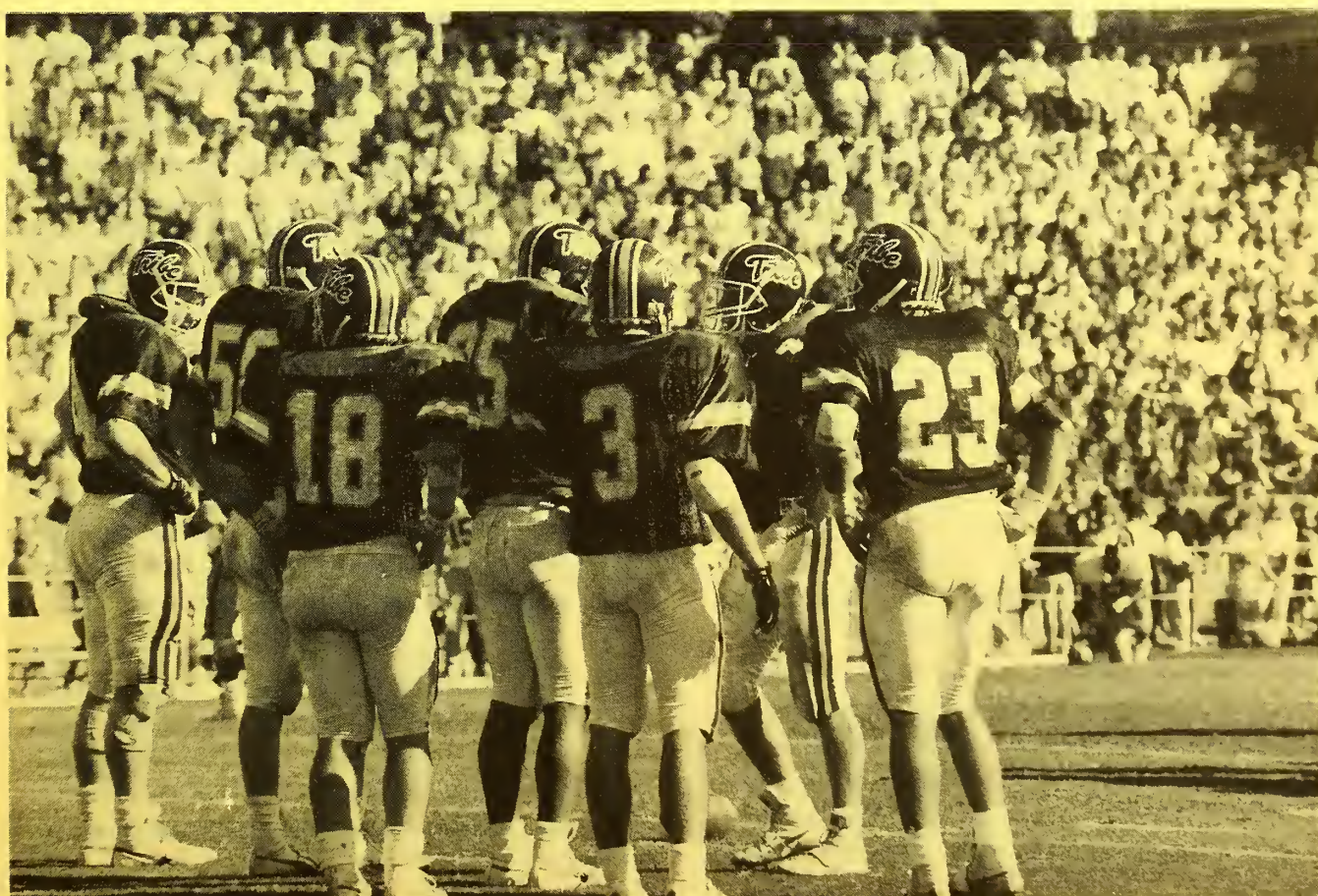
groups, professional or other, as serve legitimate interests.

- a. The membership, policies, and actions of an organization shall be determined by vote of those who hold membership in that 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/her 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 with regard to race, religion, creed, national origin, gender, or political belief, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same gender, 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 of his/her own choosing to campus, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President or his/her 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 regula-
- tions shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.
- D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:
1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.
  2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the



right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.
- E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:
1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.
  2. The right to expect that all records of his/her association with the institution are treated as confidential.
- a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution 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/her delegated representative, and such others as are agreed to in writing by the individual concerned. To the extent permitted by law, the institution may disclose, to an alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of such crime with respect to such crime. The College may also release information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974, *as amended*, and information



about other members of the College community which is a matter of public record.

- 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/her designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.
- c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I.C.1c.
- d. To minimize the risk of improper disclosure from students' records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only data essential for personal identification and information about

academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and refrain from using the institution as a sanctuary from the general law.

## II

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

- A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings is 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 of evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.
  5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.
  6. Right to hear and study unpopular and controversial views on intellectual and public issues.
  7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.
- B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that 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, Sections C.3 and D.3.
  4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those

of the institution or its members.

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

### III

The College, through those who administer its affairs, has a special responsibility to ensure 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 ensure, 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 ensure 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 ensure this opportunity.
- D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires 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 a 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 its 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 community '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."

On May 2, 1990, Dr. Paul R. Verkuil, President of the College, issued the following interpretation of the *Statement of Rights and Responsibilities*:

The *Statement of Rights and Responsibilities* guarantees to members of the university community the 'right in his or her dealing with the institution and with members of the College community in the performance of their official duties to nondiscriminatory treatment.' It further states that 'each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, state, or federal law, College regulations or agreements voluntarily entered into and does not interfere with the rights of others.' It is my determination that these words express a right to privacy which extends not only to nondiscriminatory treatment in areas specified by federal law but to nondiscrimination based on sexual orientation as well. The student judicial code already ensures nondis-

crimatory treatment without regard to sexual orientation. In accordance with the resolution of the Faculty Assembly, I am now directing that official publications of the university include specific reference to this topic in any enumeration of William and Mary's nondiscrimination policies. It is also my interpretation that faculty, staff and administration should be extended the same assurances against discrimination based upon sexual orientation as the student body itself. This interpretation will be made a part of the *Statement of Rights and Responsibilities*.

On May 1, 1996, Dr. Timothy Sullivan, President of the College, issued the following clarification of the *Statement of Rights and Responsibilities*:

Under the Sections I.A. and I.B., each member of the College community has the right to be free from all forms of discriminatory treatment as guaranteed by law. Accordingly, the enumeration of specifically protected treatment should be understood to include disability, Vietnam veteran status and all other categories ensured by the Commonwealth and by federal law. For faculty, failure to comply with federal and state non-discrimination laws and policies shall be handled in accordance with provisions in the *Faculty Handbook*, including the procedural guarantees therein outlined (see Sections III.B.7., III.B.10.d., III.B.12., and III.B.13.). Students alleging failure to comply with federal and state non-discrimination laws and policies shall contact the Dean of Students and Vice-President for Student Affairs.

# STUDENT AFFAIRS

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## 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, respect for the rights of others, and 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 Judicial System, 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. Federal law prohibits discrimination and/or harassment on the basis of race, gender, and other impermissible criteria. These regulations apply to students, faculty and staff. Information about a student's rights under federal anti-discrimination/harassment statutes may be obtained from the Director of Affirmative Action, Old Dominion Hall, Ext. 12614. The following individuals are also available to provide information with regard to complaints alleging non-compliance with the conditions set forth in this legislation:

### Complaints against students

Office of the Dean of Students, Campus Center 109, ext. 12510

or

W. Samuel Sadler, V.P. for Student Affairs, Campus Center 219, ext. 11236

### Complaints against faculty

Robert Archibald, Interim Dean, Faculty of Arts and Sciences, Ewell Hall 134, ext. 12470

Alfred N. Page, Dean, School of Business Administration, Tyler 214, ext. 12891

L. Donelson Wright, Dean, School of Marine Science, Watermen's Hall 230, 642-7103

Virginia McLaughlin, Dean, School of Education, Hugh Jones 212, ext. 12314

Thomas G. Krattenmaker, Dean, School of Law, Marshall-Wythe 108, ext 13790

### Complaints against staff

Gretna Y. Smith, Director, Personnel Services, Thiemes House, ext. 13153

(For student regulations concerning harassment and sexual harassment see also p. 83 and p. 89).

The College has established the policy of self-determination for residence hall living (see p. 130 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 oneself 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 may also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, State, or Federal law may result in disciplinary action by the College only if the President, or his designee, determines that such disciplinary action is necessary for the protec-

tion of other members of the College community or for the safeguarding of the educational community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

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

When a student is charged with a violation of law which is also a violation of College regulations, the College reserves the right

and responsibility to initiate its own disciplinary proceedings without awaiting court action.

### **Failure to Comply with Directions**

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official who identifies 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 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 warning to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on



campus; and the performance of assigned duties by members of the faculty and the staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs, constitutes violation of this regulation. Failure to comply with proper and authorized written directions from College officials will be a violation of this regulation. In addition, refusal without good cause to appear, testify, or remain when requested before a Student Hearing Board, College Judicial Panel, the Honor Council or any person connected with the disciplinary or honor processes shall also be considered a violation of this regulation. Penalties for violation of this regulation range from warning to dismissal.

## Appeal Procedure

Any student found guilty of a violation of College regulations by a staff member with disciplinary responsibilities, the Student Hearing Board, the Judicial Panel, or the Honor Council has the right to appeal the finding and the propriety of the penalty. 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 within five calendar days of official notification to the student of the findings and must clearly state the reasons advanced for reversal or modification of the decision. The Vice President for Student Affairs or his designee may extend the period within which to file an appeal for good cause. (See page 101 for more information on appeals.)

## Policies and Regulations

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

### Alcoholic Beverage Policy

The College of William and Mary expects that all students, faculty and staff of the College and their guests as well as all recognized organizations will observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. These regulations, for

events where alcoholic beverages are served, outline the responsibilities of organizations and individuals sponsoring such events, incorporating the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the College. It is the responsibility of the sponsors to plan and supervise the activity in conformance with laws and policies of the College.

The Virginia law currently pertaining to the consumption and sale of alcoholic beverages as of July 1, 1988 *generally* states:

1. Persons who are not 21 years of age may not purchase, possess, or consume any type of alcoholic beverage.
2. Alcoholic beverages shall not be sold or served to individuals who appear or are intoxicated.
3. No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any persons take alcoholic beverages out of a licensed facility or area.

It is the responsibility of each student to be familiar with and comply with the law. Students may not rely on this generalized description which is intended to be informational not authoritative.

- A. It is the responsibility of the sponsoring individual or organization to plan responsibly and supervise the activity. Because the College may permit the scheduling of events on its campus and properties under its control at which alcoholic beverages are served, the following apply for all events:
  1. No person shall be served or consume alcoholic beverages at or in any unlicensed public area (any area for which a special license has not been requested from the Alcoholic Beverage Control Board) on campus or college property. Public areas include those areas where the general public has access such as lobby/lounge/living room areas of College residence halls, including fraternity and sorority houses, rooms in the Campus Center and University Center, and outdoor areas. Private room parties must be scheduled when the number of persons present exceeds 8 above occupancy. In no instance may the rated capacity of an area or facility be exceeded.



2. To convert public areas to private for the purpose of serving alcoholic beverages at functions, the sponsoring organization or individual must officially schedule the facility and gain approval for the event through the Office of the Associate Vice President for Student Affairs, Campus Center 203. Once the facility and function are approved, the event will be placed on the College's Calendar of Events. Scheduling request forms for events must be submitted to the Scheduling Office, Campus Center, Room 207B, no later than 5 p.m. on the preceding Tuesday. In order to be accepted, forms must be completely filled out and signed by the Area Director if the function is being held in a residence hall. Approved forms must be picked up from the Scheduling Office by 5 p.m. on Friday and displayed at the event. Failure to display the authorized form at any function will constitute an unauthorized event which is subject to closing by the Campus Police or other College officials. Approval for events with alcohol assumes that beer is the only alcoholic beverage being served and/or consumed. For events where mixed beverages will be served as well as events that are campus-wide functions, a special Alcohol Request scheduling form is required. These special forms are available from the Area Directors or the Office of Student Activities (Campus Center 203).
3. Progressive parties and other functions where the consumption of alcoholic beverages is the principal attraction are not permitted.
4. Common container alcohol (examples of common container alcohol include but are not limited to kegs, pony kegs, beer balls, box wines and jugs of 750ml or greater, and mixed alcoholic punch) is not permitted in any residence hall. Common container alcohol is permitted in the University Center under *special* circumstances and with prior written permission from the Associate Vice President for Student Affairs.
5. The College reserves the right to limit the number and frequency of events as well as the type and amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who appears to be intoxicated or unable to function properly will be served an alcoholic beverage. Functions with alcohol will not be approved until after the first weekend of each semester (this will vary depending on individual school calendars) and during Soberfest Week. Social functions with alcohol will not be scheduled after the last day of classes each semester with the exception of officially scheduled events associated with Commencement. No events with alcohol may be scheduled during reading and exam periods without prior written permission from the Associate Vice President for Student Affairs.
6. Appropriate food items such as snack items, fruit, vegetables, cheese, pizza, and/or other solid foods, must be available in sufficient quantities throughout functions as long as alcoholic beverages are served or sold. Failure to provide adequate alternative beverages and food may result in the closing or delay of the event.
7. Organization members (sponsors) who are completely sober (have refrained from consuming any alcohol) must be present throughout the entire event to adequately provide supervision, and to insure compliance with the requirements of this policy, including that alcoholic beverages will not be served to anyone who appears intoxicated or unable to function properly.
8. Sponsors must sign a Scheduling Request Form which signifies their understanding of and willingness to abide by these regulations and policy and identifies the supervisor(s) for the event. The person(s) signing for responsibility of the function, including the sponsors noted in paragraph 7 above, and the Bar Manager(s) must have

attended a Party Management Seminar and have successfully completed the TIPS program prior to signing for the event. The approved Scheduling Request Form must be displayed at the event. All persons who will be responsible for handling the alcohol, by State Law, must be at least 21 years of age. Persons who sign as the responsible individual for the event as well as Bar Managers and/or servers may be held personally responsible for any violations that occur.

9. Signs must be posted at all entrances to the event stating the name of the sponsoring organization and/or the title of the event. These signs should indicate the private nature of the function and the restrictions on attendance.
  10. Admission of guests must be supervised by sober (refrain from drinking) members of the sponsoring organization posted at the entrance(s) to the function. A list of all guests must be maintained at the point of entry as well as a list of members. Guest lists must be turned in to the appropriate Area Director or the Office of the Associate Vice President for Student Affairs if a non residence hall activity, on the next work day following the event. Failure to maintain and submit proper guest lists may result in loss of social privileges. As stated in the Student Handbook, "Responsibility for Guests," a student is responsible for the behavior of his/her guests and is subject to disciplinary action and/or penalty for their behavior and/or damage.
  11. A William and Mary ID card must be checked at the entrance as the guest list is signed. Guests' names must have been entered in advance on the guest list or the guest(s) must be accompanied by a William and Mary student with a valid ID card. Students assume responsibility for the behavior of their guests. An additional ID (valid driver's license) which provides proof of legal drinking age is required for admission to the drinking area. The use of a false, altered, or borrowed identification card of any type is ly-
- ing, an infraction of the Honor Code and also is a criminal offense.
12. Under no circumstances is it legal or permissible for persons who are not 21 years of age to be served or to consume alcoholic beverages at any event.
  13. At functions where alcoholic beverages are being sold, served, or consumed, and persons under the legal drinking age will be present, the sponsoring organization must distinguish between those of age and those underage by either a separate drinking area or use of wrist bands and stamps. The method used must be stated on the Party Form and approved by the appropriate Area Director or the Associate Vice President for Student Affairs if the event occurs outside residence hall space.
  14. Alcoholic beverages may not be sold or served prior to 12:00 noon, unless written permission is granted by the Associate Vice President for Student Affairs. Social functions scheduled Sunday through Thursday must conclude by midnight unless specific prior permission has been granted in writing by the Associate Vice President for Student Affairs. Functions scheduled Friday and Saturday must conclude by 2:00 am. The service of alcoholic beverages must end at least a half hour before the conclusion of the event regardless of the day or time scheduled. Because the responsibility for establishing hours for social events within residence halls rests with the Hall Council for that building, hours may be adopted which are more restrictive than those previously stated but may not exceed the ending time for serving alcohol and the event ending times stated above. At all outdoor functions, alcoholic beverages may not be sold or served prior to noon or after 12:30 am and the function must end at 1:00 am unless specific prior permission has been granted in writing. Due to institutional policies relating to noise, the ending time for outdoor events with amplified music is dusk. The institution reserves the right to limit the dura-

- tion and number of events that an organization might schedule. The maximum duration for an event with alcohol service is five (5) hours.
15. At any event with alcohol, the beverage must be served to the individual and limited to one (1) drink per person, per time. Self serve bars, taps, and beer trucks or trailers with open taps are not permitted. No glass containers can be passed across the bar nor can alcohol be consumed in glass containers at functions in residence halls, outdoor functions, and in the Campus Center and University Center. At BYO events, procedures must be established by the sponsoring organization to control the collection, serving and dispersing of alcoholic beverages; procedures must be approved by the Office of Student Activities in advance of the event. A separate drinking area is required as well as the same controls for admission that apply to other events with alcohol.
  16. The serving or consumption of alcoholic beverages at any membership recruitment, initiation/induction or pre-initiatory activity or event is strictly prohibited.
  17. Grain alcohol served in any form is strictly prohibited.
  18. Each function must have an individual(s) designated as "Bar Manager(s)." The Bar Manager(s) shall supervise the serving and sale of alcoholic beverages and shall determine when individuals appear intoxicated and may not be served. The person(s) serving as Bar Manager(s) must be 21 years of age, be in the area where the alcohol is being served, not drink any alcoholic beverage, and remain completely sober throughout the event. The name(s) of the Bar Manager(s) for each event must be posted at the point of service. Persons serving as Bar Managers must have attended a Party Management Seminar and have successfully completed a TIPS training program before being permitted to serve and/or supervise the serving of alcoholic beverages.
  19. Advertising for events which involve the sale of alcohol must be limited to the campus. Information provided on the advertisement must be limited to the type of function, name of band or entertainment, location, time, sponsoring organization, and a statement indicating that a William and Mary ID and proof of age are required for entrance. Advertising with reference to "alcoholic beverage," "alcohol," "cocktails," "kegs," "happy hour," "golden beverage or brew," or other terms or illustrations descriptive of alcoholic beverages or which encourage or promote the consumption of alcoholic beverages is prohibited.
  20. Events involving the distribution and/or sale of alcoholic beverages will not be scheduled for outside public areas which are not adequately shielded from public view, to which entry cannot be readily controlled, and which are inappropriate due to their proximity to residential or academic areas. No functions with alcohol may be scheduled in freshman residence halls.
  21. Any event which involves the serving or sale of alcoholic beverages may be required to have professional security present. This will be determined by the Associate Vice President for Student Affairs in consultation with the Campus Police. Functions scheduled for the Lake Matoaka shelter and/or amphitheater, the Sunken Garden, and the Alumni House are required to have security and/or Campus Police officers present. Failure to have security when required will result in disciplinary action and/or closing of the event.
  22. Alcoholic beverages may not be served or consumed in academic buildings without the prior written approval of the Department Chair and the Associate Vice President for Student Affairs.
  23. Alcoholic beverages may not be served or consumed in the arena area (including stands) of William and Mary Hall or in any area of the Student Recreation Center or on any athletic or intramural field un-

less special written permission has been granted by the Associate Vice President for Student Affairs in concurrence with the appropriate facility director.

24. No events shall have "drinking games" as part of their activities or promotion.

#### B. Campus-wide Events.

Campus-wide events are those which are restricted to all William and Mary students, faculty, staff and their invited guests.

1. Alcoholic beverages may not be given away but must be individually sold. Beer is the only alcoholic beverage that may be served at campus-wide events.
2. A license from the Virginia Department of Alcoholic Beverage Control is required for all campus-wide events.
3. Admission is restricted to persons who are at least 21 years of age, unless alcoholic beverages are confined to a separate restricted area which has been approved for this purpose.

#### C. Private Events

Private events are those to which attendance is limited to a select invited group (i.e., a club reception for members and invited guests *only*).

1. Announcement of the event may be by personal invitation only; no campus-wide advertising of the event is permitted such as flyers, posters, or ads in The Flat Hat.
2. The percentage of a group's membership, residents, and/or guests list, who are of legal drinking age, will be a factor in determining if permission will be granted for the serving of alcohol or allowing individuals to bring alcohol at requested functions. In some situations a separate area may be required for the consumption of alcohol.

- D. ABC Banquet/Special Event License. A license from the Virginia Alcoholic Beverage Control Board may be required for certain events. It is the responsibility of the organizer to check and secure in advance any required license.

The application for a Banquet License must be submitted at least fourteen (14) days prior to the event to the Office of the Associate Vice President for Student Affairs, Campus Center, Room 203. A Banquet License is issued for a single event, at a specific location, on a particular day only. License application forms may be requested in the Office of the Associate Vice President for Student Affairs. The ABC Board will not accept license applications that do not allow it 2 weeks for processing.

At licensed events, the actual license must be displayed in a conspicuous place at all times during the event in order to comply with State ABC regulations. The license number must also be entered on the Scheduling Request form which is also displayed at the function. Banquet licenses will not be issued by the ABC Board for any event where the majority of participants might be under the legal drinking age.

The submission of an application for an ABC license does not guarantee approval. Groups applying should allow extra time for Board review, revision, or possible rejection when planning events which require a license.

#### E. Sanctions

For violation of the College's Alcohol Policy, individuals are subject to penalties ranging from warning to dismissal. Organizations that fail to follow the proper scheduling procedures or violate the policy may be denied the privilege of scheduling future events in addition to possible sanctions against the organization ranging from warning to loss of recognition as outlined in the College's discipline code.

When a student(s) assist(s) an intoxicated student in procuring Campus Police and/or professional medical assistance at the Student Health Center or the Emergency Room at Williamsburg Community Hospital, neither the intoxicated student nor the individual(s) who assist(s) will be subject to formal disciplinary action through the College's judicial system for (1) being intoxicated, or (2) having provided that person alcohol. This refers to one-time isolated incidents only, and does not excuse or protect those who flagrantly or repeatedly violate the College's Alcohol Policy. This

clause applies to individuals only and not organizations.

Nothing in this document shall be interpreted or intended as assumption of liability by The College of William and Mary for any injury, damage, or loss caused by any student's, sponsor's, or organization's failure to comply with the foregoing policy. The policies for the Service of Alcoholic Beverages are further subject to applicable laws of Virginia governing the activity, and each student, organization, and sponsor is responsible for becoming informed and observing the law. Permission by The College of William and Mary to conduct any activity covered by these rules shall not release the student, organization, or sponsor from applicable laws governing the activity. The student organization or sponsor is not an agent of the College and has no authority to make any representation on behalf of the College.

### **Assault or Battery**

Assault is a willful attempt or threat to do harm. Battery is the willful, nonconsensual touching of a person. Assault and battery are prohibited and are punishable by penalties ranging from warning to dismissal.

### **Conduct Infringing on Others**

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

### **Damage to College Property**

No student shall attempt to steal or damage College property nor shall he/she remove or attempt to remove College property from the place or divert it from the use and/or place to which it was assigned by the College. Possession of College property knowingly and without permission is a violation of this regulation. College property for pur-

poses 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 warning to dismissal.

### **Demonstrations/Handbills/Rallies/Vigils**

The right to peaceful assembly, to post notices, and to distribute information is provided for and ensured by the "Statement of Rights and Responsibilities" (Article 1, Section C.2). In accordance with established scheduling procedures, requests for demonstrations, rallies, vigils, and distribution of materials, must be made in writing to the Associate Vice President for Student Affairs at least 48 hours in advance of the event with specific location, beginning and ending times, and names of sponsoring organization being provided.

Demonstrations, rallies, vigils, and distribution of materials may not block entrances to campus facilities nor the privilege of free passage to individuals. In considering locations for requested events, the potential interference with academic programs and other activities will be weighed. Should a request for the use of amplification systems be approved, the amplification must meet acceptable volume levels depending on location and time of day.

Failure to schedule demonstrations, rallies, vigils, and distribution of materials, 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 be considered a violation of the Disruptive Conduct regulation, in which case the prescribed penalties would apply.

### **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 also, to the extent feasible, to the public.

To attain its mission as an educational institution and to accomplish maxi-

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

**1 Normal Functions and Activities:**

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

**2 Disruptive Conduct:**

No student shall commit any act which amounts to disruptive conduct as defined in this regulation or 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 the following:

- 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. Conduct which obstructs or disrupts a normal function, including the obstruction of passage of others through corridors or at entrances and exits; other group assemblies which obstruct or disrupt; unauthorized presence 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 or her 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 activity undertaken where the student knows, or would know, that it will disrupt or interfere with College operations.
- 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 any staff member or faculty of the College who has been given responsibility for administering university regulations as well as any law enforcement officer, conservator of the peace, fire fighting personnel, and any person specifically authorized by the President orally or in writing who, in making such request, identifies him/herself and gives notice of the authority given by the President.
- d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of person and property is disruptive conduct.
- e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas), balconies, porches, window ledges, mechanical equipment areas, and steam tunnels of College buildings are closed to all but authorized employees.
- f. A student whose behavior disrupts the normal environment of those who live and work

around him/her can be charged under this regulation as well as other applicable regulations.

### **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 judicial procedures of the College. Disruptive conduct as defined may result in penalties ranging from warning to dismissal.

## **Drugs** (see also pg. 133.)

For the purpose of these regulations, drugs include any controlled substance, including marijuana, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under and pursuant to 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 or merchandising drugs or providing others with drugs is prohibited. The penalty for violation of this regulation shall range from suspension to dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

## **Fires/Emergency Equipment**

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. Fires in the College woods are prohibited except when a special permit has been granted. Under no circumstances may fires be ignited in student rooms. Any student who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. The penalty for violation of the regulation shall range from warning to dismissal. Tampering with fire safety equipment or alarm systems in a student residence may result in the removal of the student from College housing in addition to other penalties which may be applied.

For reasons of safety, any 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. 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. In addition, tampering with or damaging emergency or safety equipment including emergency telephones or safety lights is also a violation of this regulation. Falsely summoning emergency help will be considered a violation of this regulation. The penalty for violation of this regulation shall range from warning to dismissal.

## **Harassment**

Personally harassing or threatening another person, including racial or sexual harassment or threats (see also p. 89), is prohibited. Prohibited conduct includes but is not limited to contacting witnesses or any other party to an incident to intimidate them or to get them to change their testimony. Threats to the health or safety of others constitute harassment as do unwanted obscene, abusive or repetitive telephone calls or telephone messages. The penalty for violation of this regulation shall range from warning to dismissal.

## **Hazing**

Hazing is any action taken or situation created intentionally, whether on campus or off, by either an individual or a group, that causes or is reasonably likely to cause injury, harassment or public humiliation or ridicule.

The Code of Virginia (Section 18.2-56) addresses the issue of hazing on college and university campuses and identifies offenses as a Class I misdemeanor. Guidelines have been established pursuant to Section 23-9.2:39(a) (4) of the Code of Virginia, which outline in detail the university's position and expectations regarding hazing and specific activities that are considered hazing. Copies of these guidelines titled "College of William and Mary Statement on Hazing," are available from the Office of Student Activities located in the Campus Center, Room 203.

Penalties for violation of this regulation range from warning to dismissal for individuals, and from warning to termination for organizations.

## Inspection and Search of Buildings, Student Living Quarters, Offices, Lockers, or Other Facilities

Routine inspections may be held for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings and other facilities. Any such inspections, except in the case of emergencies, shall be announced at least 48 hours 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 any occupant of a room has requested repairs, authorized maintenance personnel may enter in the student's absence for the sole purpose of making the repairs requested.

Subject to the forgoing, no student's room, office, lockers, or private possessions on campus shall be searched by College administrators unless there is reasonable cause to believe that a student is violating or using his/her facilities in violation of College regulations and a certificate authorizing the search has been issued and signed by the Vice President for Student Affairs (or designee). The certificate shall state the source of the information, the suspected 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. Nothing in this regulation prohibits the Campus Police from securing a search warrant and executing it in a College facility.

## Medical and Emotional Emergencies

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, ext. 12510.

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 may reasonably inspect the personal belongings brought to the Student Health Center by or for the student and may remove and store those personal possessions.



## Motor Vehicles, Bicycles, and Pedestrians

### A. Possession and Use of Motorized Vehicles

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

1. The student does not reside in College-administered housing, OR
2. The student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR
3. The student resides at the Dillard Complex and has completed the equivalent of two semesters, OR
4. 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
5. The student, although otherwise ineligible, has obtained special permission (designated as restricted permission) through the Transportation Appeals Council. Forms are available at Parking Services, or for



students with disabilities, in the Office of the Dean of Students. Permission may be granted upon demonstration that a vehicle is indispensable for employment and for continuance at the College, for physical disability, or for other essential College-related needs. A student who brings a motor vehicle to campus 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 motor vehicle regulation shall range from warning to suspension for one semester and, for a subsequent violation, shall range from warning to 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.

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

All bicycles owned or operated on campus must be registered with the Campus Police Office, 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 with 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.

#### **C. 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 is destroyed. Vehicles and bicycles may not be parked on or locked to building ramps. Vehicles impounded in this fashion may be recovered through the Campus Police Office. Under no circumstances is the College responsible for any loss of or damage to such bicycles. Students assume the risk thereof and must take appropriate steps to protect their property while on campus.

For more detailed information, students should refer to the pamphlet, Motor Vehicle Regulations, available at Parking Services.

#### **D. 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; and 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.

### **Posters, Banners, and Signs**

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 reasonably these processes but shall not be used as a means of censorship:

1. 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.)
2. Posters may be placed on campus bulletin boards with the following provisions:
  - a. They may not exceed 14 inches by 22 inches in size.
  - b. They must carry the name of the sponsoring organization and the date (week) of posting.
  - c. Posters must be removed at the end of two weeks unless an extension is granted.
  - d. 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.
3. Banners and signs in excess of 14 inches by 22 inches in size must be approved by the Associate Vice President for Student Affairs prior to hanging and may be hung only in certain designated areas with the following provisions:
  - a. They must carry the name of the sponsoring organization.
  - b. Banners may be posted for no longer than two weeks unless an extension has been granted by the Associate Vice President for Student Affairs.
  - c. Signs and banners which are hung near entryways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.
4. 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.
5. All signs, posters, and banners must conform to acceptable community standards and to any applicable

laws such as permissible wording by the Alcohol Beverage Control Commission.

6. Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may be distributed only 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 for damages to disciplinary probation and may include the removal of recognition for the sponsoring organization.

### **Public Performances and Use of College Name or College Marks**

No person or group of persons shall represent the College in a public performance of any kind unless prior written approval has been obtained from the Provost. No person or group of persons shall use the College name or marks unless prior written approval has been obtained. The penalty for violation of this regulation shall range from warning to dismissal.

### **Reportable Diseases**

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

temporary until the student has an opportunity to receive a full review of the matter by the Director of the Student Health Service.

## Responsibility for Guests

All guests are expected to abide by College regulations. Students are responsible for the behavior of their guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary. In addition, a penalty ranging from warning to dismissal may be imposed.

## Campus Facilities

Recognizing the importance of a broad program of extra-curricular activities in the lives of its students, faculty, and staff, The College of William and Mary seeks to encourage the widest practical use of its physical facilities by campus and non-campus groups whose educational, cultural, and athletic purposes are compatible with those of the College. In all matters of scheduling, the regular academic program of the College will have precedence over extracurricular events. In assigning space, the College will not interfere with the rights of individuals and groups to the free expression of their views as set forth in the College's Statement of Rights and Responsibilities. However, events which in any way interfere with the academic program of the College or which are likely to damage or disrupt College facilities/activities may not be scheduled. Non-College groups which are granted use of College facilities may not state or imply College sponsorship of the organization or its program, except when the College authorizes in writing such publicity through the appropriate administrative channels.

The use of all facilities of the College shall be in accordance with all applicable laws and College regulations, including institutional standards of conduct.

These policies and procedures apply to the scheduling of events and activities, other than those related to regularly scheduled courses and seminars, in all spaces of the College, both indoors and outdoors, excluding, however, faculty and staff offices; department libraries, museums, lounges and special collection facilities; and laboratories and classrooms during periods of regularly scheduled academic use.

## I General Policy

The scheduling of activities and events shall be done in a manner and under procedures that assure the primary use of facilities and areas in ways which enhance the educational, social, cultural, recreational and intel-

lectual environment of the students, faculty and staff of the College. To the extent not reasonably needed to promote such enhancement, space and facilities of the College may be made available for other use, including use by groups not a part of the College Community, under terms and conditions that protect the College's proprietary and financial interests and assure no impairment of the broader institutional interests of the College.

## II General Standards Governing Scheduling of Facilities

1. Activities of recognized College organizations and groups shall have priority over those of outside organizations.
2. Priority shall be given to accommodating recurring programs, series, and activities sponsored by the College as an institution or by its academic and athletic departments.
3. Routine utility and maintenance costs associated with activities of recognized College groups will normally be absorbed by the College where insignificant in amount. Illustrative would be utility costs associated with the use of a meeting room in the Campus Center by a student interest group.
4. Organizations and individuals conducting activities for profit shall be charged commercially comparable use fees to be established by the Associate Vice President for Student Affairs. An activity shall not be regarded as conducted for profit where all net proceeds are for the use of a charitable organization, or where fees and prices are reasonably calculated to merely defray expenses, or where the group sponsoring the event derives substantially all proceeds from members. Also, all activities sponsored by the Student Association, or any other student government organization and the undergraduate class organizations (but not including student interest groups such as fraternities, sororities, and political organizations) shall be regarded as non-profit if net proceeds are for the exclusive use of such an organization.
5. Organizations whose use of space and facilities entail added costs to the institution shall be required, as a condition of such use, to defray such expenses. Expenses of providing platforms, spe-

- cial fixtures and equipment, or the assignment of significant maintenance or security personnel, are, by way of illustration, in these categories.
6. Where, by reason of location, time, size, inherent nature or scope, a particular activity can be reasonably undertaken with due regard for health, safety, and protection of property only by the observance of special precautions or arrangements, approval of use of a facility or location shall be appropriately conditioned.
  7. Each sponsoring organization, in requesting to use College space or facilities, shall be under a duty to assume self-regulation at events and activities to assure that applicable laws and regulations, including institutional standards of conduct, are observed. Failure to observe such laws, regulations, and College policies shall justify revocation of permission to use facilities and space, both as to activities in progress and future activities, and may result in institutional discipline.
  8. No activity or event shall be scheduled for an unsuitable location, taking into account considerations of size, accommodations, traffic, noise, time, relationship to nearby areas and activities, and other relevant facts and circumstances. In consideration of recurring problems with noise to campus areas as well as surrounding residential areas arising from events scheduled outdoors, amplification of music will be permitted only at the Lake Matoaka shelter and amphitheater except by special written permission by the Associate Vice President for Student Affairs. Noise levels must be maintained at a reasonable level as determined by the Campus Police. All amplified music must end at midnight. Failure to comply with this noise regulation will result in the closing of the event as well as possible loss of future scheduling privileges.
  9. In considering requests for space and facilities by off-campus organizations, due regard shall be given to the availability of space off-campus, to the end that the College does not unduly compete commercially with business operation in the community.
  10. The College reserves the right to deny the use of its facilities to any outside organization seeking to rent or use College space. Under no circumstances will the College rent its space to a religious or political organization for use on a regular and ongoing basis. When College facilities are rented for these purposes the College will make a full recovery of its costs.
  11. Events will not be scheduled during the reading or examination periods in any residence area or any outside area that could cause a disturbance to a residential area. This includes areas in non-residential facilities that because of their proximity might cause a disturbance to a residential area.
  12. Groups desiring to use College space and facilities shall submit requests as far in advance as practical. Any requests not received sufficiently in advance to permit needed inquiries, evaluation and consideration, where appropriate, may, for that reason, be denied.

### III Administration

1. The Administrator of the scheduling system operative under these policies and guidelines shall be the Associate Vice President for Student Affairs.
2. The Administrator shall maintain a schedule of all events and activities to which space and facilities are allocated, the College Calendar, and this shall be the official calendar of events for the College.
3. The Administrator shall receive in writing or by completion of application form all requests for scheduling, make all inquiries necessary to evaluation and disposition of such requests, and may approve or disapprove all requests whose disposition is clearly dictated by the standards herein set forth.

### Self-Defense Items

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways would constitute a violation of College regulations. The penalty for violation of this regulation shall range from warning to dismissal.

## Sexual Harassment

The following policy statement on sexual harassment has been approved by all the Faculties of the College. The statement was under revision at press time.

The College of William and Mary desires to provide a positive, discrimination-free educational and working environment. In this spirit, sexual harassment in the educational setting or work place is unacceptable and will not be tolerated. This policy applies to all members of the university community including students, classified employees and members of the instructional, administrative and professional faculty.

Sexual harassment is a form of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 and Title VII of the Civil Rights Act of 1964. For purposes of this policy, sexual harassment is defined as unwelcome conduct of a sexual nature, physical or verbal, by a member of the university community when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of work or academic performance, or,
- b. submission to or rejection of such conduct is used as a basis for an employment decision, performance

evaluation, or academic performance evaluation concerning a member of the university community, or,

- c. such conduct is known or should have been known to interfere with an individual's work or academic performance, or to create an intimidating, hostile, or offensive working or educational environment.

It is a violation of university policy for any faculty member, administrator, student or staff employee, hereafter referred to as members of the university community, to seek or offer gain, advancement or consideration in return for sexual favors.

It is a violation of university policy for any member of the university community to make an intentionally false accusation of sexual harassment.

It is a violation of university policy for any member of the university community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, those charged with such determinations will consider all relevant information including the



nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determinations will be based on fact and will be made on a case-by-case basis.

Any student who has been harassed by a member of the College community may consult the Affirmative Action officer about possible courses of action. Students who believe that they have been subjected to harassment by other students are advised to use the judicial procedures described in the Student Handbook. Student against student complaints are not in the purview of the procedures described below. Penalties for violation of this regulation range from warning to dismissal.

### **Procedures Governing Cases of Alleged Sexual Harassment**

These are the internal procedures to be used by members of The College of William and Mary community to process complaints alleging sexual harassment where a member of the instructional, administrative or professional faculty is a party as complainant or accused. The policy and procedures were under revision at press time.

A member of the university community who believes that he or she is or has been the victim of sexual harassment, as defined by university policy, and who wishes to seek a remedy by using the informal or formal procedures must contact a member of the Sexual Harassment Committee within 30 days from the end of the semester or term during which the alleged sexual harassment occurred.

These procedures are not intended to impair or to limit the right of anyone to seek remedies available under state or federal law. Since federal and state procedures require that complaints be filed within specific deadlines from the onset of the behavior construed as sexual harassment, individuals who pursue the internal complaint procedures described below may fail to meet state and federal guidelines for filing a complaint. A complaint may be filed with an external agency in order to meet state and federal agency deadlines without jeopardizing one's right to a university hearing. However, if relief is sought outside the university, the university is not obliged to continue processing a grievance while the case is being considered by an outside agency or civil or criminal court.

A student who believes he or she has been a victim of sexual harassment may pursue for-

mal or informal resolution by contacting a member of the Sexual Harassment Committee, the Director of Affirmative Action, or the Dean of Students. This consultation is confidential and informal. The staff member will describe the College's informal resolution process and the formal grievance process, as well as remedies available under state and federal law. The student will then have the responsibility to decide whether to pursue informal procedures, formal procedures, or take no action. Detailed information about informal and formal procedures is available in the Affirmative Action Office.

### **Sexual Misconduct**

Sexual misconduct includes sexual assault or sexual intercourse, without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent.

Sexual assault includes (but is not limited to) any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration is prohibited and is punishable by either contingent dismissal or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal conduct may constitute sexual harassment, which is also prohibited under College regulations.

Because of the serious nature of acts of sexual misconduct, the judicial procedures have been modified to insure that such cases are pursued with sensitivity as well as fairness. See p. 100 for information about these procedures. As a matter of policy, the institution encourages the accuser in these cases to also pursue appropriate remedies in the State judicial system.

### **Smoking**

Consistent with the Virginia Clean Indoor Air Act, the College has identified smoking and non-smoking areas in buildings. Smoking is never permitted in classrooms, elevators, indoor service and cashier lines, and public gathering places such as auditoriums,

theaters, and meeting rooms. Failure to adhere to this policy may result in disciplinary charges of failure to comply with directions and/or conduct infringing on others.

### **Solicitation/Distribution/Sale by Students or Others**

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approved solicitation, distribution, or sale of goods, by students, student groups, and non-students may be undertaken in reasonable areas, such as the University Center lobby, the Campus Center, and the front of the Commons, or with the written permission of the Associate Vice President for Student Affairs. Non-students who violate this policy are subject to legal prosecution. The penalty for violation of this regulation shall be not less than warning nor greater than suspension.

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

Stealing is the act of taking or appropriating, without right or permission, that which belongs to another with intent to keep or with intent to make use wrongfully of that which was taken. Damaging or attempting to damage another's property may also be a violation. Possession of the property of another, knowingly and without the owner's permission, is a violation of this regulation. 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 warning to dismissal.

### **Student Identification**

Failure on the part of a student to show an identification card upon the request of a Campus Police officer or other College officials who identify themselves is a violation of College regulations. In addition, the transfer of an identification card to another person and the alteration of an identification card are violations. Possession of false identification is an infraction. Presentation of false identification to a student or college official is lying, a violation of the Honor Code. (See section on Honor Code.) It is a violation to use another person's student ID or university ID card. Penalties for violation of this regulation range from warning to dismissal.

### **Violations of Law**

See "General Policy," p. 74.

### **Weapons, Fireworks, and Toy Weapons**

Firearms, weapons, fireworks, and explosives may not be on campus. Gasoline and all other combustible liquids are also prohibited. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited.

Toy, counterfeit, replica, or blank-firing firearms or other weapons may not be on campus. The penalty for violation of this regulation shall range from warning to dismissal.

The College reserves the right to confiscate weapons, fireworks, and any instruments, toys, or other things which reasonably appear to be weapons or other prohibited items listed above, and to hold those items for appropriate disposition.

# COLLEGE COMPUTING

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The Computer Center at the College of William and Mary supports computing by the entire College—students, faculty, and administration. Several public access computer labs containing personal computing workstations are located on campus providing easy access to College computing systems. Most administrative computing is performed on an IBM 9121-311 computer running the IBM operating system MVS/ESA. Several RS6000 computers running AIX are provided for academic computing (i.e. computing related to specific courses). All students have accounts (userid) and passwords established on the RS6000 electronic mail and gopher servers automatically.

In addition, the Technology Services group provides assistance to members of the College community with computing questions. College computer users are advised to contact Technology Services if they have specific questions or need general information concerning computing at the College.

## Computer Utilization

Students at William and Mary may use the Computer Center academic mainframe system for any school-related and non-commercial activities; each student has his/her own account (userid) on this system. In addition to class-assigned work, the computer may prove useful for electronic mail, developing solutions to lab assignments, and other class related work. Word processing may be accomplished using personal computers which are located in several labs around campus.

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

## Privacy and Security

The account (userid) owner is responsible for any activity done under that account (userid). Students are cautioned that the **USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) CONSTITUTES THEFT**. The Computer Center staff

will help students determine appropriate ways of sharing projects and files.

Security on the academic mainframe system is controlled through students' passwords. The Computer Center creates a password for each account (userid), but it should be changed so that the individual is the only person who knows the password. **PASSWORDS SHOULD BE CHANGED FREQUENTLY.**

Note: Any reference to computing systems in the following information includes all College-owned, -operated, and/or -maintained computing systems. This includes, but is not limited to, mainframe computers, mini-computers, micro-computers, and workstations.

## Abusive Behavior

Abusive behaviors are not permitted. Abusive behavior includes the utilization of computers to harass others in some way, for instance, sending computer mail that is abusive, obscene, threatening, or a nuisance. Obscene, vulgar, or derogatory output prominently displayed on a public work station or printed and left in public output areas is prohibited. Complaints of behavior that seems to constitute misuse of computing facilities will result in an investigation by College officials, and subsequent judicial action will be initiated.

## Control of Resources

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

## Input Devices

The chief form of input device is a public access personal computer, located in several labs around the campus. During some times of the semester, when all such workstations are in use, computing unrelated to course work, particularly game playing, will be curtailed.

## Output Devices

Guidelines for utilization of printing resources are in effect at all times. The regulations vary according to printer, but in no case may computer facilities be used to print mul-



tiple copies of newsletters for social organizations (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than a computer printer.

## Loading the System

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

## Electronic Vandalism

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

“Rules and Regulations Regarding Use/Misuse of Computing Resources” follows.

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

1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.
2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.
3. Keep your password secret and **NEVER** give it to anyone else. Change it frequently (every 30 days); and if you suspect that your password is known by another user, change it immediately.
4. Do not attempt to penetrate system security:
  - a. Do not attempt to use system passwords. Do not attempt to use other users' passwords.
  - b. Do not attempt to override a

system's account or security routines.

- c. Do not deliberately crash or attempt to crash a system. *System crash* is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations which renders it unavailable for use.
- d. Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include the following:

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

Workstation behavior is altered from that established by College officials.

5. Never use a computer to annoy or harass anyone; this especially applies to the use of ELECTRONIC MAIL, CONFERENCING, BULLETIN BOARDS, and MESSAGE facilities. This includes flooding individuals or newsgroups with large amounts of electronic mail to annoy the individual or disrupt the newsgroup.
6. Do not transmit or print language or images which, in the opinion of College officials, is obscene, vulgar, or abusive.
7. Respect posted limits on the use of computer resources, e.g. volume printing; no one has the right to use a computer in a way that hampers the ability of “the average user” to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing lists), private business matters, surveys or questionnaires, or personal communications. Computers should not be used for any commercial activity.
8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and **DO NOT** repeat the action.
9. Absolutely no hacking at a system or other public software is permitted. No one may attempt to increase one's rights, to substitute another userid for

one's own, or to gain unauthorized access to system material or private material whose owner has not given explicit permission.

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

10. The purpose of INTERNET is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The College supports this purpose and therefore the use of INTERNET and BITNET for purposes of game playing and chat programs is not allowed. In addition, the College does not condone actions on Internet that violate government regulations and/or are not in keeping with the mission of the institution. It is the responsibility of each individual to ensure that all material created, used, or passed via Internet complies with all government regulations and is within this mission. The College reserves the right to remove any and all material that it deems inappropriate.
11. College officials reserve the right to access and examine the files and/or actual terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance, or computer malfunc-

tions. In such an event, users whose files or terminal sessions are being examined have no expectation of privacy with regard to their files, data, or communications.

*Interpretation:* Investigations of suspected security or policy violations, which require examination of files and/or terminal sessions, will receive prior approval from the Vice Provost for Information Technology or his/her designee. In situations of this nature, College officials will inform the authorized users whose files and/or terminal sessions are being examined about the reason for the examination as soon as practical.

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

## Violation

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

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

# ADMINISTRATION OF UNDERGRADUATE POLICIES & REGULATIONS

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## I. Basic Policy

The judicial system at the College of William and Mary exists to provide a living/learning environment which reflects the values of the institution. Through it, the College seeks to guide students toward the development of personal responsibility, respect for others, and mature behavioral standards. While the College's judicial system may have some similarities with the legal system established in the broader community, it should be emphasized that the College's judicial system is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

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

## II. Charge of Misconduct

A charge of misconduct (i.e. that a violation of College regulations has occurred) may be made against a student or a student organization by a fellow student; by a member of the faculty, administration, or support staff; by a visitor or a guest to the campus community; or by a member of the local community. Charges of misconduct must be in writing and shall be filed with a member of the Residence Life Staff, the Office of the Dean of Students, or the Office of the Associate Vice President for Student Affairs. Such charges should be submitted within 48 hours of the alleged violation of College regulations. If an alleged violation is not reported within four months of the time it becomes

known by the complainant, it will normally be disregarded unless the appropriate administrative officer concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing. When a written charge of misconduct is received, the appropriate member of the Student Affairs staff first determines whether the charge is frivolous (in which case the charge shall be dismissed) and whether the alleged offense is more or less serious.

*More serious cases* (where the alleged offense might be punishable by a penalty of removal from the College's residence halls, probation with loss of privileges, suspension or another form of separation from the College) will normally be adjudicated by the Dean of Students, the Director of Residence Life, the Associate Vice President for Student Affairs, the Vice President for Student Affairs' designee, or by the Judicial Panel.

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

In all cases of misconduct a student may elect to have a charge of misconduct adjudicated by either the member of the administrative staff investigating the complaint or by the appropriate hearing body. The student will have up to 48 hours to make this decision unless the administrator handling the case grants an extension for good cause. That choice, once made, is irreversible. If the student does not inform the administrator handling the case of a decision on the hearing option, the case will automatically be referred to the appropriate hearing body.

The right of appeal is assured regardless of the method of adjudication selected.

### III. General Principles

- A. If students fail to make and keep an appointment with the administrator investigating the charges against them within three days after being properly notified, an additional charge of failure to comply with directions of College authorities may be added (see page 75). Proper notification will consist of a written notice to the student sent by certified mail with a return receipt or delivered personally by the College staff. "College staff" is understood to include, but is not limited to, Head Residents and Resident Assistants.
- B. If an accused student refuses to appear or otherwise to make him/herself available for a hearing without demonstrating justification for postponement (as determined by the chair of the scheduled committee or the administrator handling the case) and after having received proper notice of the date, time, and place of the hearing, the student will be deemed to have waived the right to appear; and the hearing will be held as scheduled. Absence of the student in such circumstances will not constitute sufficient grounds for an appeal.
- C. Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to testify honestly and completely. Failure to do so may be considered a violation of College regulations (see page 76) and/or of the Honor Code except that no students will be asked or expected to testify against themselves.
- D. A student who withdraws from the College after notification, either orally or in writing, that disciplinary charges are pending will be notified that the permanent record (transcript) will carry the notation, "Withdrew While Disciplinary Charges Pending." Before such a notation is placed on the record, the student will be given an opportunity to meet with the Dean of Students to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.
- E. All charges of violations of College regulations will normally be heard within ten working days (excluding weekends or intervening College breaks) of the receipt of the allegation of misconduct by the Student Affairs staff except in unusual cases where 1) the Vice President for Student Affairs grants a continuance to the administrative officer or 2) the chair of the judicial committee to which the case has been assigned or the administrator hearing the case grants the accused a continuance. A case may not be heard in less than 48 hours unless the student waives in writing the right to 48-hour notification.
- F. Information which is not from a first-hand source may be considered in the course of a hearing under certain conditions, i.e., the technical rules of hearsay evidence do not apply. The chair or administrator hearing the case will rule on whether or not such information is appropriate and may be admitted in the hearing. In no case may the verdict be premised solely on such information.
- G. Because the College considers the testimony, evidence, findings and penalty confidential (but imposes no such restriction on the accused student), the hearing is normally closed. Upon the request of the accused student at least 48 hours in advance, and when approved by the committee or administrator hearing the case and by the Vice President for Student Affairs, an open hearing may be held. In the event, however, that the presence of others interferes with the orderly conduct of the hearing, the committee may vote or the administrator handling the case may decide to close the hearing.
- H. Except in the instance of an oral warning, the student will be notified in writing of the decision in his/her case and the findings on which it was based. If the result is a type of separation, the student will be entitled to attend classes and participate in other College functions until he/she is so informed, unless the committee or administrator hearing the case (with concurrence of

the Dean of Students) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others.

- I. In cases where more than one student is charged with misconduct for the same incident, the appropriate administrator or committee may hold a single hearing on the matter; but separate findings must be determined for each student charged in the incident.
- J. When a student is accused of more than one charge of misconduct, the allegations may be resolved in a single hearing if they stem from the same incident or if they are based on a pattern of behavior close enough in time or related sufficiently by their nature to be reasonably heard in a single hearing. Questions about the use of a single hearing to resolve multiple charges will be decided by the Vice President for Student Affairs.
- K. A student should not be charged with two offenses for the same conduct unless the student's conduct violates two clearly distinguishable provisions (distinguishable on the basis of the "elements" of the offenses) in the code of conduct.
- L. Administrative officers or committee members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, an accused student or an accuser may request that an administrator or committee member be disqualified for bias. Any such request must be timely, in writing, and set forth the factual basis for the request. The Vice President for Student Affairs will decide whether an administrator so charged should be disqualified. The chair of a committee whose member is challenged will decide such challenges unless the member challenged is the chair. In such instances, the decision on disqualification will be decided by majority vote of the committee membership.
- M. A student found guilty of a violation(s) of College regulations or an accuser who elects to pursue complainant appeal may have access during normal working hours to the materials in his/her case file. The student may have legal counsel or one other clearly identi-

fied advisor present. The Dean of Students may establish reasonable rules concerning such access to ensure that the record remains complete and accurate. A student found guilty of violating College regulations may request a copy of the available tape recording of the hearing or other materials from the case file, and these will be provided upon receipt by the College of reimbursement for the cost of duplication. In those instances where the copying of such material would violate the rights of another person's confidentiality, written permission for release is generally required from the affected party(ies) as a condition of duplication. These parties include accusers and material witnesses who appeared in the hearing.

#### IV. The Judicial Council

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

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

*Graduate Students* - 15 (3 from each of the 5 graduate schools) selected on an annual basis by a process determined by each of the graduate student governing bodies. (Any student who is currently on probation or who has previously been suspended or separated from the College will be ineligible for membership on the Judicial Council).

*Faculty* - Eight full-time members of the

faculty appointed on an annual basis by the Provost of the College. At least one faculty member will be appointed from the faculties of the five schools.

*Administrative Staff*- Four members of the administrative staff appointed on an annual basis by the Vice President for Student Affairs.

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

The Office of the Dean of Students provides assistance to the Judicial Council and Appeals Committee by implementing a training program; organizing and scheduling the Student Hearing Boards and Judicial Panels; and providing for recordkeeping and other support needs. The Vice President for Student Affairs coordinates the activity of the Appeals Committee.

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

A. The *Student Hearing Board* hears "less serious" cases when the student requests a committee hearing. The Student Hearing Board consists of the student members of the Council. Three members, at least two of whom will be from the school in which the accused student is enrolled will normally adjudicate each case. Each three-member board will select one of its members from the school of the accused student as chair. A fourth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Board will be designated as recorder. Decisions will be reached by majority vote. The recorder will summarize the evidence presented and the findings of the Board (indicating the reasons for the verdict and penalty if the finding is one of guilt). This summary should be filed in the appropriate Student Affairs office within 48 hours of the hearing along with a copy of the written notification to the student of the decision of the Board. At the request of a Student Hearing Board, the Student Affairs staff member assigned to investigate the alleged charge may present the information supporting the charge. Ap-

peals of Hearing Board decisions (or decisions of the same degree of seriousness heard by an administrator) will be reviewed in accordance with the principles outlined under "Appeals of Judicial Actions" by the Dean of Students or designee.

B. The *Judicial Panel* hears "more serious" cases when the student(s) has requested a committee hearing of the charge. On an annual basis, the undergraduate membership of the Judicial Council will elect two of its members to serve as chairs for this hearing function. Each graduate school governing body will designate one of its Judicial Council members as chair for those hearings involving members of their academic unit. (In the event an elected chair is unable to preside over a hearing, the Dean of Students will designate a temporary chair for the hearing.) Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated chair. The members for each hearing will be as follows: two students from the academic unit in which the student is enrolled plus one other student member of the Council (If a graduate student is enrolled in a degree program in two different schools, student members of the hearing body will be appointed from both schools), one faculty member from the academic unit in which the student is enrolled and one administrator. A sixth member who may not vote or participate in any way (other than as record keeper) in the hearing or deliberations of the Panel will be designated as recorder. Judicial Panel proceedings will be tape recorded. In addition, the Recorder will provide a summary of each hearing as described previously.

Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, the Vice President for Student Affairs will decide whether the allegation(s) will be heard within the Judicial System or by the Honor Council. The system selected by the Vice President will be empowered to review all the charges and reach a final disposition. There will be no simultaneous or subsequent exploration of the same charges by either

body individually.

### C. Judicial Panel Procedures

1. The Student Affairs administrator responsible for the case will schedule a hearing with the Judicial Panel and inform the student in writing at least 48 hours in advance of the date, time and place of the hearing and of the exact charges against the student. The administrator will also provide the student with the principal information in support of the charges of which the administrator is aware at the time.
2. It is the responsibility of the accused student to secure the presence of the witness(es) desired at the hearing. If the accused student notifies the Dean of Students in a timely fashion that a critical witness and one whose testimony will not be duplicative is refusing to appear at the scheduled hearing, the Dean will examine the matter and assist as may be appropriate. The accused student may request that disciplinary action be taken against any student witness who refuses to appear or to testify so long as timely, appropriate, and verifiable notification was provided the witness(es). This action is authorized by the College regulation "Failure to Comply."  
The Student Affairs administrator will notify all available witnesses required to support the charges of the date, time and place of the hearing.
3. A student may request one continuance of the hearing, citing the reason(s) for the request in a written statement to the chair of the scheduled hearing panel at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. Grants of continuance will be the decision of the chair of the scheduled panel.
4. The student charged with misconduct may elect to be represented by a student of

his or her choosing, including a student selected from a pool of "student Counsel" trained for that purpose. The student may also elect to have legal counsel or some other person present at the hearing to provide advice. Legal counsel may advise the accused student but may not participate in the proceedings unless the Chair of the Judicial Council or administrator hearing the matter determines, when requested by the student, that the "interests of justice require participation by legal counsel. Legal counsel should participate only to the extent authorized and necessary. No student shall be required to have student or legal counsel or an advisor. An advisor may not serve as a witness. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a student decides to have legal counsel for the hearing, the College reserves the right to have its own legal counsel or advisor present.

5. The conduct of the hearing is the responsibility of the chair. The chair introduces the members of



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

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

6. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a finding of guilt to be reached, at least four of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.
7. Once a decision is reached, the Panel reconvenes to notify the student and the presenter of the decision. If the student is found guilty, the Panel will be briefed by the presenter on any previous violations of College regulations by the student, any precedent for similar situations, and any administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair. The Panel will again meet in closed session after which it will reconvene and announce its decision. The sanction imposed must be agreed to by four of the five members of the hearing panel.
8. Within 48 hours of the conclusion of the deliberations (except when a weekend intervenes), the chair will normally provide the student with written confirmation of the verdict.
9. As soon as possible after written confirmation of the results of the hearing (but no later than 48 hours, except when a weekend intervenes), the Dean of Students or designee will be available to a student found guilty to discuss the impact of the decision on the student and to review the appeal process.
10. The recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the verdict and any penalties assigned. The chair of the Panel will sign the summary along with the recorder as a testimony to its accuracy. The letter of notification, the summary, the tape(s) and all evidence normally will be filed within 48 hours in the Office of the Dean of Students.
11. In those instances where a student is charged with a serious violation of a College regulation and elects for the charges to be adjudicated by an administrator, the same standard steps as outlined above shall be followed with appropriate allowances for the difference in structure.
12. When a Panel assigns the penalty of contingent dismissal, a similar Panel of five persons will be appointed by the Vice President for Student Affairs at the appropriate time to determine whether the student has met the conditions necessary for reinstatement. The Panel will be given access to all file materials from the original hearing, may require the student to make a personal appearance before the committee, and may solicit other information to reach a decision. The same general procedures employed in the original hearing will be followed with the same rights assured to the applicant for reinstatement.

D. Modified Procedures for Violations of the Sexual Misconduct Policy

The following special procedures apply in cases of sexual misconduct:



1. Both the accuser and the accused are each entitled to declare whether the hearing will be by judicial panel or administrative staff. Each will be consulted individually about the preferred type of hearing. If the accuser and the accused do not select the same type of hearing, the Vice President for Student Affairs, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.
2. If an administrative hearing is selected, the hearing will be conducted by two members of the administrative staff, one male and one female, appointed by the Vice President for Student Affairs or designee.
3. The accuser may have present at the hearing a personal advisor of his/her choosing. The advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.
4. The accuser is permitted but not required to be present throughout the hearing. The accuser may present the case in whole or in part, in lieu of the college presenter. The accuser and college presenter may not ask repetitive questions of any witness. Upon prior consultation, either the accuser or the presenter may make summary comments in the hearing.
5. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the judicial panel will make the determination.
6. The accuser will receive written notification of the verdict of the hearing and any penalty imposed.

## V. Appeals of Judicial and Honor Council Actions

A student found guilty who wishes to appeal a finding of an administrative officer or a judicial committee (including the Honor Council) must do so within five calendar days following written notification of the decision. Similarly, the individual reviewing the appeal or the Appeals Committee will normally de-

cide the appeal within five days of its receipt. The Vice President for Student Affairs, or designee, may for good cause extend any of the time limits for appeal.

Except in Honor Council cases and in disciplinary cases involving "crimes of violence," as currently defined in the U.S. Code, the right of appeal is reserved to the student(s) found guilty of a violation. An appeal must be in writing and must clearly cite the reason(s) for the appeal and the evidence supporting it.

The term "crime of violence" means (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

In cases involving "crimes of violence," the complainant has the right to appeal the outcome of a judicial proceeding, within the five calendar day time limit, based on one or more of the four grounds identified below.

Complainant appeal decisions are made by the Appeals Committee utilizing the same procedures prescribed for a judicial appeal. In those cases where a complainant appeal is declared to have merit by the Appeals Committee, a mistrial will be declared and a new hearing will be held, using the method of adjudication originally selected. A decision of no merit in a complainant appeal is a final action.

Grounds for complainant appeal are limited to the following:

1. New material evidence, which is not merely corroborative or repetitive, unknown to the alleged victim at the time of the hearing and pertinent to the case, or
2. Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing, or
3. Procedural or technical irregularity severe enough to have caused an unfair hearing. Procedural or technical deviations will not be sufficient to sustain an appeal unless they are found to be severe enough to have denied the student a fair hearing.
4. A penalty which is too lenient or inappropriate.

Grounds for appeal by the accused are limited to the following:

1. Procedural irregularity severe enough to have denied the student a fair hearing. Procedural deviations will not be sufficient to sustain an appeal unless they are found to be severe enough to have denied the student a fair hearing.
2. Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing.
3. Lack of clear and convincing evidence to support the decision in a judicial case; lack of evidence beyond a reasonable doubt in an honor case.
4. New material evidence, which is not merely corroborative or repetitive, unknown by the student at the time of the hearing and pertinent to the case.
5. An excessive or inappropriate penalty.

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

A. Appeals of Student Hearing Board decisions or administrative decisions in cases of a similar level of seriousness are considered by the Dean of Students or designee. The Dean may de-

cide that 1) there is no basis for appeal, 2) that an incorrect verdict was reached, and/or 3) that the penalty administered is unfair or inappropriate and determine a penalty fair to the facts of the case. The Dean is not empowered to increase the level of the penalty.

B. Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness and Honor Council decisions will be reviewed by the Appeals Committee. The Appeals Committee consists of twelve members: four administrators (not members of the Student Affairs Division), four faculty members appointed annually by the Provost, and five students (three undergraduates and two graduate students) elected annually by the Student Assembly. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s).

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

## VI. Records of Actions Taken

When a student is found not guilty of a charge and all opportunity for appeal has been exhausted, all statements of charges will be destroyed after 2 weeks; and there shall be no reference to these proceedings in the student's official educational records.

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

Records of cases when the penalty is less than separation from the College will be retained until the student *graduates* from William and Mary. Senior students may petition for the removal of oral warnings more than 12 months old. All information concerning penalties less than suspension is expunged from the record following graduation.

## VII. Penalties

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

- A. *Warning* - An oral or written notification confirming that a violation of College regulations has occurred and that a repeat offense may result in a more severe penalty. No student may receive more than two warnings in an academic year without more serious action being taken.
- B. *Loss or restriction of privileges* - Limitation or removal of social or personal privileges including, but not limited to, entertainment of guests in *the private areas* of a residence hall, participation in social activities sponsored by the College or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a student's current or subsequent year's Housing Agreement may be terminated or special conditions attached to it, or the student may suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year *if such a penalty is appropriate*.
- C. *Restitution* - Requiring a student to reimburse the College, appropriate individual or vendor for damage, personal injury, or misappropriation.
- D. *Task participation* - Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.
- E. *Disciplinary/Honor probation* - Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of College regulations during the period of probation will be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- F. *Probation with loss of privileges* - Continued enrollment but exclusion from participation in any College, fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of College regulations during the period of probation will be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- G. *Suspension\** - An involuntary separation from the College for a period determined by the appropriate committee or administrative officer during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is not permitted to return to the campus without prior written consent from the Dean of Students. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return. The penalty of suspension is noted on the student's transcript but is removed once the period of suspension has been completed and the student re-enrolls.
- H. *Contingent Dismissal\** - An involuntary separation from the College during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by a committee or administrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the committee or administrative officer by his/her conduct and record that she/he is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written

consent from the Dean of Students. The penalty of contingent dismissal is noted on the student's transcript but is removed if the student is reinstated to good standing at the College and re-enrolls.

- I. *Permanent dismissal\** - Involuntary separation of the student from the College without future readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.
- J. *Interim suspension\** - The President has empowered the Vice President for Student Affairs to suspend a student in extraordinary circumstances pending a full hearing before the appropriate judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the College community. In such instances, the student will be afforded an opportunity to confer informally with the Vice President for Student Affairs and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within ten working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular, or other activities of the College except as may be authorized by the Vice President for Student Affairs or designee. During the period of interim suspension, a student is not permitted on the campus without prior written consent from the Vice President for Student Affairs. See also "Medical and Emotional Emergencies," page 84.

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

## VIII. Special Regulations for Recognized Student Activities and Organizations

As a condition of recognition by the Col-

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

In the case of alleged misconduct by a recognized organization, the organization shall have the right of a hearing by a Student Affairs administrator designated by the Vice President for Student Affairs or by the Judicial Panel. The same general procedures that apply to individual misconduct will be followed (see page 95).

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

- A. *Warning* - Written or oral notification confirming that a violation of College regulations has occurred. Warning is a caution that repetition of the behavior or other misconduct may result in a more severe penalty. An organization may not receive more than two warnings in an academic year without more serious action being taken.
- B. *Loss or restriction of privileges* - Limitation or removal of social privileges including, but not limited to, the opportunity to schedule social functions, to use College facilities or vehicles, or to post notices. In addition, consistent with the provision of written agreements (should such exist), an organization's assignment to space may be cancelled and/or other privileges removed.

- C. *Restitution* - Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.
- D. *Task participation* - Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.
- E. *Probation - Continued recognition* and operation of the organization but with a warning that further misconduct during the period of probation may result in the organization's loss of institutional recognition. Stated conditions may be attached as terms of continuance during the period of probation.
- F. *Probation with loss of privileges* - Continued recognition of the organization but with loss of the right to sponsor or participate in all extracurricular and/or social activities for a stated period of time. The organization is cautioned that further misconduct during the period of probation may result in a loss of recognition.
- G. *Suspension* - Institutional recognition is removed for a stated period of time. During the period of suspension, the organization will be denied the use of all College facilities and resources, and may not in any way participate in or sponsor any extracurricular or social activity on campus. At the end of the prescribed period of time, the organization will be allowed to re-form subject to any condition(s) set forth at the time of suspension.
- H. *Termination* - Institutional recognition is removed. The organization is denied all of the privileges associated with university recognition including, but not limited to, the right to reserve space in College facilities or to use other College property or resources, the right to receive student activity fee or other funding from university sources and the right to participate in or sponsor extracurricular or social activities on campus.

Appeals - (See page 101)

## IX. Special Procedures for Violations Reported after the Last Day of a Semester or During the Summer Session

When a student or organization is charged with a violation of College regulations after the last day of classes in a semester or during the summer session and the individual or organization requests a hearing by committee but the regular judicial body is unable to meet, one of the following options may be selected by the student or organization:

- A. The case may be heard by a special three-member panel consisting of members of the faculty, the Student Affairs staff, and the student body (if practical). This special committee will be appointed by the Dean of Students, and the customary hearing procedures will be observed. Other than administrative review, this is the only option available to a student completing degree requirements in the term in which the charge originates.
- B. A case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Dean of Students, the Associate Vice President for Student Affairs or the Director of Residence Life would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses.
  - 1. Clear and convincing evidence does not require evidence that is beyond a reasonable doubt. Rather it is defined as that degree of proof which will produce a firm belief in the allegation sought to be established. Clear and convincing evidence thus is an intermediate standard requiring more than a preponderance of evidence, but less than the certainty required by evidence that is beyond a reasonable doubt. Clear and convincing evidence does not require that certainty.

# THE HONOR SYSTEM (UNDERGRADUATE)

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## History

Among the most significant traditions of the College of William and Mary is the student-administered method of discipline known as the Honor System. The essence of the Honor System is individual responsibility in matters involving the student's honor. All students, upon matriculation, pledge to uphold principles of honorable conduct for their own sake, for the sake of other students, and for the sake of the College.

The evolution of the Honor System over the years is best understood when considered against the background of the changes in the character of the College. The College originally 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 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 the year often claimed for its official establishment, 1779, when the College was reorganized under Jefferson's leadership; and minor details of administration have changed from time to time to meet contemporary needs and conditions.

From its earliest days, the College has shown 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 and Prosperity of the University."

The Board of Visitors expressed their faith in the students' integrity in the Statute of 1778, 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 Honor System in an address to a group of law students: "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. 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.

The present administration of the Honor System by the students through an elected



council evolved during the 1920's. In the 1990's, commitment to the honor system remains undisturbed, guarded, and firmly intact.

## The Code

The Honor Code is an agreement among undergraduate students to not lie, cheat, nor steal. This pledge is given and effective upon matriculation to the College.

## Purpose

The honor system exists in order to provide a community of trust among students. It 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 violate the code. It is assumed that every student has an expressed interest in preserving the integrity of the College community, for himself/herself as well as others. The strength of the system depends upon honorable students acting with individual responsibility to sanction both the ideals and provisions of the Honor Code.

## Provisions

Infractions of the Honor Code include lying, cheating, and stealing. All students are

members of the honor system. It is stressed that ignorance of the provisions of the Honor Code is at no time an excuse for violation of the code.

1. Lying is the expression of an untruth made with the intent to mislead another. Lying is a violation of the Honor Code when a) an untruth is presented to a member of the College community, including students and College officials; b) when an untruth is presented on College property; or c) when an untruth is presented at activities sponsored by the College or College affiliated groups.

Examples of infractions include, but are not limited to use of false identification, forgery, false testimony before the Honor Council, and use of the same work to obtain credit for more than one assignment without the approval of all professors to whom the work is submitted. All work shall be assumed to be original to the assignment.

2. Cheating is 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. Consulting unauthorized materials on tests, quizzes, assign-

ments, 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 grade. All work should be completed independently unless the individual instructor gives express permission for collaboration on the specific assignment.

Plagiarism is the act of presenting the information, ideas, or phrasing of another person without appropriate citation. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive. The presence of any degree of plagiarized work shall constitute sufficient evidence of a breach of honor.

It is the student's responsibility to learn the correct procedure for acknowledging sources and indicating quotations for each assignment from the instructor. In hearing the case, the Honor Council shall assume that all students enrolled at 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 or indentation on the page, and the source must be clear.
  - b. Any information, idea, or phrasing borrowed from a specific source must be explicitly attributed to that source, whether or not the material is actually quoted.
3. Stealing in academically related matters is the act of appropriating, without right or leave, that which belongs to another with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting other in such acts.

Removing books from a college library without checking them through the proper channels is stealing. Students' use of a 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 advantages 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.

## Administration

The strength of the honor system relies upon student support of the code and participation in its maintenance. The students administer the Honor Code through one Honor Council elected by vote of all undergraduate students. Candidates will follow the election procedures of the Honor Council. A student who is on disciplinary probation is ineligible for election to or service on the Honor Council for the duration of the probationary period. The Honor Council is responsible for explaining the Honor System to entering students and for providing judicial review for the Student Assembly Constitution and Bylaws. Whenever a student is accused of a breach of honor, the Council has the authority and the duty to investigate the alleged offense and, if necessary, to conduct a hearing.

The Honor Council is composed of six seniors, six juniors, and six sophomores. The chairperson is chosen from among the newly elected seniors by both the newly elected and outgoing members of the council. The vice chairperson is chosen from among the remaining newly elected members in the same fashion. A permanent secretary is chosen from among the newly elected sophomore and junior members in the same manner. An historian is chosen from among the remaining newly elected members in the same fashion. In the case of a tie vote for the chairperson, vice-chairperson, secretary, or historian, the outgoing chairperson shall cast the deciding vote. The provisions shall be in effect unless the council chooses to by-pass them by a two-thirds vote.

In the event a member of the Honor Council does not fulfill the responsibilities as a Council member, a vote of at least 9 mem-



bers of the Council shall initiate impeachment proceedings. The proceedings shall include a meeting of the Council at which time the member may justify his/her actions. If at least 12 Council members participating in the proceedings believe the 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.

## **Procedures**

### **Reporting a Breach of Honor**

1. It is necessary for any person believing a breach of the Honor Code has been committed to challenge the student accused of the act.
2. The student accused of violating the Code is faced with two choices: either to report himself/herself to the Honor Council within 24 hours or to resign from the College immediately, without the expectation of readmission. To contact the Honor Council after one has been accused is not an admission of guilt. It is instead a demonstration of willingness to cooperate with the system.
3. It is the responsibility of the accuser to report the case to the Honor Council if the accused does not report himself/herself to the Honor Council within 24 hours.
4. The Honor Council does not initiate investigations until a voluntary accusation is made by a member of the College or larger community.

### **Investigations of Alleged Honor Code Violations**

1. It shall be the duty of the Chairperson to appoint an investigating committee when an alleged Honor violation has been brought to the attention of the

Council.

2. The investigating committee shall consist of three unbiased members of the Council, one of whom will act as Chairperson. In cases where more than one person is accused the investigating committee may consist of four Council members.
3. It shall be the duty of the chairperson and his/her committee to first contact and meet with the accused, accuser, and material witnesses; as well as to gather and examine available evidence relevant to the alleged violation.
4. This investigation shall begin promptly after the Council has been made aware of the alleged violation and undertaken in a fair and just manner.
5. It is the responsibility of the investigating committee to determine whether there is sufficient evidence to warrant a hearing, and to notify the Chairperson of the Council whether or not a hearing should be held.
6. There shall be no discussion of the alleged violation between members of the investigating committee and other members of the Council prior to the hearing, except consultation with the Chair or designee.
7. If a hearing is held, the Chairperson of the investigating committee or another designated member will be responsible to present pertinent information gathered throughout the investigation.

### **Jurisdiction**

1. The undergraduate Honor Council shall have jurisdiction over all full-time and part-time undergraduates at the College.
2. Unclassified students who are not pursuing coursework at the graduate level will be subject to the undergraduate Honor Council. In those cases where an unclassified student is carrying some or all graduate courses, the decision of jurisdiction shall be made through consultation between the undergraduate Honor Council and the graduate school where the student takes coursework.

# RIGHTS AND DUTIES

## Rights of the Accused

1. A right to have the charge reduced to writing and served 48 hours in advance of the hearing by a member of the Honor Council. The charge sheet shall also specify the time and location of the hearing. The accused may waive the right to 48 hours notice, and may request clarification of any of the information presented, which shall be furnished promptly and in advance of the hearing, to the extent such information is known.
2. A right to a written statement of rights and duties with respect to the hearing and the procedure thereof. This shall be presented with the notice of the charge(s).
3. A right to seek the advice of persons in the College community, including but not limited to students, College officials, campus police officers, administrators, and faculty members. Any matters discussed can be disclosed and are not considered confidential.
4. A right to seek the advice of persons outside the college community, including but not limited to parents, religious advisors, employers, and legal counsel. All matters told in confidence may not be disclosed.
5. A right to have one person serve as silent counsel (legal counsel being permitted at the expense of the accused). Neither witnesses nor Honor Council members may serve as silent counsel without consent of the chairperson. Such a counselor may not examine witnesses or address the council on behalf of the accused except as authorized by the chair. The accused may request a recess at any time to consult with the counselor. Silent counsel is bound by confidentiality.
6. A right to have a member of the Honor Council appointed as a procedural advisor. The procedural advisor shall not prepare the case of the accused, but may serve as a source of information regarding investigation and hearing procedures and precedent.
7. A right to review a list of the members assigned to the hearing and to request the removal of any member he/she feels may be biased. Such a request must be submitted to the Chairperson of the Honor Council at least 24 hours before the hearing, unless the request is based upon information acquired after this time. Members may be removed at the discretion of the chairperson.
8. A right to a hearing held at a proper time and place, which is neither conducted with undue haste nor postponed unnecessarily. Hearings shall not be held at unseemly hours; recesses shall be allowed within reason as requested.
9. A right to summon witnesses and to testify on his/her own behalf. The number of character witnesses, if any, may be reasonably limited by the chair.
10. A right to question witnesses.
11. A right, in the case that guilt is admitted, to request to stipulate the accuracy of the evidence. This request may be granted at the discretion of the chair.
12. A right, where practicable, to know the nature of and to examine evidence prior to the hearing.
13. A right to make an opening statement, a final statement and to make a rejoinder to a final statement made by the accuser.
14. A right not to be charged with one offense and convicted of another.
15. A right that spouses, parents, and siblings may not testify without the consent of the accused.
16. A right to attend classes and participate in campus events prior to official notification by the Dean of Students of the verdict and penalty.
17. A right to an individual hearing, if desired, when charged with one or more fellow students of a joint violation. If such a request is not made by any of the accused students, they may be tried individually or jointly as the Council deems appropriate. If tried jointly, separate verdicts will be reached.
18. A right to present evidence of extenuating circumstances.
19. A right to an acquittal if fewer than six of the seven members of the hearing council consider the charge(s) proved beyond a reasonable doubt.

20. A right to appeal a finding of guilt or the propriety of a penalty to the Appeals Committee within five days after notification of the findings, and, if the appeal is found to have merit, to the Provost or designee thereof (see "Appeals of Judicial Action - Administration of Undergraduate Policies and Regulations").
21. A right to review the minutes and recording of the hearing in the presence of two or more members of the Council.
22. A right to freedom from threat, harassment, or damage to self or property resulting from participation in the hearing. Violations of this right should be reported to the Judicial Council for further action.

### Duties of the Accused

1. A duty to cooperate with the Council in conducting the investigation and hearing, and in bringing the matter to a close without undue delay.
2. A duty to answer all relevant questions frankly, fully, and honestly, unless such answers would lead to the probability of criminal prosecution, in which case

the accused may decline to answer. No inference shall be drawn from such refusal.

3. A duty to report the intention to have legal counsel present to the Chairperson of the Honor Council 48 hours prior to the hearing.

### Failure to Participate

1. If a student leaves the College after being accused of an Honor Code violation without notifying the Honor Council, the accuser shall report the name of the accused and the breach of honor involved to the Chairperson of the Honor Council.
2. The Honor Council shall then record the facts of the case and advise the Dean of Students that the student withdrew under suspicion of a breach of honor.
3. The student will have the opportunity to meet with the Vice President for Student Affairs to discuss the issue. If the matter is not resolved, the notation "withdrew while Honor Council charge pending" will be entered by the Registrar on all of the student's official records.



4. Readmission to the College will normally be prohibited unless the charge is resolved.

### **Refusal to Appear**

1. An accused student who fails to appear at the hearing, having received adequate written notice of the time, date, and location, without adequate justification as determined by the Chairperson, shall be considered to have waived the right to appear.
2. Under such circumstances, the Council may hold a hearing in the absence of the accused, and such absence shall not constitute grounds for appeal. The Council shall appoint one of its members to represent the interests of the accused if a hearing is held under these conditions.

### **Rights of the Accuser**

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

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 be assured that the complaint is properly heard.
2. A right to make a closing statement at the conclusion of the hearing.
3. A right to review the minutes and recording of the hearing in the presence of two or more members of the Council.
4. A right to freedom from threat, harassment, or damage to self or property resulting from participation in the hearing. Violations of this right should be reported to the Judicial Council for further action.

### **Duties of the Accuser**

1. A duty to confront the student as is specified under "Procedures - Reporting a Breach of Honor."
2. A duty, in the event of a hearing, to appear as a witness.
3. A duty to maintain confidentiality of all investigations and hearing proceedings.

### **Rights of Witnesses**

1. A right to request that a member of the Honor Council (or Administration) serve as an advisor to provide information about investigation or hearing procedures.
2. A right to freedom from threat, harassment, or damage to self or property resulting from participation in the hearing. Violations of this right should be reported to the Judicial Council for further action.

### **Duties of Witnesses**

1. A duty to appear before the Honor Council and to answer all relevant questions frankly, fully, and honestly, unless such answers would tend to result in self incrimination or criminal prosecution. In such a case, if the witness does not wish to answer, the witness may so state. Any student who, in the opinion of the Council, refuses to testify frankly and fully shall be reported to the chairperson of the Judicial Council of the College. Falsely testifying before the Council is a violation of the Honor Code.
2. A duty to maintain confidentiality of all investigation and hearing proceedings.

### **Rights of the Honor Council**

1. A right, in cases in which the accused student chooses to have legal counsel present, to have its own counsel, including 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 hearing.
2. A right, if a decision has been overturned in the review or appeal process, to appeal to the appropriate official. The appeal must be made in writing within five calendar days of notification of the findings to the Council by the Dean of Students.
3. A right to freedom from threat, harassment, or damage to self or property resulting from participation in the investigation and hearing process. Violations of this right should be reported to the Judicial Council for further action.

## Duties of the Honor Council

1. A duty to treat all persons involved in a fair and equitable manner.
2. A duty to consider the accused innocent until proven guilty beyond a reasonable doubt.
3. A duty to maintain confidentiality.

## Conduct of Hearing

1. The hearing shall be conducted according to fair and equitable procedures and shall not be bound by common law rules of evidence or procedure.
2. Should an incident result in an allegation that a student(s) has violated both the Honor Code and the general rules of conduct of the College, a special Judicial Panel, and not the Honor Council, will review the charges and reach a final disposition. There will be no simultaneous or subsequent exploration of the same charge by the Honor Council. See "Administration of Undergraduate Policies and Regulations" for procedures.
3. Hearings shall be conducted by a council of seven impartial members of the Honor Council and/or undergraduate student body, selected by the chairperson of the Honor Council. In the event that the seven students assigned to a hearing are unable to hear the case, the hearing may proceed with six members if the accused gives written consent.
4. The chairperson of the council or the chairperson's designee will preside.
5. The chairperson may require any person disrupting the orderly proceedings of the hearing to leave.
6. The chairperson may declare a recess at any point in the hearing.
7. The accused and all witnesses shall be reminded that lying in an Honor Council hearing is itself a violation of the Honor Code.
8. Questioning
  - a. Questioning of the accuser is begun by the chairperson of the investigating committee, followed by the chairperson and the Council members. Then the accused is given the opportunity to question the ac-

cuser. The above procedure is followed for the questioning of all the witnesses. If the chair of the investigating committee has written testimony from a material witness who cannot appear, such evidence may be introduced only if the accused signs a waiver of the right to question that witness or consents at the hearing. After all witnesses have given their testimony, the chairperson of the investigating committee initiates questioning of the accused, which proceeds in the order identified above.

- b. After all the evidence has been presented, the chairperson of the investigating committee shall leave the room and the hearing shall continue. This is an opportunity for the accused to present an explanation of the actions which led to the accusation and/or reasons for his/her plea.
9. Hearsay evidence may be heard, at the discretion of the chairperson, when some useful purpose may be served thereby and there is reasonable guarantee of its reliability. Third-hand knowledge will not be heard. At the discretion of the chairperson, witnesses may be allowed to relate their personal feelings and views when relevant and where such testimony may be helpful to an understanding of the case.
10. 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 procedures set forth in above provisions.
11. 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 hearing.
12. Witnesses may be recalled by the accused or at the discretion of the chairperson of the Council.
13. No hearing shall be held on Sunday or any religious holiday if anyone connected with the hearing objects in good faith to its being so held.
14. No one except the seven members of the Council hearing the case shall be present while the Council deliberates

its verdict and the penalty to be imposed, if any.

15. If six or more of the seven members of the Council participating in a hearing 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.
16. In determining guilt or innocence extraneous matters not brought out at the hearing may not be discussed or otherwise considered.
17. The Council, after finding the accused guilty, shall by a minimum of five-sevenths (5/7) vote of the Council recommend the penalty. If six members sit for the hearing, a vote of at least five-sixths (5/6) is required.
18. If the finding is one of guilt, that fact shall be reported in writing to the Dean of Students 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 Dean of Students will in due course notify him/her of the penalty.
19. If the finding is one of not guilty, that fact shall be reported in writing to the Dean of Students. The accused should be notified (in writing) of that finding and cautioned that the hearing may be reopened for good cause within a period of two weeks at the written request of any interested persons.
20. A verdict of not guilty is not final during the two week period, and the case may be reopened for good cause at the request of any interested party during that period. The members of the Council who sat on the first hearing will decide whether the hearing shall be reopened. A request to reopen shall be made in writing to the chairperson by the interested party. The hearing 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 hearing and provided further that such evidence, in the opinion of the majority of the Council, would likely change the result of the original hearing. If so reopened, it is to be re-

garded as a new hearing; the new hearing will be held within two weeks of the chairperson's receipt of the written request to reopen, with exceptions being permitted for College holidays.

21. 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 hearing. 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.
22. The secretary of the hearing shall take and keep minutes of the proceedings as well as make a tape recording of the proceedings. The secretary is also responsible to submit to the Dean of Students for review a summary of the hearing and all original evidence, within 2 working days of the hearing, unless an exception is granted by the Dean of Students or designee.
23. If the Dean of Students believes he/she may be biased for purposes of case review, the case material will be forwarded to the Vice President for Student Affairs, who will appoint a reviewer. If an accused student believes the Dean of Students may be biased, he/she may submit a request to the Vice President for Student Affairs that the Dean of Students be recused. The request must be made in writing no later than the date of the hearing.
24. 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.
25. The minutes of any hearing may be inspected by the President of the College, Vice President for Student Affairs, the Provost, the Dean of Students, and/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 notifica-

tion of the accused by the Dean of Students of the penalty imposed, and not before such notification.

26. 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 hearing 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.
27. All Honor Council members are required to sign a pledge of confidentiality prior to taking office. If this pledge is breached, impeachment procedures will begin, and/or a charge of "failure to comply" will be pursued.

### **Sanctions 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. The sanctions follow (refer to pp. 103-104 for definitions):

1. Warning: Written/Oral
2. Failure on tests, quizzes, assignments, and/or in the course(s) in question (contingent on faculty approval of the Council's recommendation)
3. Task Participation
4. Restitution
5. Probation
6. Probation with loss of privileges
7. Suspension
8. Contingent Dismissal
9. Permanent Dismissal

### **Reinstatement Hearings**

1. A student who receives the penalty of contingent dismissal and who subsequently wishes to return to the College, must appear before the Council to demonstrate readiness to return. The student may be asked in a hearing to reflect on the original accusation and hearing, to describe his/her activities since leaving the College, and if appropriate, to demonstrate compliance with any conditions of reinstatement established at the time of the

original hearing.

2. The panel for reinstatement hearings will be no fewer than five of those Council members who heard the original hearing: if this is not possible, then there should be no fewer than five members, none of whom sat on the original hearing.

**Appeals** (See "Appeals of Judicial and Honor Council Actions," p. 101 )

### **Conduct of Post-Hearing Review**

1. After reviewing a case, the Dean of Students shall notify the accused and the Council of the final verdict and penalty. The Dean of Students shall have the parents, where appropriate, informed and shall have the facts recorded on all official records.
2. In the event the Dean of Students feels that the rights of the accused have, in some manner, been violated to such an extent that an unjust finding or penalty may have resulted therefrom, the Dean of Students shall declare a mistrial and so inform the accused and the Council, along with the reasons for so declaring. The Council may open a new hearing to deal with the same charge.
3. If the Dean of Students finds that the evidence does not support the findings of the Council, that College official 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.
4. If the decision to set aside the findings is sustained, the accused and the Council shall be so informed.

### **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 hearing.

### **Public Notice of Action Taken**

Twice each semester, a compilation of the cases, charges, verdicts, and penalties for

those hearings which occurred in the interval since the last publication shall be sent to the editors of the Flat Hat and the William and Mary News and to the news director of WCWM along with a request that it be printed or broadcast in a conspicuous yet tasteful manner. The notices shall make no mention of any names or personal identifiers.

## **Amendment**

Amendment of these procedures requires three-fourths' vote of the Honor Council concurred in by the President; provided, nothing herein is intended to restrict the lawful authority of the Board of Visitors or President.





# ADMINISTRATION OF GRADUATE STUDENT LIFE POLICIES

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## THE HONOR CODE

### (Graduate)

The College of William and Mary has traditionally operated in all departments of instruction under an Honor Code administered by students. The basic premise of the Code is, in the simplest terms, intellectual honesty, the *sine qua non* of scholarship. For students embarking upon professional academic study, it makes self evident the absolute necessity of adhering to this principle in their professional lives and insisting upon it in the professional lives of others.

The undergraduate and each of the graduate student bodies separately administer 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 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 acknowledgment 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 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 al-

ternative to 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 makes 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 of-



fense 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 Chair and a Vice Chair, 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**

The President of the School of Education Graduate Student Association shall be the Chair of the School of Education Honor Council. The Chair

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**

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.

### **Amendment**

The Honor Code for graduate 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**

The Judicial Council is responsible for investigating Honor Code violations and for interpreting the Student Bar Association Constitution and Bylaws.

Copies of the Honor Code of the Marshall-Wythe School of Law are distributed to all students in the Law School during orientation. Additional copies are available from the Offices of the Dean and the Student Bar Association.

# OFFICE OF RESIDENCE LIFE

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## Student Housing Agreement 1996-97

The Office of Residence Life (ORL) has overall responsibility for management of the College residences. These operations include the hiring, supervision and training of professional and student staff, housekeeping, maintenance, management of the budget and student services. Questions concerning residence life should be directed to a member of the ORL staff or this office. Before signing a contract, students should familiarize themselves with this Housing Agreement. The provisions of this Housing Agreement may not be waived or modified, except only in writing and signed by the Director of Residence Life.

## Contract Provisions

### 1. Contract Periods

This is a legally binding contract and is specific to the room indicated on the Residence Hall contract. Prior to occupancy, a contract must be signed and dated as evidence of acceptance of the terms, conditions and regulations which are stated in this Agreement. (At the time of occupancy, if the student is not 18 years old, the parents or legal guardian of the student will be required to cosign the contract.) If for any reason a resident changes rooms, this contract is transferred to the new space. Failure to pick up a key does NOT release the student from this Agreement.

THE TERM OF THIS AGREEMENT IS FOR THE ACADEMIC YEAR from the date keys are issued until 24 hours after completion of an individual's last regularly scheduled exam for non-graduating students and 12 noon on the day following Commencement in May, for graduating students. Individual residents who are approved by the Office of Residence Life to arrive early, and non-graduating residents who are approved by the Office of Residence Life to remain beyond the stated deadline, will be assessed an additional charge payable in advance. This agreement cannot be broken mid-year. In the event of graduation, transferring, studying abroad, withdrawal

from the College or a resident being discharged from the residences, forty-eight hours thereafter, the resident will have no further rights in and to the premises and the College will be entitled to immediate possession of the premises. The residences, with the exception of graduate and family housing, are not open for occupancy during the Semester Break. Students who wish to stay on campus for the Thanksgiving break must make special arrangements with the Office of Residence Life. Only selected buildings are open at that time.

Spaces will be held only until the end of the first day of classes, unless prior written notification of late arrival is received by the Office of Residence Life. The Office of Residence Life MUST be notified before the first day of classes that a resident has transferred, withdrawn, married, or will be studying abroad. This notification is necessary to cancel your contract and refund your \$200 deposit. If notification is not received by the first day of classes, the \$200 deposit is forfeited.

### 2. Residence Requirements

- a. Only registered and currently enrolled William and Mary students, including research graduates, are eligible to reside in College housing.
- b. All first year 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. First year 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 housing except on a space available basis.
- c. The movement of a first year student assigned to a first year student residence to an upperlevel residence or off-campus is not permitted except under seriously extenu-

ating circumstances and with the written approval of the Assistant Director of Residence Life. The same policy applies to upperlevel students requesting a move to first year student buildings.

- d. Violation of these requirements can be punishable by penalties ranging from a warning to dismissal and may include the loss of eligibility to reside in College housing.

### 3. Deposits, Fees, Charges and Refunds

#### a. Room Reservation Deposit

To request a room in a College residence, a currently enrolled student must pay a \$200 deposit by the advertised deadline date and sign a contract with the College at the time of assignment to a room. This \$200 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 dismissed, required to withdraw, transferring (must submit copy to ORL of acceptance letter), academically dropped, selected to participate in an approved overseas study program, unable to enroll due to illness, or eliminated from the lottery process (bumped). A person who is bumped from the Room Selection Process can take one prospective roommate with him/her to move off campus as long as they request a refund together. These refunds will only be approved up until 12:00 noon on the Friday before the Room Selection Process. The Room Reservation Deposit will be credited toward the total room rent due to the College.

#### b. Room Damage Deposit and Damage/Loss Charges

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 this Agreement, if and when the resident will not be residing in a College residence during the subsequent semester and provided

there are no damages to the premises. Damage claims upon final departure will be deducted from the \$75 deposit. If the costs of repair/restoration exceed the \$75 deposit, the resident shall be responsible for such costs. Damage charges during occupancy will be billed directly to the resident. All bills must be paid by their due date except when a letter of appeal has been filed with the Area Director and/or the Associate Director of Residence Life according to the procedures set forth in Section 6b. "Damages".

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Agreement and may result in (a) ineligibility for participation in the Room Selection Process or special interest housing membership, (b) ineligibility for official check-in procedures, i.e., obtaining key/card key, (c) withholding of registration materials/transcripts, (d) disciplinary sanctions, and/or (e) civil suit.

#### c. Room Rent 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 the assigned space at which the resident is billed for the assigned space (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 may be required. These procedures exclude students living in family housing, or graduate students living at the Graduate Complex who choose to pay by installments.

If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Office of Residence Life reserves the right to fill the vacancy. If spaces are not needed after October 15 (Fall) or March 1 (Spring), the resident may request 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.

d. **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 rent refunds will be given to persons who are required to withdraw by the College because of a failure to meet obligations under the Housing Agreement or for other reasons, who withdraw after the first 60 days of the semester, who are removed from residence, or who, while remaining enrolled at the College, move out of the residence hall.

4. **Changing Rooms/Withdrawal**

a. **Changing Rooms**

Requests to change rooms or roommates must be approved by the Area Director or Assistant Director of Residence Life. The resident may not move his/her residence from one room to another without prior written consent from the Office of Residence Life. Violation of this requirement will result in a \$25 charge (the resident will be required to move back into the original assignment) and is a violation of this Agreement punishable by College judicial action and/or termination of the Housing Agreement. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester. Room changes must be completed within 48 hours after approval. In order for the Office of Residence Life to accurately identify vacancies for in-

coming second semester students, the last day to request a room change for the Fall semester is December 1. In order to prepare for the Room Selection Process that occurs in early April, the last day to request a room change for the Spring semester is March 16. Any room change requests beyond these ending dates must be approved by the Assistant Director of Residence Life.

If a roommate moves out of a room, a member of the Office of Residence Life staff may enter the room following the completion of the move to inspect for damages and insure space is available for a new roommate.

b. **Withdrawal**

Should the resident withdraw or be separated from the College or its residences for any reason, the resident will remove all personal belongings from the College premises, vacate the residence and return keys within 48 hours. Excep-



tions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions will normally be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

## 5. Facilities

While the College will be responsible for the routine maintenance and housekeeping of all public area spaces, it is expressly understood that upon occupancy, the resident is responsible for the daily care and cleaning of his or her assigned room, including removal of personal trash to a College dumpster and recycling to designated recycling areas, of the assigned space in which he or she resides and for reporting immediately maintenance problems. The College will provide electrical power, heat and water and maintain these utilities under controllable conditions. Notwithstanding anything that may be to the contrary, residents must understand that, as a condition of this agreement, the College shall not be responsible or liable for any damage or loss to his or her personal property while on the premises caused by the cessation or failure of such utilities, no matter the reason. Moreover, the College will not be in breach of this agreement if such utility service is suspended for any reason; provided, if the premises are rendered unsafe or unfit for occupancy, the College will offer alternate housing if it is available on campus or provide a prorated refund of the unused portion of the rent in accordance with the schedule printed in the College catalog.

## 6. Room Inspections, Damages and Repairs

### a. Room Condition Reports/Inspections

Residents are responsible for thoroughly checking their room at the time of occupancy and verifying that all damages and/or deficiencies are documented on the Room Condition Report (R.C.R.) completed by a Residence Life staff member. The resident's signature on the R.C.R. represents that the

conditions recorded at check-in are accurate. A final inspection will be made by a Residence Life staff member at checkout, to determine any additional damage done to the room since the initial completion of the R.C.R. Residents who fail to check out with a Residence Life staff member are subject to charges for any or all damages/loss to the room.

### b. Damages

The resident (and roommate(s) where assigned) is responsible for damages to his/her room, and damage and/or loss to the furnishings and fixtures the College has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible, however, for any damage or loss to the premises caused by their guests. This responsibility extends throughout the designated contract period. Students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. It is also understood that the residents are responsible for any damage or loss caused 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. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths and lounges. When damage occurs the student(s) will be billed directly for the repairs. Individual Hall Councils have the authority (along with Residence Life staff) to assess and assign charges for these damages. Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, re-

placement of furniture, etc., a written statement signed by the responsible party must be noted on the Closing Checklist Agreement which has been signed by all of the room's residents and submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based solely on one roommate's claiming another responsible.

Damages may also result in College judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact in writing the Area Director for the building in which the alleged damage occurred.
2. If the matter is still unresolved, contact in writing the Associate Director of Residence Life for Housing Services.
3. Appeals will be heard by the Appeals Board consisting of three representatives from the Residence Hall Association (RHA). The decision of the Appeals Board is final.
4. 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 end of the first full week of classes.

**c. Repairs**

Requests for repairs should be filed by the resident on a Work Order Request form and given to a Residence Life staff member. If the repair is not made within a reasonable amount of time, a second Work Request should be submitted by the resident. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to revolve the problem. Because of the age and diversity of facilities, some delays occur. If after a reasonable amount of time, the repair is not made or sufficient reason for the delay pro-

vided, the resident may appeal to the Associate Director for a rent rebate or other solution. Rebates are granted only in cases where the College has remained unresponsive and the condition of the premises is such that reasonable occupancy and use there of is precluded. The decision of the Associate Director concerning the rebate may be appealed to the SAC Appeals Board, who will make the final decision on the matter.

**7. Painting Rooms**

Student rooms are painted on a rotating schedule administered by the Office of Residence Life. Students may not paint their rooms except as follows. Those students who choose to paint their rooms may obtain paint from the College by completing the appropriate form, available in the Office of Residence Life. Only approved colors of paint will be provided. Students who elect to paint their own rooms must comply with the provisions detailed on the permission form or be subject to a charge for repainting the room.

**8. Furnishing in Student Rooms**

The following is provided in each room: one bed, springs, mattress, chest, desk, and chair per student, and one telephone per room. Other furnishings will vary according to the individual residence hall. College furniture may not be removed from a resident's room or apartment. Resident(s) are responsible for any damage or loss to the furnishings, no matter the cause, unless proven to be caused by others not their guests.

**9. Keys and Card Keys**

Each resident will receive a room key and either a card key, front door key or the combination to their front door lock. ID card readers are available on all other residence hall buildings. Residents will initial their RCR indicating that they have obtained their key, card key, or combination. Residents who withdraw, change rooms, or otherwise leave College housing must return their keys to a residence life staff member, or the duty office within 48 hours. At final check-out, keys must be received by the Area Director by 12:00



noon on the day following Commencement. If a key or card key is lost or not returned according to the above deadlines, a \$40 charge per key and \$10 per card key will be assessed. Unauthorized copies of keys will not be accepted. Residents may not change or add locks (including chain locks, deadbolts, etc.).

## 10. Safety and Security

An electronic card key or other security system is provided in the residence halls for the protection of the residents. While College is in session, the exterior doors to the residence halls will be locked at least from 9:00 p.m.-8:00 a.m., Sunday-Saturday. Individual residences may be locked at earlier hours, if the Residence Hall Council decides, or if the College determines that this is necessary for safety and security reasons. Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping of exterior doors.

For safety reasons the roofs (except for specifically designated sun decks of Hughes and Munford), porches, window ledges, unfinished attics and mechanical equipment rooms of all College buildings are restricted areas and may not be entered. In addition, screens shall not be removed unless approved by the Office of Residence Life.

The College can not guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, residents should therefore plan responsibly. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the Student Handbook). Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police.

## 11. Storage

The College will not store College furnishings outside the resident's room.

Personal belongings in metal containers may be stored in storage areas of selected residences during the academic year at the sole risk of the owner/user. The College is not responsible for any damage, deterioration or loss and makes no representation, expressed or implied, as to the fitness of the premises. All personal belongings must be removed from these storage areas at the end of the regular academic school year. It is agreed that personal belongings not removed from student rooms or storage areas may be discarded or auctioned by the College at the end of the regular academic year.

Summer storage is very limited and restricted to certain areas, as designated by the Office of Residence Life. Because of fire regulations prohibiting storage in cardboard and wood boxes, all stored items must be in trunks or locked metal containers labelled with name, residence hall address and date. Refrigerators, bicycles and lofts may be stored, but lofts must be disassembled, securely bundled and labeled. Access to items stored over the summer may not be gained until the official opening of the residences in the fall. Absolutely no carpets, rugs, sofas or chairs (or any other furniture items) may be stored. The College will discard or auction items not removed from these areas by the publicized date in the Fall semester.

## 12. Lofts

Residents may construct lofts in their rooms, as long as the loft adheres to the "Loft Policy and Waiver of Liability Form". A loft is defined as a free standing platform intended to provide a sleeping surface under which a desk/dresser can be placed. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed. In addition, no furniture lofts, stages or any additional structural items may be placed in residence halls or apartments. If roommates are assigned, they must consent to the loft as well. Lofts must meet the guidelines listed in the Loft Waiver Sheet, including free-standing, no larger than 90" x 48", and not interfere with or obstruct egress from the room in case of an emer-



gency. The College assumes no responsibility for injuries or damages related to student constructed lofts; therefore, residents are urged to refer to the Loft Policy and Waiver of Liability Form before designing and constructing a loft.

### 13. Electrical Safety and Appliances

- a. Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the College.
- b. Appliances, lamps and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
- c. All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Shades must also meet manufacturers specifications for the specific fixture.
- d. Prohibited appliances in residence hall rooms include space heaters, hot plates, toaster ovens, broilers, electric skillets and immersion coils. Popcorn poppers and Underwriters Laboratory (UL) listed and thermostatically controlled coffee pots are permitted. Microwave ovens (without convection oven options), refrigerators no larger than 4 cubic feet, and other computer/office type equipment are permitted. All room refrigerators must be defrosted and unplugged over the

Semester Break. Apartment units with kitchens may be furnished with kitchen appliances.

- e. Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.
- f. Air conditioners are not permitted unless a medical exemption is provided by the Student Health Center to the Office of Residence Life prior to installation. Approval forms detailing specific policies and procedures will be sent to students based on Health Center approval. Students who plan to install personal air conditioners must refer to these guidelines prior to installation of the air conditioner into the room. Room units must be wired for 110-120 volts and should not exceed 5,000 BTUs. Students should have their physician send requests directly to the Student Health Center. Failure to remove unapproved units may result in College judicial action. Air conditioners are not permitted in the first floor rooms of Sorority Houses due to the presence of security screens.

### 14. Central Air-Conditioning

Room rates are not based on the presence of air-conditioning. To help maintain low utility costs, all central

air-conditioning in the residences will be turned off no later than October 15 and will not be turned on until April 15 (at the earliest).

## **15. Fire Safety**

### **a. Building Construction**

1. The integrity of all ceilings, floors and walls must remain intact and not be disturbed. Also, light fixtures must have proper globe or deflector in place. Any open bulb fixtures are a fire hazard and should be reported.
2. Additional wall coverings (eg. paneling, wallpaper, etc.) cannot be installed by occupants.
3. Paint must have the approval of the College.
4. Wall hangings cannot cover more than one half of any room wall. Tapestries, pennants posters, fishnet, posters, rugs and flags are included. In addition, wall hangings cannot contact electrical outlets or come closer than 12 inches to the heating unit. All ceiling decorations are prohibited.
5. Window decorations other than college furnished shades, drapes, or blinds may be used, but must carry a recognized fire rating and be constructed of fire retardant material.

### **b. Egress or Exits**

1. Keep living areas uncluttered and access to the doors clear.
2. Keep hallways and stairways clear and unobstructed.

### **c. Flammable Materials**

1. Flammable liquids are not to be stored in residential buildings.
2. Compressed gas containers are not to be stored in residential buildings.

### **d. Fire Safety Equipment and Evacuation**

1. Fire safety equipment in the residences is in compliance with Virginia State fire codes and must be used only for the purposes intended. Residents and guests should not tamper with fire extinguishers, smoke detectors,

fire alarm horns, pull stations or other fire equipment. Violation of this regulation is a serious offense which may result in the resident being removed from the residences and denied future on-campus housing and/or other College judicial action.

2. Failure to evacuate during a fire drill or returning to the building before the authorities approve re-entry also constitute violations of fire safety regulations.

## **16. Open Flames**

Open flames (from candles, oil lamps, etc.) and incense are prohibited in all residences. Residents may make use of working fireplaces.

## **17. Fireworks, Firearms, and Weapons**

Firearms, weapons, fireworks and explosives are not permitted in the residences. Gasoline and all other combustible liquids are also prohibited in the residences. The resident understands and agrees that the College reserves the right to confiscate weapons, fireworks, and any instrument, toy or other object which reasonably appears to be a weapon, or other prohibited item listed above.

## **18. Animals**

To preserve the health and safety of the residents, animals (mammals, reptiles, etc.) are not permitted in residences, student rooms or student apartments. Fish in bowls or aquariums (no larger than 20 gallons) are permissible.

The College of William and Mary presumes that nonhuman life has its own intrinsic value. Accordingly, it calls on its students to refrain from activities which might prove needlessly harmful or wantonly cruel to animals.

## **19. Water Beds**

Water beds are prohibited in student rooms.

## **20. Solicitation and Posting Requirements**

Residents may not solicit or operate a business from their room or anywhere else in the residences without prior written approval from the Associate Vice President for Student Affairs. Such approval will normally be provided, so long as the activity will not

cause damage or loss to the premises, or interfere with the use and enjoyment of the premises by others. Residence hall rooms and apartments may be used only for purposes of normal occupancy and study. Any other intended use, including the conduct of a business must be reported to the Associate Vice President for Student Affairs to determine that the proposed use will be appropriate to the premises. Posters, flyers, etc., may only be posted on bulletin boards and must meet the requirements stated in the Student Handbook. Residents may not engage in any activity which interferes with the reasonable peace and enjoyment of the premises by others.

#### **21. Laundry**

The College does not provide laundry or linen service to its residents. Most of the residences are equipped with coin operated washers and dryers. The College is not liable for any damage or loss caused by the washers or dryers.

#### **22. Exterminating Services**

Residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff via a Work Order Request or other written notification.

#### **23. Motorcycles and Bicycles**

Motorcycles and other motorized vehicles are not permitted in the residences. Bicycles are permitted at the sole risk of the owner/user, only in designated bike storage areas or in student rooms, but not in hallways, stairways, lounges, kitchens, bathrooms, etc. The College reserves the right to remove vehicles in violation of this provision and will not be held liable for damage to the vehicle or the device used to secure it. Impounded vehicles may be recovered through the Campus Police office. Residents will be assessed charges for removal and will be subject to College judicial action.

#### **24. Alcoholic Beverages**

In accordance with Virginia state law, students under 21 years of age may not possess or consume alcoholic beverages. Students 21 years of age or older

may possess and responsibly consume alcoholic beverages in the privacy of student rooms or at functions which have been registered according to the "Scheduling Request for Events Where Alcoholic Beverages Will Be Present/ or Serve." Violators will face College judicial action.

#### **25. Insurance**

The College is not responsible or 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, except as may be required by Virginia law. **IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.**

#### **26. Guests**

Guests are expected to abide by all rules and regulations of the College, Office of Residence Life, and individual building's Community Agreements. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities. In order to have a guest(s) stay overnight, residents must have the consent of the roommate(s)/apartment mates. Extended visits are not permitted.

#### **27. Searches**

It is understood and agreed that a resident's room or possessions on campus will not be searched by College authorities for violation of College rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using his/her room for purposes in violation of College rules or regulations, or in violation of this Agreement and unless a certificate authorizing the search has been issued and signed by the Vice President of Student Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name(s) of the person(s) authorized to conduct the search. The foregoing does not apply to searches conducted by local or Campus Police. Such searches are governed by the Code of Virginia.

#### **28. Inspections**

Notwithstanding anything to the contrary it is expressly understood and agreed that authorized personnel may enter the room for the purpose of assuring fire protection, life safety, sanitation 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 48 hours in advance by the posting of a notice in the residence hall or the use of voice mail. The resident's absence will not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs or extermination by filing a Work Order Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs or exterminating as requested. In order to secure the buildings, Residence Life staff will enter and check all individual rooms during the Thanksgiving and semester breaks.

### **College Regulations**

The resident will abide by the regulations of the College, in effect during the period of time covered by the contract, and by the regulations established by the Residence Hall Council of the building in which he/she resides. This includes provisions outlined in the Community Agreements established on each living unit. The current edition of the Student College Handbook (see Self-Determination) contains the existing college regulations.

The Vice President for Student Affairs, Dean of Students, Associate Vice President, Director of Residence Life, Associate Directors of Residence Life, Assistant Director of Residence Life, Area Directors and the staff of residences (Residence Managers, Head Residents, Hall Directors, and Resident Assistants) are responsible for enforcing regulations as outlined in the current edition of the Student Handbook.

It is expressly understood that violation of the terms of this Housing Agreement by the resident may result in penalties ranging from

warning to the resident's being discharged from the College's residence halls to permanent dismissal from the College. The College is under no obligation to house a resident whose Agreement has been previously terminated due to a failure to abide by the conditions of this Agreement.

Where appropriate for the personal safety of the resident(s) and by adherence to the College judicial process, the College reserves the right to remove a student from his/her residence hall. In addition, the College may exclude a student from the residences to protect the public health or the health of the student under the policy and procedure outlined in the Student Handbook.

### **Additional Important Provisions**

If the premises become uninhabitable because of fire, strike, earthquake, accident, flood, riot, emergency, act of God, or any reason beyond the control of the College, the College of William and Mary is no longer obligated to provide housing and the student will not be required to pay rent for the time remaining on this contract. The Office of Residence Life will attempt to identify and provide alternate housing for each student affected. 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 alternate housing offered by the College or if the College is unable to offer alternate housing. Should any of the conditions described above result in damage or loss to personal property, loss of other items of value, or if there is any other resulting expense, the College will not be responsible.

Nothing in this document proscribes or limits the authority and power of the Board of Visitors of the College of William and Mary to establish policy, rules, regulations, which shall be applicable upon their effective date and operate prospectively unless otherwise stated.

Further, the College reserves the right to make reasonable modifications to this contract to insure personal safety or protection of property, provided reasonable advance notice is given.

# PRINCIPLES OF SELF-DETERMINATION

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## 1. Principles of Self-Determination

The College's dedication to liberal education is reflected in its policy of residence life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each unit, under the guidance of the Residence Life staff, develop guidelines and procedures of governance for living which will allow for both 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 of guests.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the College policy, 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.

Each resident shall have freedom of movement in or out of his/her residence hall at all times.

Each visitor to a residence hall must be a welcomed guest of a resident of that hall. Residents are responsible for the behavior of any guest(s) visiting. Visitation must not interfere with the privacy and freedom of roommates and hall residents.

Each student has the right to counsel with a member of the Student Affairs staff concerning problems arising from self-determination. The staff of the Vice President for Student Affairs has

the right to intervene to ensure that the rights of all students are respected.

## 2. Functions of Residence Hall Councils

### a. Composition and Organization of Councils

After the first week of classes, but no later than the end of the third week of the academic session, each residence hall or complex shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the hall or complex.

The offices of the Residence Hall Council shall be determined by the council and the officers' duties designated by the same. A combination of the following offices is suggested as a means of developing an effective Hall Council: President, or Chair, who also serves as the Hall Council Representative to the campus-wide Presidents Council; Vice President; Secretary; Programming Chairperson; and Floor/Unit Representative. The Head Resident for the residence shall serve as advisor to the Council. Following election of all members, each Residence Hall Council shall decide such issues as the following:

- how frequently meetings will be held;
- meeting attendance policy;
- what constitutes quorum;
- what voting percentage is required to pass resolutions;
- how to handle replacement of officers or representatives who resign.

Any member of the Residence Hall Council shall be subject to recall proceedings in accordance with the individual hall council constitution.

### b. Programming Function of the Council

The Residence Hall Council has the responsibility for organizing social and educational activities for the residence hall community according to the needs and interests of the residents. The Council has the

right to appoint the committees necessary to this function and the right to establish dues, organize fund-raising activities, and receive contributions as a means of support for its programs.

**c. Governance Function of the Council**

1) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to determine rules and regulations governing common areas, both those rules for residents and the policies for allowing outside groups to use residence hall space. The Council also has the responsibility to outline clearly consequences for failure to abide by established rules and regulations. Until the elected Residence Hall Council is functioning at the beginning of the Fall semester, guidelines developed during the preceeding academic year will be in effect. The Residence Life staff will be responsible for making these policies known.

a) 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 noted in the Residence Hall Agreement 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.

b) All rules and regulations established by the Residence Hall Council must be approved by a majority vote of

the Council.

c) Any rule or regulation shall be subject to a referendum upon receipt of a petition signed by ten percent of the residents of the unit. The Residence Hall Council must hold a referendum for the residents within ten days of its receipt of the petition.

d) All rules and regulations established by the Residence Hall Council will be reviewed by the Residence Life staff. Copies of all rules shall be posted in the residence hall and also be on file in the Office of Residence Life.

2) Within the first three weeks of the Fall semester, the Resident Assistant shall assist each living unit (floor, wing, house, etc.) within a residence area in the development of a Community Agreement outlining guidelines for community living and consequences for failure to follow established guidelines. Community Agreements should cover areas such as quiet hours, visitation regulations, use of unit lounge space, smoking regulations, and mutual expectations of unit residents. All residents of a living unit must participate in the development of the Community Agreement and sign the completed agreement. A copy of each Community Agreement shall be posted in the living unit, and a copy kept on file in the Office of Residence Life as well.

a) The Community Agreement may be amended at any time. Any resident of a living unit may call a unit meeting to discuss modification of the Community Agreement.

b) In the event that conditions outlined in Community Agreements within a residence appear to be in conflict, the Residence Hall Council shall serve as mediator. Representatives of the units in conflict shall bring their grievances to the Hall Council for resolution by the

voting members of the Council.

- 3) The Residence Hall Council has the responsibility to investigate damages to common property, furniture and fixtures, to determine culpability, to assess charges to the responsible parties, and to collect from residents or designate Council funds for repair or replacement of damaged property. The Residence Hall Council has the authority to levy charges against users of area property, equipment or furnishings for damage to or misuse of same.

**d. Recommendation of Physical Improvements**

The Residence Hall Council has the responsibility to represent the residents of the unit in matters which pertain to needed and desired physical improvements in the residence. The Council may designate funds for the purchase and/or refurbishing of furniture, recreational equipment, and other items based on residents' needs and interests. The Residence Hall Council has the authority to establish policies regulating the use of such furniture and equipment.





# POLICY FOR DRUG AND ALCOHOL ABUSE

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## I. College of William and Mary Policy for Students Drug and Alcohol Abuse

In keeping with the Federal Drug-Free Schools and Communities Act Amendments of 1989, which require that all College students receive annual notice of the laws regarding alcohol and drug abuse, the following information is offered:

Members of the College community enjoy a high degree of personal freedom, guaranteed by the United States, the Commonwealth of Virginia, and the College of William and Mary *Statement of Rights and Responsibilities*. That freedom exists within the context of local, State, and Federal law and the obligations imposed by College regulations. The *Student Handbook* is the official document describing College policy for student behavior, the student discipline system of the College of William and Mary, and sanctions for violation of College policy.

The College of William and Mary clearly prohibits the use and distribution of illicit drugs and the abuse of alcohol.

Violations of local, State, or Federal law also constitute violation of College regulations. When a student is charged with a violation of law, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action. Behavior off-campus is subject to disciplinary action.

### Alcohol Policy and Sanctions

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. The penalty for violation of this regulation shall range from warning to dismissal.

### Drug Policy and Sanctions

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 or merchandising drugs or providing others with drugs is prohibited. The penalty for violation of this regulation shall range from disciplinary probation to dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

### Sanctions for Students Under the College Discipline System

Violations of College policy by students are addressed through the Judicial System or the Honor Council, as appropriate. Complete information about these judicial bodies, and about the discipline system, is available in the *Student Handbook*, available in the Office of the Dean of Students.

When a student is found guilty of a violation of College regulations, the following penalties may be levied individually or in combination with other penalties:

Warning—(written or oral); loss or restriction of privileges; restitution, task participation, disciplinary probation, probation with loss of privileges, suspension, contingent dismissal, permanent dismissal. In extraordinary circumstances an interim suspension can also be imposed.

## II. Legal Sanctions

Members of the William and Mary community should be aware of legal penalties applied for conviction in cases of drug and/or alcohol abuse. An offense is classified in the *Code of Virginia* as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

### Alcohol

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes

the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### **Controlled Substances and Illicit Drugs**

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the *Code of Virginia* (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substances classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to \$500,000.
7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.

9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

As of 1995

### III. Health Risks

The College of William and Mary is dedicated to the education of students and employees about health risks associated with the abuse of alcohol and other drugs. Descriptions of some of these health risks are offered below. In addition, behavioral difficulties at work or in school, in relationships, and with the law can be linked to the abuse of alcohol and other drugs.

#### Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car or walk home safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual assault, vandalism, and fighting. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and memorize, perform academically. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to impairment, high tolerance, and dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead

to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### IV. Counseling and Rehabilitative Resources

Students in the College community have access to several sources of assistance for substance abuse problems.

#### CAMPUS EDUCATIONAL RESOURCES

##### King Student Health Center

**Office of Health Education**—innovative programming for students and groups. 221-2195

**Peer Alcohol Educators (Facts on Tap)**—informal educational programs provided by students trained in substance abuse programming. 221-2195

**Substance Abuse Education**—interactive group programs and individual education. 221-3631

**Resource Center**—the F.I.S.H. (Free Information on Student Health) Bowl has books, videos, CD roms, computer tests, journals and research for students and faculty on substance abuse, sexual assault, wellness, relationships, etc. Campus Center Room 152. 221-3631

#### Campus Consultation and Treatment

**Substance Abuse Educator**—assessment, counseling, and education regarding the health effects of substance abuse for individuals and groups, as well as referral to appropriate campus and community services. 221-3631

**Counseling Center**—assessment, counseling, and referral services for drug and alcohol related problems. Also groups for Adult Children of Alcoholics and students in recovery are offered as needed. 221-3620

#### Support Groups

**Alcoholics Anonymous (AA)**—a self supporting fellowship based on a Twelve Step program that offers individual

sponsorship, group meetings, and membership to anyone interested in dealing with an alcohol problem. Call for help and meeting information. 877-0600

**Al-Anon & Adult Children of Alcoholic Parents (ACOA)**—families and friends of alcoholics receive help through this fellowship. The Twelve Steps and experiences of others are offered. Call for help and meeting information. 875-9429

**Narcotics Anonymous (NA)**—individuals addicted to drugs may obtain help through this group. It offers a fellowship with other recovering addicts who help each other remain abstinent. Call for help and meeting information. 1-800-468-3372 ext. 314.

### **Community Resources (Rehabilitation)**

Colonial Service Board's Substance Abuse Unit (220-3200)—it offers outpatient primary treatment consisting of some combination of

psychotherapy, education, behavioral treatment, twelve step programs, and medical treatment. Follow-up care is often recommended. Consult with campus and state referral services for help in finding appropriate treatment or check local listings. Mental health services are covered in the student health insurance plan.

**Williamsburg Place, Substance Abuse Treatment Center for Adults** (565-0106 or 1-800-582-6066) They provide free, on-site, confidential evaluations for the community, and are licensed by State of Virginia (JCAHO approved).

**Williamsburg Community Hospital, Substance Abuse Unit** (253-2818)—Inpatient, outpatient treatment programs are available.

Also consult with campus and state referral services for help in finding appropriate treatment or check local listings. Mental health services are covered in the student health insurance plan.

# Federal Trafficking Penalties

As of November 18, 1988

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.  If death or serious injury, not less than life.	Not less than 5 years. Not more than 40 years.  If death or serious injury, not less than 20 years. Not more than life.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.  If death or serious injury, not less than 20 years. Not more than life.  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life.  If death or serious injury, not less than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
	5-49 gm mixture	COCAINE BASE	50 gm or more mixture				
	10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture				
	1-10 gm mixture	LSD	10 gm or more mixture				
Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual	40-399 gm mixture	FENTANYL	400 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.	
		10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture			
	Drug	Quantity	First Offense		Second Offense		
	Others <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.		
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.		
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.		
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.		

<sup>1</sup>Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

<sup>2</sup>Does not include marijuana, hashish, or hash oil. (See separate chart)

# Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual
Less than 50 kg	<b>Marijuana</b>		
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

\*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

# Controlled Substances - Uses & Effects

DRUGS/CSA SCHEDULES NARCOTICS TRADE OR OTHER NAMES MEDICAL USES DEPENDENCE Physical Psychological TOLERANCE DURATION (Hours) USUAL METHODS OF ADMINISTRATION POSSIBLE EFFECTS EFFECTS OF OVERDOSE WITHDRAWAL SYNDROME

Opium	II III V	Dover's Powder, Taregonic, Parepactolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked, injected	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, injected			
Codeine	II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fermal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected, smoked			
Heroin	I	Diacetylmorphine, Herse, Smack	None	High	High	Yes	3-6	Oral, injected, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I III IV V	Nunomorphin, Percodan, Percocet, Tylox, Numorphan, Pentamyl, Darvon, Lomolil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			

## DEPRESSANTS

Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Bufoval, Fiorinal, Lofesate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Aivan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium	Sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludal, Placidyl, Valmid	Sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			

## STIMULANTS

Cocaine*	II	Crack, Snow	Local anesthetic	Possible	High	Yes	1-2	Smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphelamine, Deicobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cylert, Dextex, Ionamin, Meftal, Plegine, Sanorex, Tenuate, Teporal, Preli-2	Weight control	Possible	High	Yes	2-4	Oral, injected			

## HALLUCINOGENS

LSD	I	Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Merc. Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, FMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I TCP	PCE, PCPy	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Budonine, Ibogaine, DMT, DET, Phencyclon, Palicoyin	None	None	Unknown	Possible	Variable	Smoked, oral, injected			

## CANNABIS

Marijuana	I	Marj, Cannabis, Goli, Heras, Herbie, Sunnilla, Thai Stick	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	III	THC	Cancer chemotherapy antineoplastic	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Marinol	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash, Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

\*Designated a narcotic under the CSA. \*Not designated a narcotic under the CSA.

# 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**

<b>Instructor</b>	<b>Office</b>	<b>Hours</b>	<b>Phone</b>

	<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>	<b>Sat.</b>
<b>8:00- 9:00</b>						
<b>9:00- 10:00</b>						
<b>10:00- 11:00</b>						
<b>11:00- 12:00</b>						
<b>12:00- 1:00</b>						
<b>1:00- 2:00</b>						
<b>2:00- 3:00</b>						
<b>3:00- 4:00</b>						
<b>4:00- 5:00</b>						
<b>5:00- 6:00</b>						
<b>6:00- 7:00</b>						
<b>7:00- 10:00</b>						

## EXAMINATION SCHEDULE, FALL 1996

	First Period 8:30-11:30	Second Period 1:30-4:30
December 9 Monday	12:30 TR BUS 311	1:00 MWF
December 10 Tuesday	9:30 TR	2:00 TR BUS 362
December 11 Wednesday	Reading Day	
December 12 Thursday	11:00 MWF	8:00 TR BUS 301
December 13 Friday	9:00 MWF	3:30 TR BIO 203
December 16 Monday	3:00-5:00 MWF BUS 432/B30	10:00 MWF
December 17 Tuesday	12:00 MWF BUS 323	Modern Languages 101, 102, 201, 202
December 18 Wednesday	Reading Day	
December 19 Thursday	8:00 MWF BUS 203	11:00 TR
December 20 Friday	Math 111 112, 211, 212 BUS 361	2:00 MWF

Exams for classes which meet at 4:30 pm or later will be held at the scheduled class time on the first regular meeting day during the week of December 9-13, 1996, in the regularly scheduled classroom.

No changes in this schedule will be permitted to individual students, except where examination conflicts occur, or where a student has three scheduled examinations in three consecutive examination periods on consecutive days. Such cases should be discovered as early as possible and proper arrangements made to resolve them by 5:00 pm, December 6, 1996. Requests for re-scheduling in these cases must be made on forms available in the Office of the Dean of Undergraduate Studies of Arts and Sciences and must be approved by the Dean before they become effective. In cases involving all business courses, the Director of Undergraduate Programs in the School of Business will make arrangements to resolve the conflict. Students taking a course in which there are two sections taught by the same professor with different final examination periods have the option of taking the exam in either period (with the consent of the instructor). Requests for taking an exam with a different section may be made on forms available in the office of the Dean of the Faculty of Arts and Sciences. It is the student's responsibility to get consent from the instructor four weeks prior to the end of classes.

For conflicts between group exams: during the fall semester the School of Business Administration will make arrangements to give make up exams and in the spring semester, the Dean of the Undergraduate Studies in Arts and Sciences will make the arrangements. The Office of the Dean of Students handles requests from students unable to take their examinations at the time scheduled on account of illness or other sufficient reason. Classes meeting at period for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements, including the room to be reserved for the examination, must be reported in writing to the Office of the Dean of the Faculty of Arts and Sciences and the Office of the University Registrar.

*Dates are subject to change (March 1, 1996).*

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