

The College Of

WILLIAM & MARY

STUDENT HANDBOOK

1998-
1999


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 disability. 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.

The College of
William and Mary

1998-1999
STUDENT
HANDBOOK

*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.*



Digitized by the Internet Archive
in 2012 with funding from
LYRISIS Members and Sloan Foundation



COLLEGE CALENDAR 4

ALMA MATER 9

HISTORY 10

ACADEMIC AND ADMINISTRATIVE OFFICES 12

 President of the College 12

 Office of the Provost 12

 Office of the Dean of the Faculty of Arts and Sciences 12

 Office of Academic Advising 12

 School of Business Administration 13

 School of Education 13

 School of Law 13

 Admission Office 13

 Office of the University Registrar 14

 Office of the Bursar 14

 Office of Student Financial Aid 15

 Campus Police Department 15

 Parking Services 15

 Equal Opportunity and Affirmative Action Office 15

 Society of the Alumni 15

STUDENT AFFAIRS OFFICES AND STUDENT SERVICES 17

 Office of the Vice President for Student Affairs 17

 Office of Residence Life 17

 Office of Student Activities 18

 Academic Organizations 18

 Greek Organizations 18

 Honor Societies 18

 Performance Organizations 19

 Religious Organizations
 and Campus Ministries United (CaMU) 19

 Sport Clubs 19

 Office of Student Volunteer Services 19

 Office of the Dean of Students 20

 New Student Orientation 20

 Academic Support Services 20

 Personal Development and Study Skills 20

 Judicial Affairs 20

 Disability Services 21

 Testing 21

 King Student Health Center 21

 Counseling Center 22

 Health Education 23

 Substance Abuse Education 23

 F.I.S.H. Bowl 23

 Office of Multicultural Affairs 24

 Office of Career Services 24

 Escort Program 27

 Student Legal Services 27

 Writing Resources Center 28

UNDERGRADUATE ACADEMIC POLICIES AND REGULATIONS 29

Changes in Final Examinations	29
Academic Progress	29
Academic Probation and Continuance	30
Class Attendance	31
Dean's List	31
Declaration of Concentration	32
Degree Requirement Exceptions	32
Domiciliary Status	32
Drop-Add	32
Final Exams and Tests During the Last Week of Classes	33
General Education Requirement	33
Grade Review	33
Grading System	33
Graduation Requirements	33
Normal Load	34
Medical Underload	34
Underload	34
Overload	34
Pass/Fail Option	34
Proficiency Requirements	35
Refunds	35
Registration	35
Reporting of Grades	35
Reinstatement to Good Standing	35
Religious Accommodations	36
Required Withdrawal from College	36
Summer School	36
Summer School at Other Institutions	36
Transcripts	37
Transfer Credit	37
Withdrawal from the College	37
Withdrawal from a Course	37
SPECIAL ACADEMIC OPPORTUNITIES	39
The Roy R.Charles Center	39
Interdisciplinary Concentrations and Minors	39
Interdisciplinary Courses	39
Scholarships	39
Viewing Lab	40
Language House Program	40
Shared Experience Internship Program	40
Washington Program	40
The Wendy and Emery Reves Center for International Studies	40
Reserve Officers Training Corps (ROTC)	42
COLLEGE SERVICES	43
Student ID Cards	43
William and Mary Express Account	43
Technology Help Desk	43
Computing Services	44
Dining Services	44
College Postal Services	47
International Student Services	48
Emergency Loan Funds	48
Printing and Copying	48
Telephone Services	48

Telephone Directories	49
Buses	49
College Vehicle Rental and Bus Charter Service	49
Pianos	49
FACILITIES	50
University Centers	50
College of William and Mary Bookstore	51
Students' X-change	51
Museums and Galleries	51
Recreational Facilities	52
Earl Gregg Swem Library	53
ATHLETICS	57
Intercollegiate Athletics	57
Recreational Sports	57
STUDENT GOVERNMENT	59
PUBLICATIONS AND THE MEDIA	61
ACTIVITIES AND EVENTS	63
Busch Gardens	63
Films and Movies	63
Charter Day Convocation	63
Colonial Williamsburg	63
Concerts	63
Arts and Crafts	63
Family Weekend	64
Green and Gold Christmas	64
Homecoming	64
National Student Leadership Conference on Race and Culture	64
Yule Log Ceremony	64
LOCAL INFORMATION	65
STATEMENT OF RIGHTS AND RESPONSIBILITIES	73
Interpretation Procedure	78
STUDENT AFFAIRS POLICIES	80
Authorities and Agencies	80
General Statement	80
Student Code of Conduct	80
COLLEGE COMPUTING POLICIES	99
ADMINISTRATION OF STUDENT LIFE POLICIES AND REGULATIONS (JUDICIAL SYSTEM)	103
Basic Policy	103
Judicial Procedures	103
General Principles	108
Appeals	110
Penalties	112
Records of Actions Taken	113
Special Regulations for Recognized Student Activities and Organizations	113
THE HONOR SYSTEM	115
OFFICE OF RESIDENCE LIFE	127
Student Housing Agreement 1998-99	127
Self Determination	135
POLICY FOR DRUG AND ALCOHOL ABUSE	138
CLASS SCHEDULE WORKSHEETS	144
EXAMINATION SCHEDULE (FALL 1998)	146

1998 FALL SEMESTER

AUGUST	14	Friday	Tuition and Fees due to Bursar's Office
	15	Saturday	Residence Halls open for Graduate Students
	17	Monday	Entering Law Students Legal Skills Orientation
	21	Friday	Residence Halls open for First Year and Transfer Students
	21-25	Friday-Tuesday	Orientation Period (New Undergraduates)
	22	Saturday	Residence Halls open for Upper Level Students
	24	Monday	Graduate Education Registration 12:00 noon-6:00 p.m. First Day of Classes for: Graduate School of Business School of Law Beginning of Law School Drop/Add
	25	Tuesday	General Registration
	26	Wednesday	First Day of Classes (8:00 a.m.) for: Graduate Arts and Sciences Graduate School of Education School of Marine Science Beginning of Drop/Add Period (for divisions beginning August 26) Beginning of Selection of Pass/Fail Option
	28	Friday	End of Law School Drop/Add
SEPTEMBER	2	Wednesday	Last day to drop a class for Fall 1998 semester
	3	Thursday	Beginning of period for withdrawal from course with a grade of 'W'
	4	Friday	Last day to add a class for Fall 1998 semester Last day to select Pass/Fail Option Last day to select Pass/Fail Option for Law School Last day to submit an audit form Notice of Candidacy for Graduation Forms due for December 1998 candidates.
	5	Saturday	Football—University of Rhode Island (Away)
	9	Wednesday	First Day to Request Room Change
	12	Saturday	Football—VMI
	19	Saturday	Football—Northeastern (Tribe Club Weekend)
	26	Saturday	Family Weekend Football—Villanova (Away)
	27-	Sunday-	Alcohol Awareness Week
	Oct. 3	Saturday	

OCTOBER

3	Saturday	Football—Temple (Away)
9	Friday	Mid-semester
9-	Friday-	Residence Halls on 24-Hour Card Key
13	Tuesday	
10	Saturday	Football—Delaware
10-	Saturday-	Fall Break
13	Tuesday	
17	Saturday	Football—JMU (Away)
17	Saturday	Homecoming Football—New Hampshire
26-	Monday-	Graduate Student Registration Period for Spring 1999
30	Friday	
30	Friday	Last day to withdraw from a course with a grade of 'W' for Fall 1998 semester
31	Saturday	Football—Hampton (Away)

NOVEMBER

2-	Monday-	Undergraduate Registration for Spring 1999
7	Saturday	
14	Saturday	Football—Connecticut
16-	Monday-	Open Drop/Add for Spring 1999
18	Wednesday	
20	Friday	Notice of Candidacy for Graduation forms due for May 1999 candidates Language House Applications Available In Modern Languages Office for following academic year
21	Saturday	Football—Richmond (Away)
25	Wednesday	Beginning of Thanksgiving Holiday: 8:00 a.m. Residence Halls Close at Noon for Thanksgiving Holiday
29	Sunday	Residence Halls Re-Open at 9:00 a.m.
30	Monday	End of Thanksgiving Holiday: 8:00 a.m.

DECEMBER

1	Tuesday	Last Day of Semester to Request a Room Change
4	Friday	End of Undergraduate Classes End of Law School Classes
5-	Saturday-	Reading Period
6	Sunday	
6-	Sunday-	Law School Reading Period
7	Monday	
7-	Monday-	Examinations
8	Tuesday	
9	Wednesday	Reading Period

9-21	Wednesday-Monday	Law School Examination Period
10-11	Thursday-Friday	Examinations
12-13	Saturday-Sunday	Reading Period
14-15	Monday-Tuesday	Examinations
15	Tuesday	Tuition and Fees due to Bursar's Office for Spring 1999 term. Schedule cancellation for students who have not cleared fees and/or fines from their records.
16	Wednesday	Reading Period
17-18	Thursday-Friday	Examinations
19	Saturday	Residence Halls Close at Noon for Semester Break

1999 SPRING SEMESTER

JANUARY

11	Monday	First Day of Classes: School of Law
		Beginning of Drop/Add Period for Law School
15	Friday	End of Drop/Add Period for Law School
16	Saturday	Residence Halls Re-open at 9:00 a.m.
16-19	Saturday-Tuesday	Orientation (New Undergraduates)
18	Monday	Graduate Education Registration 10:00 a.m. - 6:00 p.m.
		First Day of Classes for: Graduate School of Business
20	Wednesday	First Day of Classes (8:00 a.m.) for: Undergraduate College Graduate Arts and Sciences Graduate School of Education School of Marine Science
		Beginning of Drop/Add Period (for Divisions beginning January 20)
		Beginning of Selection of Pass/Fail Option
21	Thursday	Last day to select Pass/Fail Option for Law School
23	Saturday	Language House Open House 1:00 p.m. to 4:00 p.m.
27	Wednesday	Last day to drop a class for Spring 1999 semester
28	Thursday	Beginning of period for withdrawal from course with a grade of 'W' Language House Applications Due

- 29 **Friday** Last day to add a class for Spring 1999 semester
 Last day to submit an audit form
 Last day to select Pass/Fail option

FEBRUARY

- 3 **Wednesday** First Day to Request Room Change
 6 **Saturday** Charter Day
 23 **Tuesday** Deadline for W&M Summer Scholarships administered
 by Charles Center
 (Batten, Chappell, Charles Center, Jacobs, Wilson)

MARCH

- 1- **Monday-**
 5 **Friday** Safe Spring Break Campaign
 5- **Friday-**
 14 **Sunday** Residence Halls on 24-Hour Card Key
 6- **Saturday-**
 14 **Sunday** Spring Break
 12 **Friday** Mid-semester
 26 **Friday** Last day to withdraw from a course
 with a grade of 'W' for Spring 1999
 29- **Monday-**
 31 **Wednesday** Graduate Student Registration Period for Fall 1999
 30 **Wednesday** Graduate Registration Period for Fall 1999

APRIL

- 1- **Thursday-**
 2 **Friday** Graduate Registration Period for Fall 1999
 5- **Monday-**
 10 **Saturday** Undergraduate Registration Period for Fall 1999
 19- **Monday-**
 21 **Wednesday** Open Add/Drop for Fall 1999
 23 **Friday** End of Law School Classes
 24- **Saturday-**
 26 **Monday** Law School Reading Period
 27- **Tuesday-**
 May 8 **Saturday** Law School Examination Period
 30 **Friday** End of Undergraduate Classes

MAY

1- Saturday-	Reading Period
2 Sunday	
3-7 Monday-	Examinations
7 Friday	
8-9 Saturday-	Reading Period
9 Sunday	
10 Monday	Law School Graduation Events (Beach Week)
10- Monday-	Examinations
12 Wednesday	
13- Thursday-	Senior Appreciation Days
15 Saturday	
16 Sunday	Commencement
17 Monday	Residence Halls Close at Noon

1999 SUMMER SESSIONS

May 30	Residence Halls Open for Summer Session I
May 31-July 2	Session I (Monday-Friday)
July 5-August 6	Session II (Monday-Friday)





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

CHORUS

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

All thy sons are faithful to thee
Through their college days;
Singing loud from hearts that love thee
Alma Mater's praise.

CHORUS

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

CHORUS

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

CHORUS

JAMES SOUTHALL WILSON '02





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 College's 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 members of Congress, cabinet members, and diplomats. Additionally, George Washington received his surveyor's license from the College and after his Presidency served as the College's Chancellor.

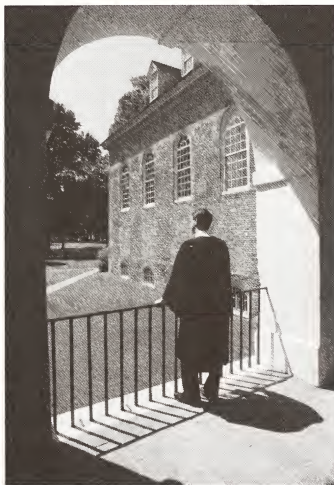
While Jefferson was Governor of Virginia, his influence was instrumental in a number of changes at William and Mary which resulted in important "firsts" for the College. Chairs of modern languages and constitutional law were added to the curriculum, and the College adopted the nation's first honor system. In 1776, Phi Beta Kappa, the nation's first intercollegiate fraternity, was established at William and Mary. 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 offers an undergraduate concentration in elementary education, a minor in secondary education, and graduate programs that include 4 masters, 1 educational specialist, and 2 doctoral degree programs. The School of Business Administration features both the traditional B.B.A. and M.B.A. degrees and also offers 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 programs for students interested in the biological and physical sciences.

The College is governed by the 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 Margaret, the Lady Thatcher, former Prime Minister of Great Britain, as the twenty-first Chancellor of the College.





**President
of the College**

Timothy J. Sullivan, Brafferton 5, 221-1693.

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

**Office
of the Provost**

Gillian T. Cell, Provost, Brafferton 2, 221-1993.

The Provost is the chief academic officer and the primary vice president of the College, administering academic programs through authority delegated by the President of the College. Reporting to the Provost are the Associate Vice Provost for Enrollment Management (including the offices of Admission, Financial Aid, and the Registrar) and the Associate Vice Provost for Information Technology. In addition, the Provost is responsible for appeals of Honor Council and Judicial Panel cases.

**Office of
the Dean of
the Faculty
of Arts and
Sciences**

P. Geoffrey Feiss, Dean of the Faculty, Ewell Hall 134, 221-2470; Franz Gross, Dean of Research and Graduate Studies, Ewell Hall 126, 221-2468; Mark Fowler, Dean of Undergraduate Studies, Ewell Hall 124, 221-2469.

As administrative head of the Faculty of Arts and Sciences, the Dean is concerned with the educational and fiscal resources which make an impact upon teaching and learning within Arts and Sciences. The Dean is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8:00 am to 5:00 pm Monday through Friday.

**Office of
Academic
Advising**

Randolph A. Coleman, Director, Ewell Hall 127, 221-2476; Sharon Reed, Associate Director, Ewell Hall 127, 221-2817.

The Office of Academic Advising functions as the central resource for academic advising. The Director and Associate Director are responsible for recruiting and training faculty advisors who advise students prior to their declaration of concentration, assigning (and reassigning) faculty advisors to students, helping students declare and change concentrations, issuing and correcting Degree Audit Report System (DARS) reports, granting students permission to take summer courses at other U.S. institutions, and helping students plan their academic schedules. The Director also serves as an advisor for students who are interested in pre-medical studies or other health-related careers, as well as for 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 assisting students in planning their academic progress until the graduating semester.

The Office of Academic Advising maintains current information on degree requirements and keeps official academic records for each full-time, currently enrolled undergraduate. These records include the original application, official high school transcripts, and any subsequent paperwork.

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

**School
of Business
Administration**

Lawrence B. Pulley, Dean, Tyler Hall 214, 221-2891; Stuart L. Williams, Associate Dean, Tyler Hall 208, 221-2917; Todd A. Mooradian, Director of Undergraduate Program, Tyler Hall 238, 221-2910; James R. Haltiner, Director of MBA Program, Blow Memorial Hall 267, 221-2904; Mark Kerr, Director of MBA Placement, Blow Memorial Hall 256, 221-2955; Susan G. Rivera, Director of MBA Admissions and Student Services, Blow Memorial Hall 255, 221-2898.

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, 221-2315; James M. Patton, Associate Dean, Jones Hall 100, 221-2318.

The School of Education administers the undergraduate curriculum leading to certification in elementary, secondary, and physical education and all graduate curricula at both the master's and doctoral degree levels. It is the point of contact for admission to all undergraduate teacher certification programs and all graduate degree programs in professional education. School of Education staff members also provide information about student financial assistance from the School of Education, assist students in 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**

W. Taylor Reveley III, Dean, Marshall-Wythe 108, 221-3790; James Moliterno, Vice Dean, Marshall-Wythe 107a, 221-3822; Connie Galloway, Associate Dean for Administration, Marshall-Wythe 107b, 221-3788; Faye Shealy, Associate Dean for Admission, Marshall-Wythe 105, 221-3784; Robert Kaplan, Associate Dean for Career Planning and Placement, Marshall-Wythe 234a, 221-3804; Lizbeth Jackson, Assistant Dean and Registrar, 221-3782.

The School of Law offers both the J.D. and LL.M. degrees. In addition, the School of Law offers a joint J.D.-M.A. in conjunction with the American Studies Program, a joint J.D.-M.B.A. with the Graduate School of Business Administration, and a joint J.D.-M.P.P. program in conjunction with the Thomas Jefferson Program in Public Policy.

**Admission
Office**

Virginia Carey, Dean of Admission, Blow Memorial Hall 201, 221-3980.

The Admission Office makes admission decisions for approximately 7,500 freshman and 2000 undergraduate transfer applicants 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 to 5:00 pm Monday through Friday, and 9:00 am to 12:00 noon on Saturdays from September through May. Campus tours and information sessions are offered 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 from January through March. Please check with the Admission Office for a detailed schedule of sessions and tours.

The Admission Office relies heavily on student volunteers to serve as hosts, tour guides, office workers, and ambassadors. For information about getting involved with the Admission Office, call Patrick Dwyer at 221-3985.

Office of the University Registrar

Monica L. Augustin, University Registrar, Blow Memorial Hall, 221-2800.

Primary functions of the Registrar's Office include student course registration and changes in registration, grade processing and recording, publishing course schedules, classroom scheduling, degree audit of undergraduates, and maintenance of various types of student data.

The Registrar's Main Office in Blow Memorial Hall 108 handles 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 8:00 am to 5:00 pm Monday through Friday. For more information about transcripts, see page 37.

Office of the Bursar

Bert Brummer, Director; Pam Johnston, Assistant Director; Dean Neff, Manager, Student Accounts; Patty Ragland, Manager, Receivables and Collections; Linda Nicely, Cashier, Blow Memorial Hall 101, 221-1217.

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, telephone charges, and miscellaneous late fines and fees should be made to this office. Payments made by check should be made payable to the College of William and Mary.



The Student Accounts section of the office is responsible for the financial management of student accounts and the issuing of student billings. Student billings for tuition, fees, meal plans, and housing are issued and payable prior to each semester. Subsequent billings during the semester are issued for any unpaid balances. Telephone billings are issued monthly. A student may request to see his or her account status with proper identification.

All College invoices are due by the payment due dates as published on each billing and 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. Students are responsible for the accuracy of address information, and any changes should be made at the Office of the Registrar. Failure to receive a College bill as a result of incorrect address information does not waive late payment penalties. A late fee of \$100 may be assessed if payment is not received by the published due date. Late payment may also result in cancellation of a student's registration, or withhold-

ing of student grades, transcripts, and diplomas. 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 Receivables and Collections section of the Office of the Bursar is responsible for the disbursement and management of federal Perkins and institutional loans. Students are required to review and sign loan information before proceeds can be distributed and to participate in mandatory loan counseling sessions prior to graduation. Student emergency loans authorized by the Financial Aid office are also disbursed and repaid through the Receivables and Collections division.

The Cashier's section of the Office of the Bursar handles the collection and deposit of all funds received at the College. The Cashier's window operates from 8:30 am to 4:00 pm Monday through Friday. A secure drop box is provided for payments after office hours.

**Office
of Student
Financial Aid**

Edward P. Irish, Director; Patricia Kelly, Associate Director, 218 Blow Memorial Hall, 221-2420.

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 8:00 am to 5:00 pm Monday through Friday.

**Campus
Police
Department**

Richard McGrew, Director, Campus Police Station (behind Campus Center), 221-4596. In an emergency, dial 911. (From Ludwell hall phones dial 333 in an emergency.)

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 the College community. 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**

Thelma Morgan, Manager, 204 South Boundary Street, 221-4764, E-mail: tmorg@facstaff.wm.edu

All motor vehicles operated or parked on College property, including motorcycles, motorbikes, and vehicles with handicapped plates or hangtags, must be registered with Parking Services. A decal is required to park on College property 24 hours a day from Monday beginning at 7:30 am through Friday at 5:00 pm, except in metered or timed spaces as posted. Parking Services office hours are 7:45 am to 4:30 pm Monday through Friday, and its *Motorist Assistance Program (MAP)* offers assistance to stranded motorists on College property during office hours.

**Equal Opportunity
and Affirmative
Action Office**

Violet R. Chalkley, Director and Assistant to the President, Old Dominion Hall, 221-2615.

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.

**Society
of the Alumni**

W. Barry Adams, Executive Vice President, Alumni House, 221-1165.

The Society of the Alumni was founded in 1842 and is the sixth-oldest alumni association in the country. It is a separately incorporated non-profit organization dedicated to the support and well-being of the College of William and Mary and serving nearly 70,000 alumni. Throughout its his-

tory, the Society has been on the forefront of endorsing initiatives of the College and advancing the concerns and opinions of its alumni. In carrying out its mission, the Society bring together the entire university-alumni as well as current students, parents, faculty, and administrators.

Housed in the recently expanded Alumni Center on Richmond Road, the Society plans and coordinates one of the largest Homecoming celebrations in the nation. In addition, the Society sponsors class reunions, continuing education programs including Alumni College and the Academic Festival, activities of a host of alumni chapters, councils, and constituent groups, publishes the *Alumni Gazette* and *William and Mary Magazine*, and maintains the Society's web page at <http://www.wm.edu/alumni>.

The Alumni Center is a central meeting place for a variety of alumni and university gatherings including award dinners, reunions, business meetings, continuing education programs, and football tailgate parties.

Current students 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, including the Order of the White Jacket, a group for alumni who worked in food service to support their education, and the Association of 1775, comprised of alumni who have served or are serving the nation in uniform. Students have the opportunity to develop writing, event planning and other professional skills through Society internships and corporate internships with the Society's affinity partners. Students may also become directly involved with the Alumni Society through the Student Alumni Liaison Council, an organization of current students who assist with special Society events and sponsor student programs such as Senior Spring Day and the Student Host Weekend.

In recognition of the quality of its special events, publications, and overall alumni programming, the Society was named the top alumni association in the country by The Council for the Advancement and Support of Education (CASE) in 1994.



**Office of the
Vice President
for Student Affairs**

Vice President for Student Affairs, W. Samuel Sadler, 221-1236; Assistant to the Vice President, Virginia Ambler, 221-1234, Campus Center 219.

The Office of the Vice President for Student Affairs is responsible for overseeing the planning and supervision of an array of programs, services, and activities which encourage the optimal growth and personal development of students, contribute to student success and well-being, foster a sense of community, and support an environment which is personal in nature, intellectually and culturally diverse, and which encourages the interaction and integration of the in- and out-of-class experiences of students. Advocacy on behalf of students and their needs is integral to the role of student affairs, as is representing and interpreting the policies, services, and procedures of the College to the student community.

The Office of the Vice President for Student Affairs is responsible for residential living, administered through the Office of Residence Life; student organizations and activities, administered through the Office of Student Activities, the Office of Student Volunteer Services, the University Centers, and Recreational Sports; orientation, academic support activities, student conduct and the honor system, and services for students with disabilities, administered through the Office of the Dean of Students; student health and student counseling, administered through the King Student Health Center, the Health Educator, the Substance Abuse Educator, and the Counseling Center; programs and services for a multicultural campus community, administered through the Office of Multicultural Affairs; and career services, administered through the Office of Career Services.

**Office of
Residence Life**

Deb Boykin, Director; Allison Wildridge, Associate Director; Mary Glisan, Assistant Director (Administration); Chris Durden, Assistant Director (Operations), Campus Center 212, 221-4314; Vacant, Coordinator of Programming Resource Center, 221-1728.

The Office of Residence Life seeks to provide a safe and secure living and learning community which complements the educational mission of the College and contributes to individual and interpersonal growth and development. The Office has overall responsibility for management of the residence halls and their residents. The Office of Residence Life is open 8:00 am to 5:00 pm Monday through Friday to answer questions about residence life and provide assistance to residents.

In addition to the staff located in the Office of Residence Life, seven Area Directors are responsible for the day to day management and administration of each of the seven residential areas. Their responsibilities include counseling, referrals, programming, community development, crisis intervention, and adjudication of judicial cases. They also select, train, supervise, and evaluate the student Resident Assistants assigned to their residential area. Residents may contact their Area Directors or Resident Assistants with their questions and concerns.

For more detailed information, refer to the Residence Life web page at <http://wm.edu/osa/res/reslife.htm>.

Mark Constantine, Director of Student Activities, Campus Center 203B, 221-3300; Kim Roeder, Assistant Director of Student Activities (Programming), Campus Center 207C, 221-3254; Anne Humphries, Assistant Director of Student Activities (Greek Life), Campus Center 203A, 221-3273; Kevin McCoy, Coordinator of Student Volunteer Services, Campus Center 207B, 221-3263.

The Office of Student Activities provides counsel and services for student organizations, student activities programs, including community service and volunteer programs, and publications of the College. Numerous organizations on campus appeal to a wide variety of interests, including academic organizations related to particular fields of study, Greek organizations, honor societies, performance organizations, political and issue-oriented groups, and groups with sports or leisure as a focus.

The Office maintains the College's calendar of scheduled activities and develops and administers special on-campus programs, workshops, and leadership development programs and retreats. The Office also administers the allocation and distribution of the Student Activities Fee funds, which are derived from general fees and subsidize student government, student publications, community service programs, and cultural activities.

Information about some of the organizations on campus is listed below. For more information about existing student organizations on campus, forming a new organization, or programs and services available to student organizations, including the use of campus facilities, call the Office of Student Activities at 221-3300.

Academic Organizations. Numerous groups on campus are tied to academic departments or related to academic study.

Greek Organizations. Twenty-nine Greek organizations (twelve sororities and seventeen fraternities) are chartered and recognized at the College. All of the College's Greek organizations are members of the National Panhellenic Conference, the National Interfraternity Conference, or the National Pan-Hellenic Conference. The Greek organizations are governed by the Council for Fraternity Affairs (C.F.A.) and the Inter-Sorority Council (I.S.C.) and are advised by the Assistant Director of Student Activities for Greek Life.

Honor Societies. 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 comprised of junior and senior students selected on the basis of scholarship, service, character, and leadership in various areas of College life. **Mortar Board** 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 that 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 aca-

demetic distinction. For more information about freshman honor societies, contact the Office of the Dean of Students at 221-2510.

William and Mary students also have the opportunity to become members in departmental academic honoraries, ordinarily requiring an indication of special interest and ability in a particular area of scholarship. Students may contact individual academic departments for more information.

Performance Organizations. Several performance organizations including dance groups and musical groups are active on campus. All of the groups hold regular auditions. The Department of Music offers Concert Band, Jazz Ensemble, Pep Band (Fall and Spring), Orchestra, Choir, Women's Chorus, Boutetourt Chamber Singers, Middle Eastern Ensemble, Medieval-Renaissance Ensemble, and Jazz Improvisation Workshop, as well as numerous chamber music ensembles.

Religious Organizations and Campus Ministries United (CaMU). Several religious groups and organizations are active on or near the campus and invite student participation.

Sport Clubs. The Sport Club program offers 30 student-run clubs, including badminton, crew, cricket, cycling, judo, men's and women's lacrosse, martial arts, racquetball, rifle, men's and women's rugby, sailing, scuba, men's and women's soccer, squash, surfing, tennis, ultimate frisbee, and many more. Students are involved with recruitment, organization, administration, and implementation of club policies and procedures. For more information, contact the Sport Club Director at 221-3312.

Office of Student Volunteer Services

Kevin McCoy, Coordinator, Campus Center 207B, 221-3263.

The Office of Student Volunteer Services (OSVS) promotes a "culture of service" at the College, increases participation in public and community service, and develops service involvement as an educational experience. OSVS acts as a resource for academic departments and student organizations by assisting with curriculum integration of service-learning and the development of new service projects. OSVS also coordinates on-going programs such as the College Partnership for Kids tutoring program, a community youth initiative called Project Phoenix, and dozens of one-time service events.

Numerous organizations committed to serving the College community and the Williamsburg area are active at the College. In addition to the service involvement of fraternities, sororities, religious, and honor clubs, there are over 20 service-oriented organizations such as Alpha Phi Omega National Service Fraternity, Circle K International, Help Unlimited Spring Break Outreach, Student HIV/AIDS Peer Educators, Student Habitat for Humanity, Student Red Cross, Student Environmental Action Coalition, and Amnesty International.

In addition, OSVS serves as a clearinghouse of local, national, and international volunteer opportunities and sponsors annual resource fairs, training and reflection groups, and recognition programs. Students can volunteer with over sixty local community agencies in areas of advocacy/self-sufficiency, community health, cultural and recreational programs, housing and emergency needs, mental health services, senior citizens' services, and youth and children's programs. Call the Office of Student Volunteer Ser-

Office of the
Dean of Students

vices at 221-3263 for information about service groups or help with a volunteer placement in a local community service agency.

Patricia M. Volp, Dean of Students; Susie Mirick, Associate Dean of Students; Kelly Crace, Assistant Dean of Students; Assistant Dean of Students for Judicial Affairs; Lisa Bickley, Assistant Dean of Students for Disability Services, Campus Center 109, 221-2510.

The Office of the Dean of Students assists all students, graduate and undergraduate, from their initial orientation to the College through successful completion of their academic and personal goals. The staff members of the Office of the Dean of Students advocate for student needs, act as a liaison between students and academic departments, and provide supports and challenges designed to enhance personal growth and a sense of personal authority and responsibility in each student. Facilitating and guiding community standards related to student success and leadership, the Dean of Students and her staff deliver quality new student orientation, academic support services, study skills, judicial affairs, and services for students with disabilities. Reporting to the Dean are the Counseling Center and Career Services, providing a seamless support system for the personal development of each student. Call 221-2510 (TDD 221-2302) for more information about the services offered by the Office of the Dean of Students.

New Student Orientation. Orientation occurs before the Fall semester in August and the Spring semester in January to introduce new students to many aspects of the College including academic policies, the judicial and honor systems, and student activities and services. The goal of orientation is to provide students with a strong sense of community and a foundation for academic and personal success.

Academic Support Services. The Associate Dean of Students provides personal advising and counseling for students seeking special consideration from the Committee on Academic Status and for academically at-risk students. The staff members of the office also provide guidance to students regarding academic policies and procedures, including information about petitions to the Committee on Academic Status. For more information about academic policies and procedures, see page 29.



Personal Development and Study Skills. The Assistant Dean of Students presents workshops and presentations and provides students with individual counseling on a variety of topics including personal study habits, time management, memory and concentration, reading strategies, active listening and note-taking, test preparation and test-taking strategies, research paper skills, studying for math and science courses, stress management and relaxation, communication skills, assertiveness, and other issues related to academic and personal development.

Judicial Affairs. The judicial and honor systems at the College exist to provide a living and learning environment which reflects the values of the

College community, including those of personal integrity and responsibility. All students and student groups are expected to be aware of and adhere to the high behavioral standards of the College. Members of the College community with responsibility in the judicial and honor systems investigate alleged violations of College policies and implement judicial and honor policies. The Assistant Dean of Students for Judicial Affairs supervises the judicial process and provides counsel and support to the Judicial Council and the Honor Councils. In addition, the staff members of the office provide information and presentations to the College community regarding academic integrity. See pages 80 through 126 for official policies and procedures regarding the judicial and honor processes.

Disability Services. Disability Services strives to create a comprehensively accessible living and learning environment to ensure that students with disabilities are viewed on the basis of ability rather than disability by considering reasonable accommodation on an individual and flexible basis. The Assistant Dean of Students for Disability Services assists qualified individuals with counseling and referral services, works closely with College departments and individual faculty to identify appropriate accommodation options, and acts as a liaison to other community, state, and federal resources. The Assistant Dean works with students, staff, and faculty to implement reasonable accommodations such as textbook recording services, additional time on tests, peer note takers, adaptive technology, and sign language interpretation. Students with documentation of disability are eligible for reasonable and appropriate accommodations upon request. The decision to request accommodation is voluntary and a matter of individual choice. Students who wish to request accommodations are strongly encouraged to provide the College with supporting documentation well in advance to allow for adequate planning. The Assistant Dean of Students for Disability Services reviews all documentation and recommendations from outside experts to determine eligibility, reserving the right to request additional documentation or to deny any accommodation request which is not substantially supported.

Testing. The Office coordinates the administration of testing for the GRE, MCAT, and LSAT examinations held on the William and Mary campus.

King Student Health Center

Appointment line, 221-2998; Front Desk, 221-4386.

The King 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, many 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 confidential and may not be released without the student's written permission, except in the case of life-threatening situations or when required by law.

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 paid the Student Health Fee for the current semester and submitted to the Health Center a completed health history and physical examination form.

If a student chooses to seek care at either a local emergency room or with 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.

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 to 5:00 pm Monday through Friday, and 12:00 noon to 4:00 pm Saturday. Appointments with physicians and nurse practitioners may be scheduled by calling 221-2998 and are available Monday through Friday from 8:30 am to 4:30 pm. A Registered Nurse is on duty on Saturday when the Center is open, with a physician on call.

Martha Christiansen, Ph.D., Director; Janice A. Pattis, Ed.S., Assistant Director, Blow Memorial Hall 240, 221-3620.

The Counseling Center offers a range of psychological and counseling services free of charge to enrolled students wanting help with personal concerns, psychological issues, interpersonal issues, and crisis intervention services. Staff members are available to discuss a student's concerns and work with that student to develop new ways of resolving the problem or managing the concern. Students are initially seen by an individual counselor. Continuing services, if needed, may be offered in the form of individual, couples, family, or group meetings, depending on staff availability and what best matches the student's need. Psychiatric consultation can also be arranged if needed.

The Counseling Center staff consists of both male and female psychologists, counselors, and social workers. In addition, a sport psychologist is on staff. All are trained and experienced in dealing with the problems of university students.

Counseling is confidential. Because therapy is most effective when a student can be direct and honest with a counselor without fear that personal information will be divulged, information about a student is not released without that student's written permission, except in the case of imminent danger to self or others, child/dependent abuse, court order, or where otherwise required by law. Notations of counseling are not a part of a student's College record.

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 on the urgency of the situation and staff time available. Appointments are usually available within a week of the initial request. After an initial evaluation, a student continuing in counseling will be assigned to a counselor. During periods of high demand for services (usually midterms to finals), appointments will be made on a priority basis. If appropriate, students may be referred to other sources of help after an initial evaluation. The Counseling Center also

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 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm Monday through Friday. During the academic year, a Counseling Center staff member is on call after hours for crisis intervention services.

Health Education

Cynthia Burwell, Health Educator, Student Health Center, 221-2195.

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 and is open from 8:00 am to 5:00 pm Monday through Friday and varied evening hours.

Substance Abuse Education

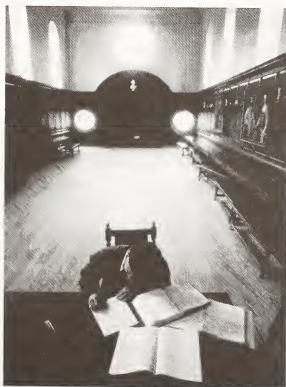
Mary Crozier, Substance Abuse Educator, Campus Center 153, 221-3631.

The Substance Abuse Educator offers comprehensive substance abuse services that include education, early intervention, and individual and group education. The Substance Abuse Educator consults with individuals, 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 others in the campus community on topics including 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 Educator also coordinates the "Guest Lecture" and the "Don't Cancel that Class" options for faculty. The Substance Abuse Education office is located in Campus Center 153 next to the F.I.S.H. Bowl and is open from 9:00 am to 5:00 pm Monday through Friday and varied evening hours.

F.I.S.H. Bowl

Campus Center, 221-3631.

The Free Information on Student Health (F.I.S.H.) Bowl resource center is located in the Campus Center adjacent to the Substance Abuse Educator's office. F.I.S.H. Bowl is staffed by student volunteers who can assist students by providing referrals and information about critical health issues such as wellness, alcohol and other drugs, sexual health issues including HIV, STD, and birth control, sexual assault, stress management, low-risk decision making, and ways to help a friend. F.I.S.H. Bowl resources include health-related videos, books, and journals available for loan, as well as informational brochures. The F.I.S.H. Bowl is funded by the King Student Health Center and is coordinated by the Substance Abuse Educator. It is open during most lunch and dinner hours and by appointment. Call 221-3631 to check hours or to schedule an appointment.



**Office of
Multicultural
Affairs**

Ed Cowell, Director, 221-2300; Chon Glover, Assistant, 221-2301; Kimberly Scott-Barbarji, International Student Advisor, 221-3166, Campus Center 107.

The Office of Multicultural Affairs is committed to improving the overall quality of life for students of color and international students on campus by developing and implementing educational and social programs, by assisting the College in the recruitment and retention of a diverse student population, by providing individual counseling and support for students of color and international students, and by advising the many cultural organizations on campus. The Office of Multicultural Affairs also serves as a resource for educating the campus community about issues of diversity. 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 sororities and fraternities with an African-American heritage. The Assistant is responsible for a broad range of services including advising and counseling students of color and assisting in the development, evaluation, and coordination of programs for students of color. The International Student Advisor provides support services to international students, including adjustment counseling and programming, and is the contact person for international student health insurance issues, the Friendship International Host Family Program, and the Global Nomads newsletter.

**Office of
Career Services**

Leo Charette, Director; Mary Meade Saunders, Associate Director; Nancy Burkett, Assistant Director; Adrienne Alberts, Assistant Director; Pam Garrette, Recruitment Coordinator; Barbara McGrann, Coordinator of Credential Services and Mock Interview program; Teresa Lemons, Office Receptionist; Charlotte Gray, Career Librarian; 123 Blow Memorial Hall, 221-3240, FAX: 221-3329, E-mail: career@facstaff.wm.edu, Web: <http://www.wm.edu/CSR/career/>

The Office of Career Services provides 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 staff 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.

Individual Appointments. Students may meet with a member of the professional staff at the office to discuss a broad range of career issues. Appointment topics range from comprehensive career counseling, including the use of career interest inventories (Campbell, Strong, SIGI PLUS), to conversations about graduate schools, job search strategies, resume writing, salary negotiations, interviewing, internships, and other topics that relate to career transitions and decisions. Students need not have specific career directions or goals to schedule an individual appointment. Students may schedule appointments by calling 221-3240 or by stopping by the office.

Workshops, Seminars, Information Meetings and Mock Interviews. Career Services offers seminars and information meetings on a wide range of topics

including Getting Started workshops, Resume and Cover Letter Writing, Interview Preparation, Internships, and Graduate School Selection. Most workshops are offered every other week during the fall and early spring. In addition to the standard seminars, the Office also coordinates a number of presentations that are conducted by visiting employers. These seminars are 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, with practice interviews conducted by professionals from area organizations, including businesses and school systems. A complete schedule of workshops and seminars is available at the beginning of each semester.

Library Resources. 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. Other materials such as handouts, newsletters, tip sheets and documentation are also available on the Career Office Home Page on the World Wide Web at <http://www.wm.edu/csr/career/>.

Recruiting Services: On and Off-Campus. William and Mary's mix of recruiting opportunities includes both on-campus and off-campus events. In 1997-98, more than 300 organizations including school systems, businesses, non-profit, and government organizations came to campus to interview students in all majors for entry-level, summer, and internship opportunities. In addition, two job fairs are scheduled on-campus during the spring. The first is the Career Fair in February, which is open to all students and alumni. The second on-campus fair is the Education Job Fair in April, which includes public and private schools from Virginia, Maryland, and North Carolina. In addition, an off-campus recruitment program is offered in New York City during the College's January break. Students may also participate in the Minority Career Fair at the University of Virginia, the Crimson & Brown Minority Career Forum in Washington, D.C., and the International Student Job Fair held annually at The American University.

Recognizing that most employers recruiting on college campuses are from the business sector, the Office of Career Services has formed the Liberal Arts Career Network, a consortium of 25 colleges ranging from Minnesota to Massachusetts and from Maine to Virginia. Through this Network, schools locate jobs that are of interest to liberal arts graduates, such as positions in Archaeology, Writing, Public Policy, Consulting, Physical Science, and Museum and Paralegal positions.

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 offers a resume referral program. Announcements of available opportunities are made through the office's listserv, web page, and on bulletin boards. Students are encouraged to drop off their resumes so they can be forwarded to employers.

The office also publishes a jobs bulletin every two weeks. "Job Connections" is free to students and alumni and is also published via the web as a result of a partnership with Jobtrak. The bulletin is accessible from the Office of Career Services' home page under the topic "Employment" -> "Current Jobs".

Graduate School Planning. About 30 percent of each year's graduating class goes directly to graduate or professional school, and many more go on within five years after graduation. The Office assists students and alumni in selecting a graduate school program, preparing for admission tests, and applying for admission.

The office houses testing materials for the GRE, LSAT, GMAT, MCAT, and DAT. The office maintains paperback copies of the six-volume set of Peterson's Guides to Graduate Schools. The office also maintains a comprehensive list of Internet links to various graduate programs, accessible from the Office's home page, as well as guides on writing personal statements, financial aid, and standardized testing. The Office also sponsors the annual Graduate and Professional School Day in the fall, which brings representatives from approximately 100 graduate and professional schools to campus.

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

Alumni Connections. Nearly 1,500 alumni, parents, and friends of the College have volunteered to participate in various programs that are associated with major and career decisions. The Majors and Careers Expo is scheduled during the Spring and offers students the opportunity to meet with alumni who return to campus for the day to share insights about their careers. Shadowing Opportunities—Careers at a Glance! offers students the opportunity to shadow alumni volunteers at their place of work for one to five days during the winter and spring breaks. The deadline to participate in this program is usually at the beginning of November, so students are encouraged to check with the Office early (October) to learn of the available opportunities for the coming year. Finally, Alumni Connections offers students the opportunity to conduct informational interviews throughout the year with alumni in many different careers.

Experiential Programs: Internships, Shared Experiences and Externships. Experiential programs can impact the career development of participating students by helping students decide on career options and leading to full time positions after graduation. The Office of Career Services serves as a clearinghouse for internship opportunities and assists students in the application process.

The Office collaborates with 37 other universities to exchange internships via the Web. This program makes information on more than 20,000 internships available to students. Most internships are available during the summer, and a significant number are paid. The Office also has a number of internship directories that can be found in the career library. Some internships can be done for credit, although credit must be arranged with faculty. Some organizations also visit campus to recruit for interns. Shared Experience opportunities are fall and spring internships that occur in the

Williamsburg area. Students interested in participating in a Shared Experience should register with the Office within the first two weeks of each semester. Applications are then forwarded to the sponsoring agencies who select the students in which they are interested. Pre-med and pre-law internship and externship opportunities with area physicians and lawyers allow students to shadow members of these professions at their places of work for one to five days during the semester, summer, or school breaks.

Programs for Minority and International Students. The Office offers several programs and opportunities for minority and international students. In addition to general career counseling and outreach programming, the Office participates in the Minority Career Fair at the University of Virginia that is attended by more than 100 employers, as well as the Crimson and Brown Minority Career Forum in Washington, D.C. 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, which provides an opportunity for alumni to share personal and career experiences with students. In addition, the Office is working with the Hulon Willis Association to sponsor the Hulon Willis Association Mentorship Connection, a mentoring program linking African American students with alumni working in their fields of interest.



Keeping Students and Alumni Informed. The Office of Career Services maintains two electronic mail services that are used to send timely announcements directly to student and alumni e-mail accounts. Subscription is free. In addition, the Office publishes a weekly electronic newsletter that

provides a brief summary of upcoming programs on and off campus, which is also available on the Office web site.

The Office is open year-round Monday through Friday from 8:00 am to 5:00 pm. The Career Library is open while classes are in session from Monday through Friday from 8:00 am to 5:00 pm, and Saturday from 9:00 am to 12:00 noon.

Escort Program

Alpha Phi Omega, 221-3293.

Alpha Phi Omega provides an escort home for students who do not wish to walk alone at night. Located in the Commuter Student House, 404 Jamestown Road, this service is available Friday and Saturday from 7:00 pm to 2:00 am. Call 221-3293 for more information or to arrange an escort.

Student Legal Services

Campus Center 155, 221-3304.

Student Legal Services offers free legal information to William and Mary students, faculty, and staff. Law student volunteers provide information about the law, the legal profession, and legal matters such as landlord-tenant relations, contracts, and insurance. Student Legal Services also provides general information concerning student rights and legal matters related to student groups and organizations.

Law students are not lawyers and may not practice law. Members of the

College community who need legal representation will be referred to an attorney. Student Legal Services is open Monday through Thursday from 9:00 am to 5:00 pm. No appointment is necessary.

Tucker Hall 115A, 221-3925.

**Writing
Resources Center**

The Writing Resources Center (WRC) offers assistance with writing and oral communication to members of the College community at no charge. Staff members are available to assist students on an individual basis at all stages of the writing and oral communication processes and can assist students with a wide variety of interests and abilities—from freshmen with oral communication apprehension to seniors working on honors theses.

The WRC is not a remedial service; it provides an open, comfortable place for talking and learning about writing and communication at every level, including discussing ideas. The Center is open Monday through Friday from 9:00 am to 4:00 pm, and Sunday through Thursday evenings from 7:00 to 9:00 pm. Although walk-in consultations may be available, the Center encourages students to reserve a 50-minute appointment with a trained consultant by calling or stopping by the Center.



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

The following information highlights some important facets of academic policies for undergraduate students. For the official publication of academic regulations, undergraduate students should consult "Requirements for Degrees" and "Academic Regulations" in the *Undergraduate Catalog*. Graduate and law students should consult their academic deans.

Requests for changes in final examinations are processed in either the Office of the Dean of Undergraduate Studies, Ewell Hall 123, or the Office of the Dean of Students, Campus Center 109. Requests to reschedule a final examination should be filed with the Dean of Undergraduate Studies and may be made when a student has three scheduled final examinations

in three consecutive exam periods on consecutive days, when there is a conflict between a student's scheduled examinations, or when a student wishes to take an examination with a different section of the same course taught by the same instructor.

Requests to defer a final examination should be filed with the Office of the Dean of Students and may be made on the basis of illness or other extenuating circumstances such as a death or other family emergency, conflict with a religious holiday, or participation in activities by a student representing the College. Final examinations that are deferred will be scheduled for the beginning of the following regular semester.

Final examinations are rescheduled or deferred only for extraordinary and compelling reasons. Students should not assume that a request is approved until they receive written approval from a College official. Individual faculty members may not grant permission to reschedule or defer a final examination.

At times unpredictable circumstances present themselves, such as a car breakdown or an accident on the way to a final examination. In such cases a student should see a member of the staff of the Office of the Dean of Students at the earliest available time to determine possible options. Documentation, such as receipts, will be important to expedite matters.

Students who fail to make satisfactory academic progress may be issued a warning, placed on academic 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.

Changes in final examinations



Academic Progress

Academic Probation and Continuance. In May 1995 revised academic probation and continuance requirements were established which 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 *Undergraduate Catalog* for the year of their entry to obtain the applicable continuance requirements.

Minimum requirements for continuance are shown on the following chart.

After Full-time Semester	Semester Q.P.A.	Semester Academic Credits	Cumulative Q. P. A.	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
End of time allotted for degree				

(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 determine which full-time semester a student is in for continuance review purposes.

A student who falls below the required progress levels specified in the table above will be placed automatically on academic probation for the following semester. A student permitted to continue in the College on academic probation, as well as a student readmitted to the College on academic 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, must meet annual continuance requirements, and is not allowed to take incompletes not approved by the Committee on Academic Status. A student on academic probation who enrolls in classes during a William and Mary summer session is required to earn grades of "C" (2.0) or higher in each course. A student who does not meet minimal probationary and continuance standards will be required to withdraw from the College due

to academic deficiency.

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

Class Attendance. An education system centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles are to be observed: 1) Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their last scheduled class in each of their courses preceding and their first scheduled class in each of their courses following the fall, Thanksgiving, semester break, and spring holidays; 2) Students whose attendance becomes unsatisfactory to the extent that their course performance is affected adversely should be so informed by their instructor and reported to the Dean of Students.

Dean's List. Full-time, degree-seeking undergraduate students who earn a grade point average of 3.6 or higher on a minimum of 12 graded (A through F) academic hours taken during a semester are recognized on the Dean's List. Students who meet the Dean's List standards upon resolution of grades of I and G will be added to the Dean's List.



Declaration of concentration. Upon completing 39 credits students are eligible to declare a concentration. (In the school of Business and the School of Education, declaration of concentration is not equivalent to admission to the program; check the catalog sections on these programs for information about admission criteria.) Declaration of a concentration shall occur before the end of the sophomore year. While new concentrations may be declared after that time, applications for an interdisciplinary concentration or an international studies/international relations concentration must be submitted to the Committee on Honors and Interdisciplinary Studies or the International Studies Committee before the beginning of registration for the first semester of the student's senior year.

Most departments require completion of 27 to 38 hours in the department in order to fulfill concentration requirements. Department requirements vary. Students are not permitted to apply more than 48 semester hours in a subject field toward a degree. For more information about concentrations and Area and Sequence/General Education Requirements, see the *Undergraduate Catalog* or a concentration advisor in the Academic Advising Office. Forms for declaration of concentration are available in the Academic Advising Office, Ewell Hall 127.

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 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 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. Students may not drop a class after the deadline

announced by the Office of the Registrar except in exceptional or extraordinary circumstances as determined by the Committee on Academic Status. Students may obtain forms for such requests from the Office of the Dean of Students.

Final Exams and Tests During the Last Week of Classes: Except for final laboratory examinations, no test or final examination may be given during the last week of classes or during the period between the end of classes and the beginning of the final examination period or during any reading period. Students who are assigned tests or examinations in violation of this rule should contact the Dean of Undergraduate Studies, Ewell 124.

General Education Requirements (GERs). See *Undergraduate Catalog*.

Grade review. Students may obtain instructions for requesting the review of a final course grade within Arts and Sciences 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 sixth 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 with the Undergraduate Faculty Coordinator. The faculty coordinator will review the facts, gather additional information if needed, 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 six weeks of the beginning of the next regular (fall or spring) semester. A review involving a grade assigned by a faculty coordinator will be conducted by the Associate Dean for Academic Affairs.

Students in the School of Education should consult the Dean of the School of Education for information regarding grade review procedures.

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 *Undergraduate 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. Students enrolled in or after the fall 1994 semester must complete 120 semester hours of credit for graduation and must pass the equivalent of two physical activity courses. Physical activity courses will receive academic credit and are counted in the 120 credits. Students may apply no more than four semester credits of physical activity courses toward the 120-credit requirement except for Kinesiology concentrators, who may apply up to 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.* Proficiencies 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 John Charles, Chair of Kinesiology (221-2773), Mark Fowler, Dean of Undergraduate Studies (221-2469), Commencement Registrar (221-2807), or Sharon Reed, Associate Director of Academic Advising (221-2817).

Normal load. A full-time student must register for a minimum of 12 credits and may register for a maximum of 18 credits. *See also* Medical underload, Underload, and Overload.

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 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 each course which a student is requesting to discontinue is required in addition to the petition. The granting of a medical underload may be contingent upon additional restrictions or requirements. 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 Office of the Bursar.

Underload. Students must request approval from the Committee on Academic Status through the Office of the Dean of Students to carry fewer than 12 credit hours. 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. Students who are considering a petition for underload should consult with scholarship/financial aid and insurance providers to make certain they understand all the financial implications of a reduction in load.

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 after the drop-add period are subject to disenrollment or required withdrawal. An overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

Pass/Fail Option. Junior and senior students may elect to carry one non-

required course per semester on a pass/fail basis. The pass/fail option is intended to encourage broad educational development and must be elected no later than the end of the drop-add period. Students may not elect the pass/fail option after the deadline, except in extraordinary and compelling circumstances as determined by the Committee on Academic Status. A desire to lighten the work load during the course of the semester or to avoid a disappointing conventional grade are not considered extraordinary or compelling circumstances. The pass/fail option is part of the on-line registration system. (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 refunds should be directed to the Office of the Bursar.

Registration. All classified undergraduate students who are currently enrolled and plan to return for the following semester should register during the appropriate registration window as published by the Registrar for the next regular (spring or fall) semester. Students register through computers in various public access computer labs on campus. Students are encouraged to consult with academic advisors before registering.

Reporting of grades. In accordance with the provisions of federal law and the College's "Statement of Rights and Responsibilities," the College does not release grades to anyone other than the student, including parents without that student's 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 who wish to seek readmission or wish to transfer to another school with confirmation of good standing must submit a petition for reinstatement to the Committee on Academic Status through the Office of the Dean of Students.

A petition for reinstatement should include a clear statement in which the student explains fully why he or she was not successful in the past and why he or she expects new success in the future. A petition for reinstatement usually will also include: (1) A transcript from any two or four year college attended after separation from the College. The student is strongly urged to send such transcripts, and the Committee expects grades of "B" or higher earned in a minimum of two standard and relevant academic courses carried elsewhere; (2) A positive recommendation from a supervisor who employed the student, part or full-time, after required withdrawal from the College; and (3) Relevant personal recommendations from persons such as a physician, therapist, or counselor who can comment on past difficulties and the prospect of future success.

Students required to withdraw in May, or after either Summer Session, are eligible to apply for reinstatement no earlier than the following November for readmission in January. Students required to withdraw in January are eligible to apply for reinstatement no earlier than the following April for readmission effective the following fall semester. Petitions for reinstatement must be received at least two weeks before the beginning of the semester in which a student wishes to re-enroll in order to be considered by the Committee.

The Committee, 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.

Religious Accommodations. The College urges its administrators, faculty, and staff to be sensitive to the religious holidays of organized religions. All persons should be able to participate in the essential practices of their faith without conflict with academic requirements, as long as such practices are in accordance with state and federal regulations and consistent with safety regulations of the College. The College offers the following guidelines: (1) As soon as possible and no later than the end of the drop-add period, each student has the responsibility to arrange his or her course schedule to minimize conflicts. It is understood that when scheduling options exist for religious observances, the student has the responsibility to minimize conflicts; (2) Based upon prior agreement between the instructor and the student, a student who misses a class meeting because of a scheduling conflict with religious observances should be allowed, whenever possible, to complete without penalty the work missed because of such absences. A student who is absent from a test or presentation because of the observance of a religious holiday should be able to reschedule it without penalty. Absence from an undergraduate final examination requires that the change be made through the process established by the Office of the Dean of Students. Graduate students should contact the dean of their respective schools; (3) If a scheduling conflict with a student's planned absence cannot be resolved between the instructor and the student, undergraduates should inform the Dean of Students, who will follow the established procedure for a class absence, and graduate students should contact the dean of their respective schools; (4) Faculty members and administrators in charge of scheduling campus-wide events should avoid conflicts with religious holidays as much as possible.

Required withdrawal from College. Students who fail to meet applicable probationary standards or continuance requirements 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.

Summer school. Summer school at William and Mary consists of two five-week sessions. Students may not take more than seven hours per session. Requests for overloads must be approved by the Committee on Academic Status. Summer Session catalogs are published in April of each year. For more information, contact the Office of the Registrar.

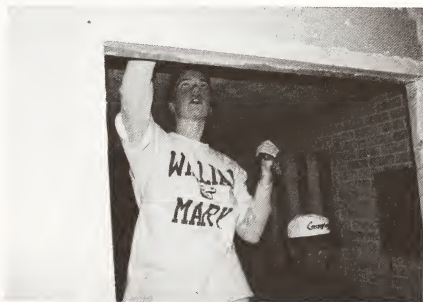
Summer school at other institutions. Students must request approval from the Office of Academic Advising prior to enrolling at another accredited U.S. institution in order to receive credit for courses taken during the summer. Forms are available from the Office of Academic Advising. Only elective courses, which are not used to meet concentration, minor, area/sequence,

GER, and proficiency requirements, are eligible for transfer consideration. Students should check with both their individual William and Mary department and the Academic Advising Office to determine which credits may be transferred. For summer study abroad, students must register with the Programs Abroad Office in the Reves Center.

Transcripts. Requests for official transcripts must be made in writing and must be signed by the student. A \$5.00 fee is charged for each official transcript ordered. Requests may be made in person with forms available in Room 108 of the Office of the Registrar in Blow Memorial Hall, or by mail to P.O. Box 8795, Williamsburg, VA 23187-8795. **Faxed requests are not accepted.** Transcript orders made in person may be paid by cash or check at 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 should 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. 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 not included in an official transcript, such as semester by semester grade point average and running grade point average. Unofficial academic summaries, which are similar to the grade report, are provided free of charge.

An official transcript from the College of William and Mary is printed on blue 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 or agency.

Official transcripts usually are prepared and released within 3-5 working days. The Office of the University Registrar will not 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.

A student's account must be clear of all fines and fees before a transcript will be released.

Transfer credit. Transfer credit from other accredited colleges in the U.S. is evaluated by the Associate Director of Academic Advising after a student is admitted and submits a deposit but before enrollment at William and Mary. It is the student's responsibility to make sure all official transcripts have been

sent to William and Mary as early as possible. Students who have questions concerning the evaluation of their credit should contact the Associate Director of Academic Advising or, if a syllabus has been requested by the College for evaluation purposes, the Chairperson of the department in which they hope to receive credit. For transfer of credit from study abroad programs, students must register with the Programs Abroad Coordinator in the Reves Center to arrange for prior approval of courses to be taken abroad. (See "Transfer of Credit from Other Institutions," *Undergraduate Catalog*.)

Withdrawal from the College. A student who desires to withdraw from the College in the course of an on-going semester should apply to the Dean of Students for permission to withdraw before the tenth week of classes. A student who acts in that time frame can be confident of approval. Students who wish to withdraw after the deadline should consult with the Office of the Dean of Students. Unauthorized withdrawal after the tenth week of classes will result in grades of failure recorded for all courses carried in that term.

Students who withdraw from the College in the first half of the semester are generally eligible for a partial refund of tuition and fees. Questions about refunds should be addressed to the Office of the Bursar.

Students who wish to withdraw from the College for the upcoming semester should fill out a "Will Not Return" form and complete an exit interview with the Office of the Dean of Students prior to the beginning of that term. Such action results in cancellation of registration and housing for the following semester.

Students who plan to study abroad through a William and Mary program or through a program of another school must contact the Reves Center for information on the proper procedure to follow prior to the beginning of the semester abroad.

Withdrawal from a course. After the drop-add period, students may withdraw with a grade of W from a course through the ninth week of classes. The exact deadline may be verified through the Registrar's Office. *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.





The Roy R.
Charles Center

Joel Schwartz, Director; Lisa Grimes, Assistant Director, Tucker Hall B-2,
221-2460.

The Charles Center is home to Interdisciplinary Studies, a multimedia viewing laboratory, scholarship information, and the James Monroe Scholar Program.

Interdisciplinary Concentrations and Minors

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

- Biological Psychology (Pamela Hunt, Psychology)
- Black Studies (Jacqueline McLendon, English)
- Environmental Studies (Greg Capelli, Biology)
- Linguistics (Talbot Taylor, English)
- Literary and Cultural Studies (Chris Bongie, English)
- Medieval and Renaissance Studies (George Greenia, Modern Languages)
- Women's Studies (Leisa Meyer, Women's Studies)

Students who wish to declare an Interdisciplinary major should obtain declaration forms from the Charles Center office and make an appointment with the appropriate faculty coordinator. Students who wish to design a concentration to satisfy unique intellectual interests may obtain forms and more information in the Charles Center.

There are seven possible interdisciplinary minors: Biochemistry, Black Studies, Film Studies, Italian Studies, Literary and Cultural Studies, Medieval and Renaissance Studies, and Women's Studies. Interdisciplinary minor declaration forms are available from the Office of the Registrar.

Interdisciplinary Courses

Each year the Charles Center offers several interdisciplinary courses taught by faculty from a number of disciplines. In 1998-99, these will include the multi-sectioned 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 campus 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. They include 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. Contact Lisa Grimes, Assistant Director, 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 which students may use in the lab. Faculty often put items for classes on reserve for student use in the lab. Call 221-1278 for lab hours or to reserve 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 other cultures. The French, German, Italian, Japanese, and Spanish Houses each admit approximately 21 students. Each house is 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. The students of each house design their own programs and activities under the sponsorship of the Department of Modern Languages and Literatures. Contact the Department at 221-3635 for more information.

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, and private businesses. Academic credit may be available for a student's learning experience but must be arranged with an academic department well in advance. Enrolled students must apply to the Shared Experience Internship Program through the Office of Career Services at the beginning of the fall or spring semester. For more information contact the Office of Career Services in 123 Blow Memorial Hall at 221-3231.

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. This program provides participants with exposure to resources available in the Capital in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Public Policy Office in Morton Hall.

The Wendy and Emery Reves Center for International Studies

Craig N. Canning, Interim Director; Ann Marie Stock, Reves Scholar-in-Residence; Mihailo Crnobrnja, Borgenicht Scholar-in-Residence; Ann M. Moore, Head of Programs Abroad, Reves Center, corner of Jamestown Road and South Boundary Street, 221-3590.

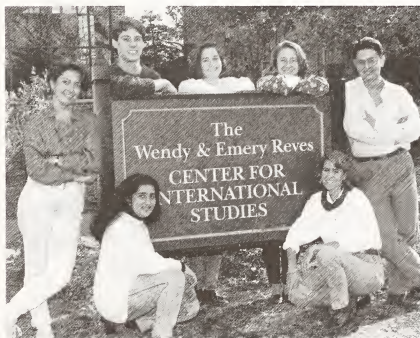
The Reves Center for International Studies coordinates academic programs in international studies, supports students and faculty members with international interests, provides services to international students and scholars, and administers programs abroad. The Reves Center is the primary resource for students interested in international relations and 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 seven interdisciplinary B.A. degree programs in international studies, including African 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. Information about activities and programs in international studies is available at the Reves Center and on its website at <http://www.wm.edu/academics/reves>.

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. Full-year or semester programs are available in Adelaide, Australia; Beijing, China; Copenhagen, Denmark (DIS); Bath, London, Exeter, Ipswich, 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; Mexico City, Mexico; and Beijing, China. Additionally, two special topics programs are offered in different locations each year. In recent years, summer programs have been developed in the Caribbean, the Czech Republic, Morocco, and Ghana.

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 should 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. Information sessions for students interested in study abroad are held every Monday afternoon when school is in session from 4:30 pm to 5:30 pm in the Reves Center.

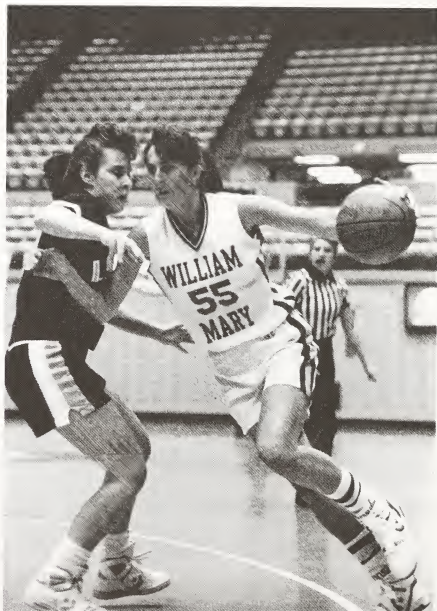


The Center's resource library contains foreign university catalogs as well as information on scholarships, State Department travel information, international internships, travel, and programs sponsored by other U.S. universities and consortia. As part of the services to students who register with the Center, the Reves Center issues the International Student ID Card (ISIC). The Reves Center is open from 8:00 am to 5:00 pm, Monday through Friday.

**Reserve Officers
Training Corps
(ROTC)**

The Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degree while earning a commission as an Army officer. Participation in ROTC develops valuable leadership and management skills and contributes to individual development.

Freshman and sophomore students not receiving ROTC scholarship benefits may register for Military Science classes as they would for any other course and without incurring any obligation. Military Science classes and labs can be taken for a letter grade only. Scholarships paying full tuition, a living stipend, and book fees are available to students (undergraduate or graduate) with at least two years remaining until graduation. Interested students should begin the application process in the fall semester. For more information, call the Department of Military Science at 221-3600.





Student ID Cards

The William and Mary student identification card is the College's official form of identification. It is also the campus meal card, library card, and access card to residence halls, recreational facilities, the Student Health Center, and some academic buildings. Student ID cards are not transferable and are intended for the sole use of the student. An ID used by anyone other than its owner will be confiscated, and the person using the ID may be subject to action under the College's disciplinary policies. Because this card provides access to secured buildings and financial accounts, lost cards should be reported immediately. This notification can be made to the ID office in Campus Center 169 during the day and to Campus Police in the evenings and on weekends. These offices can issue a temporary card at no charge so students have time to search for a misplaced ID. Temporary cards enable students to access all their accounts while ensuring that misplaced cards cannot be used by others. Temporary cards must be returned in order to re-activate an ID card. A \$15.00 charge is assessed for lost, stolen or damaged cards and for temporary cards which are not returned. An ID card is prepared for each entering student by the ID office, Campus Center 169. Undergraduates who withdraw from school must return their ID cards to the Office of the Dean of Students. Call 221-2105 or e-mail to paburl@facstaff.wm.edu for more information.

William and Mary Express Account

The William and Mary Express Account is a debit account linked to every student's ID card. Once deposits are made, this account enables students to pay for a variety of goods and services on campus as well as off campus. Deposits to the account may be made at the ID Office, Office of the Bursar, Parking Services, the Students' X-Change in the University Center, Swem Library Duplicating Office, and at the Value Transfer Station (VTS) machine located in the lobby of Swem Library. The Express Account provides a secure method of handling transactions without the concerns associated with carrying cash or change. Once deposits are made, students can "swipe" their IDs at one of 150 card readers around campus to use vending machines, laundry machines, copiers, and microform readers/printers, to make purchases at the Bookstore, Students' X-Change, Candy Counter, Band Box-UC, Student Health Center, and the Recreation Center, and to pay fees at different offices on campus, including Swem Library and Parking Services. Balances are shown on receipts and/or the reader display. Call 221-2105 for more information.

Technology Help Desk

The Help Desk provides a single focal point for inquiries from students, faculty, and staff seeking answers to their computing, telecommunications, and audio-visual technology questions. The Help Desk accepts questions in person, by phone (221-HELP), or by e-mail (consult@mail.wm.edu). Student consultants are the first to respond, referring questions beyond their area of expertise to professional staff service specialists, technical experts, and analysts. During the regular academic year when classes are in session, the Help Desk is open Monday through Thursday from 9:00 am to 11:00 pm, Friday from 9:00 am to 5:00 pm, Saturday from 10:00 am to 4:00 pm, and Sunday from 2:00 pm to 11:00 pm.

Computing Services

Computer Labs. Approximately 300 lab computers with Internet access are available to students. The public computer lab workstations are Pentium computers running Windows NT, with an SVGA color monitor, one 3-1/2" 1.44 Mb drive, one zip drive, a CD-ROM, sound card, and a hard drive. The workstations are attached to a Windows NT network, and laser printers are available. These lab locations also have student lab assistants on-site during posted hours when classes are in session. Standard or core software offerings in the labs include e-mail (Eudora Pro), Microsoft Office Professional, Corel WordPerfect Office Professional, Netscape Gold, SPSS, and Minitab. Access to some applications is limited by software license restrictions and the availability of minimum hardware requirements.

Computing Purchases. Information about general recommendations on hardware and software that will meet minimum requirements for academic computing at the College is available at <http://www.wm.edu/IT/hardware>. College and University Computers, a local company that provides a number of services for the College including residence hall network connections, provides a variety of systems that meet minimum requirements and has an on-campus store located in the University Center.

Network Services. Student rooms have 10 Mb ethernet connections for each resident. An ethernet card is required to connect student PCs onto the network. Ethernet cards and software are available for purchase from College and University Computers in the University Center. Students who have installed ethernet cards may pick up complimentary software from the Help Desk.

Training. Information Technology offers training on a variety of topics throughout the year, including the Internet, the World Wide Web, e-mail, and the College's standard software. Training schedules are posted on the W & M web page at <http://www.wm.edu/IT/>. In addition, faculty and staff can request demonstrations or workshops for their students and departments. Call the Help Desk at 221-HELP for information about upcoming classes and scheduling.

Dining Services

Campus dining at the College of William and Mary provides complete and well-balanced dining services in three full-service facilities and three "Grab 'n' Go" outlets.

The Dining Commons. The Dining Commons, the main resident dining hall, is located on the west end of Campus, near most residence halls and athletic facilities and features an extensive selection of food served on an unlimited seconds basis. Three separate cafeteria lines offer unique menu selections. "Christopher Wren's" features hot entrees including vegetarian selections, as well as vegetables and accompaniments. The "W&M Grille" offers grilled menu selections and a self-serve deli. "Firenze" (named after W&M's study-abroad program) features pizza, pasta and sauces, weekly specialty bars, and a full-service vegetarian line. The Commons also has an outstanding soup and salad bar, desserts, and beverages. The Commons is open from 7:00 am to 7:00 pm daily and accepts Meal Plans, Block Plans, Meal Plan Credits, and cash.

The Marketplace. The Marketplace is conveniently located in the Campus Center near the Campus Bookstore, Marshall-Wythe Law School, and historic Colonial Williamsburg. The Marketplace food court offers dining options that include Burger King, Ukrops Fresh Express, Starbucks Coffee,

Freshens Yogurt, That's A Wrap, and Pan Geos Fresh Tossed Salads. The Marketplace also offers cost-efficient daily meal plan specials. The Marketplace is open during the academic year Monday through Thursday from 7:00 am to 7:00 pm, Friday from 7:00 am to 2:00 pm, and Sunday from 4:30 pm to 7:00 pm and accepts Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

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. "Grille Works" offers grilled-to-order burgers, fries, steak and specialty sandwiches. "Cafe Features" offers a variety of hot breakfast, lunch, and dinner entrees, vegetables, and accompaniments, including daily meal plan specials. A variety of deli meats, cheeses, breads, and rolls are offered at "Center Stage," and the Food Court features a self-serve soup and salad bar, bakery, novelty ice creams, and an extensive selection of hot and cold beverages. The Food Court is open seven days a week from 7:00 am to 7:00 pm and accepts Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

Campus Dining "To Go." Three "Grab 'n' Go" outlets are scattered across campus. Each outlet offers a convenient variety of take-out specialty salads and sandwiches, hot and cold beverages, fresh fruits, and snacks. These retail outlets accept Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

The "Commons Grab 'n' Go" is located in the front lobby of the Dining Commons and is open Monday through Friday for breakfast, lunch, and dinner. The "Dodge Room Express" is situated on the back side of Phi Beta Kappa Hall next to the Muscarelle Museum and offers take-out lunch fare Monday through Friday. "Lodge 1 Express" is located on the lower level of the University Center and is open for lunch Monday through Friday. "Lodge 1 Express" also offers late night fare in conjunction with UCAB programming. The Pizza Hut Kiosk is located in "Lodge 1 Express" in the lower level of the University Center along with a Chick-Fil-A Express. Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash are accepted.



Special Dietary Services. From time to time, illness or class scheduling may conflict with regularly scheduled meal periods. W&M Dining Services offers several programs to accommodate students with special dietary needs.

Box Meals. In the event that class scheduling presents a conflict with meal periods, students can arrange to pick up a pre-packed box meal at their convenience. To make arrangements for a box meal, contact the food service manager at any campus dining facility.

Infirmery or TLC Trays. In the event that illness requires a stay at the Student Health Center, the medical staff will make arrangements for student meals to be delivered directly to the Health Center. If a student's illness does not require admission to the Student Health Center, a roommate or friend may be authorized to pick up and deliver meals to a student's residence hall room. Arrangements for this service must be coordinated between the student and a Dining Services manager.

Restricted Diets. Students with special dietary needs should contact a food service manager upon arriving on campus. Students should be prepared to provide specific details so that Dining Services can accommodate individual needs.

Vegetarian Meals. Menu selections are varied enough to allow most vegetarians to eat nutritionally balanced meals at all campus dining facilities during all meal periods. To meet the increasing number of requests for vegetarian options at William and Mary, a full-service vegetarian hot entree and vegetable line is now available at the Dining Commons.

Specialty Meals. Due to the specific standards of some religions, Dining Services is unable to provide true ethnic meals on a daily basis. However, there are a variety of meals and specialty bars offered during several religious holidays. For more information, call the Dining Services General Manager at 221-2684 or the Marketing Department at 221-2128.

Catering Services. Catering Services, located on the lower level of the University Center, offers a variety of student-oriented, cost efficient catering options for individual or organization activities.

White Linen Dinners are offered to meal plan students several times each semester. Catering Services provides fine dining with linens, candle-lit tables, entertainment, and exquisite gourmet meals.

No Frills Catering allows student groups to purchase bulk food and beverage items (excluding alcoholic beverages) at a discounted price. This service is ideal for picnics, outdoor barbeques, and group receptions.

Surprise Someone is a unique gift program that allows parents and students the opportunity to remember "someone special" with a birthday cake, bouquet of balloons, or other personal gift.

Gift Baskets are seasonal promotions offered throughout the school year. These creative baskets make great gifts and are reasonably priced for student budgets. Call 221-2114 for more information about Catering Services. Meal Plan Credits, cash, and all major credit cards are accepted for all catered services.

24 Hour Menu Line. The Menu Line provides up-to-date menus, hours of operation and information about special events at 221-MENU.

Mystery Shoppers Program. Approximately 8-10 students are employed by Dining Services as "Mystery Shoppers." This group of students evaluates

meal quality and service in campus dining facilities and attends weekly discussion groups to provide feedback for improving services to the students at William and Mary. "Mystery Shoppers" are compensated for their services with meals and hourly wages. Students interested in participating in this program may contact the Dining Services Marketing Department at 221-2128.

Hospitality Hostesses. Hospitality Hostesses assist in the Dining Services commitment to excellence at the College by greeting students during meal periods and circulating throughout the dining facilities to talk to students about their campus dining experiences. This program has been instrumental in improving communications between students and campus dining administrators.

Student Employment. Realizing that studies come first, W&M Dining Services offers flexible work hours, competitive wages, meals, and opportunities for advancement in part-time positions. Scholarships are also available to student workers through the Order of the White Jacket (OWJ), a campus fraternal organization. Call the Dining Services Human Resources Office 221-2112 for more information. General questions about Dining Services may be addressed by e-mail to camaim@facstaff.wm.edu.

College Postal Services is located on the first floor of the University Center in room 110. Mail is distributed by 11:00 am and 3:00 pm Monday through Friday and by 1:00 pm on Saturday. Students may pick up packages Monday through Friday from 8:00 am to 4:30 pm and on Saturday from 8:00 am to 1:00 pm. The College's full service United States Postal Services Contract Unit is open Monday through Friday from 9:00 am to 4:00 pm, excluding federal holidays. In addition to the full-service post office, stamp machines are also located in the University Center and the Campus Center.

Every undergraduate student is required to have a campus mailbox unit for the posting of mail and to receive College-related communications. The campus mailbox assignment remains in effect as long as a student is actively enrolled as an undergraduate student at the College. Undergraduate students are responsible for checking their campus mailboxes regularly.

To ensure proper delivery, mail should be addressed using the following formats:

University Center Mailboxes:

STUDENT'S NAME
COLLEGE STATION UNIT ##### (or CSU #####)
P O BOX 8705
WILLIAMSBURG VA 23186-#### (#### is CSU number)

Graduate Complex Mailboxes:

STUDENT'S NAME
GRAD-COMPLEX UNIT ##### (or GSH #####)
P O BOX 8705
WILLIAMSBURG VA 23187-8705

Undergraduate students residing at the Graduate Complex are responsible for checking their campus mailboxes regularly, even if they also receive mail at the Graduate Complex.

College Postal Services does not accept any mail pieces unless they are mailed through United States mail. To ensure proper delivery of parcels

College Postal Services

from UPS, FED-EX, or other carriers, mail should be addressed using the following address format:

Student's Name
Student's Residence Hall Name
Student's Room Number
Williamsburg, VA 23185

United States Post Office collection boxes are located outside Old Dominion Hall, at the bus stop at the Commons Dining Hall, and in front of Morton Hall. Hours for pickup are Monday through Saturday at 4:15 pm. United Parcel Service and FED-EX pickup boxes are located at the University Center postal window area. UPS pickup is at 6:30 pm Monday through Friday, and Federal Express pickup is at 5:30 pm Monday through Friday. Call 1-800 PICK-UPS for United Parcel Service information or 1-800 GO-FEDEX for Federal Express Information.

All students departing the College for graduation, summer break, study abroad, or withdrawal must turn in a mail forwarding card. No mail is forwarded over any break other than summer. Students who graduate or withdraw must also turn in the keys to their mailboxes. Failure to return a key will result in a \$25.00 replacement fee. 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.

International Student Services

More than 250 students from other nations are part of William and Mary's student body. Special orientation programs for international students are sponsored by the Office of Multicultural Affairs. An International Student Advisor, housed in the Office of Multicultural Affairs, advises international students on an individual basis and distributes a handbook for international students. Call the Reves Center at 221-3590 or the Office of Multicultural Affairs at 221-2300 for more information about programs and services for international students.

Emergency Loan Funds

Emergency loans are available to students 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. An emergency 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. Call the Office of Student Financial Aid at 221-2420 for more information.

Printing and 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 printing services must obtain a form from the Print Shop that must be signed by the Director of Student Activities. 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, Duplicating Services, located on the ground floor of Swem Library, provides high-quality copying services to the College community. See page 55 for more information about Duplicating Services.

Telephone Services

Telephone services are provided through a College-owned system that 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 Help Desk. Call 221-HELP for more information.

As part of the telephone system, the College has installed a VoiceMail voice messaging system. A VoiceMail box and instructions for use are provided to each resident student. Telephone answering machines are not needed and are not compatible with student room telephones.

Telephone bills are mailed monthly to students and are due upon receipt. Payments may be made at the Cashier's Office in Blow Memorial Hall Monday through Friday between 8:30 am and 4:00 pm or through a drop box by check at the College Post Office.

Students may send and receive facsimile transmissions for a fee during regular office hours at Duplicating Services located in Swem Library room 009. Hours of operation during the regular academic year are Monday through Thursday from 9:00 am to 10:00 pm, Friday from 9:00 am to 5:00 pm, Saturday from 1:00 pm to 5:00 pm, and Sunday from 3:00 pm to 8:00 pm. Incoming fax transmissions to students may be directed to (757) 221-2518. Call 221-3116 for more information.

Telephone Directories

Campus telephone directories are distributed in late October and contain both local and permanent address information for students and office listings for faculty and staff. Students who do not wish for their information to appear in the directory should visit the Office of the Registrar in room 108 of Blow Memorial Hall. A College information desk is staffed from 8:00 am to 5:00 pm Monday through Friday and may be reached by dialing "O" from any College telephone or 221-4000 from off-campus.

Buses

The William and Mary bus system provides daily transportation throughout campus for students, faculty, and staff. Two bus routes travel to and from the Dillard Complex, Ludwell Apartments, and the Law School. Two buses run approximately every half hour from 7:00 am to 1:00 am Monday through Friday, and on Saturday and Sunday, one bus runs every hour from 8:00 am to 12:30 am. Bus schedules are available at the University Center Information Desk, at the Transportation Office at the Dillard Complex (221-2271), from any bus driver, or by e-mail from hbbann@facstaff.wm.edu.

College Vehicle Rental and Bus Charter Service

College vehicles may be used for official College business and academically-related or departmentally-sponsored programs. Vehicle rental by student organizations or groups must be approved by the Office of Student Activities. A bus charter service is also available for departmentally sponsored programs, College sponsored organizations, and student groups. Official College organizations and academic and departmental programs may submit their charter requests directly to the Transportation Office. Student groups wishing to charter a bus must have prior approval from the Office of Student Activities. There is a per mile and driver charge for all charter services. Call the Office of Student Activities at 221-3300 or the Transportation Department at 221-2271 for more information.

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. Students may borrow headsets from the Music Library in room 250 to practice in the electronic piano lab located in room 50 in the basement of Ewell Hall. Some local churches will also allow students to use their pianos and organs for practice.



University Centers

Robert C. Knowlton, Director, University Centers, University Center 221, 221-3431; Bill Jonas, Associate Director, University Centers, University Center 225, 221-3432; Linda Chavies, Night Manager, University Center 218, 221-1356.

The Campus Center and the University Center offer a variety of educational and recreational programs and services to all members of the College community. The University Centers also offer many employment opportunities for students.

The Campus Center has been a meeting place for students, faculty, and staff since its construction in 1958. Located on Jamestown Road across from the Wren Building, it houses several student organization offices and many Student Affairs offices, including the Office of the Vice President for Student Affairs, the Office of the Dean of Students, the Office of Student Activities, the Office of Multicultural Affairs, the Office of Residence Life, and the Office of Student Volunteer Services. In addition, the student organization suites located on the second floor of the Campus Center provide office space, meeting space, and support services for clubs and organizations. Other services available in the Campus Center include the ID Office, the F.I.S.H. Bowl (Free Information on Student Health) resource center, a candy counter/information desk, electronic bulletin board, ATM, self-serve copier, stamp machine, and a dining area called "The Marketplace." Call 221-3448 for more information about Campus Center services.

The University Center, located near the center of campus at the south end of Zable Stadium, opened in January of 1994. This building houses a wide scope of activities and services. The Campus Post Office, a computer store, a combination bookstore/convenience store, a video rental/music store, and a games room are all located on the first floor. The second floor houses the University Center Food Court, the Main Lounge, which is a convenient meeting place for students, meeting rooms, a study lounge, an information desk, an ATM, a TV lounge, and administrative offices.

The University Center has four special meeting areas, including two multi-purpose rooms, an auditorium, and a social and recreational area. The Chesapeake and the Tidewater Rooms are two large, multi-purpose spaces on the third floor that can be divided into separate spaces. Either room can hold dances, dinners, performances, meetings, movies, receptions, and other large gatherings.

The Commonwealth Auditorium is a 463-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 productions.

"Lodge 1," located on the first floor of the University Center, has a unique atmosphere and hosts a different activity every night of the week such as dance nights, comedy clubs, coffeehouses, video nights, and special sports broadcasts. Students may purchase food from the snack menu at Lodge 1 or choose from other specialty refreshments. Call 221-1351 for more infor-

College of William and Mary Bookstore

mation about University Center services or call 221-3433 for information about employment opportunities with the University Centers.

106 Jamestown Road, 221-2480, E-mail: wmttext@facstaff.wm.edu

The College Bookstore stocks all required textbooks and school supplies as well as a large selection of books and supplies of general interest. Students and visitors are welcome 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 its buyback program.

The store offers a broad selection of student-oriented merchandise such as specially-priced computer software, clothing and gifts, greeting cards, posters, and calculators. The Bookstore is also the source for official College class rings, regalia, and graduation announcements.

The Bookstore accepts cash, personal checks with a valid ID, the William and Mary Express Card, Visa, MasterCard, Discover, American Express, and Barnes and Noble gift certificates. The Bookstore is open Monday through Friday from 8:00 am to 7:00 pm, Saturday 10:00 am to 6:00 pm, and Sunday 12:00 noon to 5:00 pm.

University Center, 221-1289, E-mail: kmpier@facstaff.wm.edu

Students' X-Change

The Students' X-Change, located on the ground level of the University Center, is a student-staffed convenience store under the supervision of Auxiliary Services. The store stocks bulk food, juices and sodas, school supplies, magazines, clothing, house supplies, gifts, and Greek and William and Mary paraphernalia. Store hours are Monday through Friday from 9:00 am to 11:00 pm, and Saturday and Sunday from 11:00 am to 11:00 pm. The X-Change accepts personal checks made out to the X-Change, the William and Mary Express card, MasterCard, and Visa.

Museums and Galleries

Andrews Hall

Andrews Hall displays artwork by students of the Department of Art and Art History as well as collections of art from outside the College. 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 which is usually held in Andrews Hall at the end of March.

Botetourt Gallery, Zollinger Museum, and Special Collections

See page 55.

Classics Library

The Department of Classical Studies houses two collections of Latin and Greek books and interesting artifacts in its Library.

Muscarelle Museum of Art. Bonnie Kelm, Director, 221-2710; Cindy Sharkley, Assistant to the Director, 221-2710; Ann Madonia, Curator of Collections, 221-2702; Rachel Strawn, Curator of Education, 221-2703.

The Muscarelle Museum of Art is dedicated to creating a dynamic environment for the exploration of art. Its mission is to provide a rich cultural resource for the College of William and Mary and to pursue an active role in the overall cultural life of the region through education and the presentation of works of art. Accredited by the American Association of Museums,

it is nationally ranked and recognized for operating at the highest professional standards in the museum field. The Museum highlights art works from the permanent collection in its second floor galleries. Temporary and special loan exhibitions are showcased in the first floor galleries. The Herman graphic arts study room displays a wide range of prints, drawings, and other works on paper from the permanent collection. A variety of educational programs are presented to complement these exhibitions.

The Museum, in cooperation with the Department of Art and Art History, offers a credit program in art museum studies and also has a number of museum internships available for qualified students. The Muscarelle Museum of Art Student Society (MMASS) is the museum's official student volunteer organization. It organizes special events and assists the Museum with a variety of projects. All students receive a 10% discount at the museum shop which offers unusual items and gifts.

The Museum is open Monday through Friday 10:00 am to 4:45 pm and Saturday and Sunday 12:00 noon to 4:00 pm. The Museum is closed on national and College holidays. For information about current exhibitions, special events and programs visit the Museum's web sit at <http://www.wm.edu/muscarelle>, or call 221-2700 for a recorded message.

Twentieth Century Gallery

The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional and national contemporary artists and craftspeople. 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 taught by local artists for a minimal fee. The Gallery is located at 219 N. Boundary Street and is open Tuesday through Saturday from 11:00 am to 5:00 pm and Sunday from 12:00 noon to 5:00 pm. Call 229-4949 for a schedule of classes or more information.

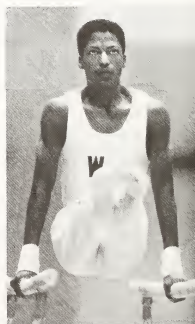
Recreational Facilities

24-hour Facility Hotline, 221-3311.

Numerous College recreational facilities are available to students with a valid student ID. Recreational facility hours of operation are available from the Recreational Sports Department. Recreational areas may be reserved for special sport club or intercollegiate events through Recreational Sports or the campus facilities coordinator.

The Student Recreation Center, located at the corner of Compton and Brooks Streets, 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. Adair Gymnasium also provides recreational space with one large gymnasium and a 25-yard, 6-lane pool.

William and Mary Hall, home of the Athletic Department, contains the FitWell Studio, the Fencing/Martial Arts room, a main arena floor for occasional recreational use, and other areas that are primarily used for athletic functions.



Outdoor recreational areas include six lighted tennis courts adjacent to Adair Gymnasium and eight lighted courts opposite William and Mary Hall, intramural fields on Campus Drive, the Busch fields behind William and Mary Hall, and fields located in front of the Dillard housing complex.

Lake Matoaka offers canoeing to all students with an appropriate ID. Students may also reserve the Matoaka Shelter for picnicking through the Director of Student Activities. Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.

Over 210 student employment positions as office managers, ID checkers, aerobic instructors, fitness attendants, facility supervisors, sport supervisors, lifeguards, and sports officials are available with the Recreational Sports Department. Students interested in employment should write to the Assistant Director-Informal Recreation, Recreational Sports, College of William and Mary, Williamsburg, VA 23187-8795, or call 221-3313 or 221-3310.

McCormack-Nagelson Tennis Center

The McCormack-Nagelson Tennis Center is a state-of-the-art, indoor tennis facility open seven days a week from 9:00 am to 9:00 pm, and is available to all students and their visitors. The tennis center has six indoor courts in a climate-controlled environment. A ball machine and demonstration rackets are available for hourly rental. Leagues, lessons, and clinics are offered throughout the year. Racket stringing services and logo merchandise are also available.

The McCormack-Nagelson Tennis Center houses the International Tennis Association Women's Collegiate Hall of Fame. It is also home to the William and Mary men's and women's tennis teams. Spectator seating for over 500 is available for the matches and tournaments. Call 221-7378 for court reservations or more information.

Connie Kearns McCarthy, Dean of University Libraries, 221-3055.

The Earl Gregg Swem Library and its branches support the curricular and research needs of the students, faculty, and staff of the College. Its collections and services are developed with these needs in mind. The collections consist of more than 1,067,000 cataloged volumes, 1,179,000 microform pieces, 560,000 government publications, one million manuscripts, and approximately 3,000 video recordings and other non-print materials. Information about books, journals, and other items in the library's collections and its branch libraries is available through the online catalog. The online catalog is accessible from dedicated equipment in the libraries, through microcomputer labs on campus, through the campus telecommunications network serving residence halls and academic buildings, and from off-campus by remote access and the Internet at <http://lion.swem.wm.edu>. At the beginning of the fall semester, the library staff offers introductory training in the 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 bibliographic and full-text databases available through the

Internet. The library informs its users of improvements in these systems and the availability of new electronic information products, and provides training sessions throughout the year. Many of these databases are available on the World Wide Web at <http://www.swem.wm.edu/>.

Lending of Library Materials

All of the library's 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. Any material on loan is subject to recall if another William and Mary user requests the same item. To encourage prompt returns, fines are charged for overdue items. Failure to pay fines or charges for lost or overdue books may result in suspension of library borrowing privileges or holds on class registration, diplomas, and transcripts. 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.

All students, staff, and faculty must present a current College ID card to borrow materials. The use of Swem Library is subject to the principles of the Honor Code.

Reserve Readings

The library operates a reserve reading service to assure equitable, reliable access to items that a professor assigns everyone in a class to read. Individual faculty members determine an 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

If a book, journal article, or other item is not available in Swem, it can usually be borrowed from another library. 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 and area residents. This collection holds materials in both print and electronic formats. Materials acquired from the federal government in recent years appear in the online catalog. 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. Access to electronic government information is provided on the World Wide Web at <http://www.swem.wm.edu/GOVDOC/docpage.html>.

Reference Assistance

A reference librarian is available for consultation most hours the library is open. Reference staff can 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 Docu-

ments Department accept reference questions by electronic mail or telephone.

Government Documents 221-3064, E-mail: libdoc@mail.wm.edu

Reference 221-3067, E-mail: 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 these rich resources. The University Archives documents the history of the College from its founding in 1693 to the present. It collects publications, photographs, official records, artifacts, memorabilia, and other materials relating to the College. The Manuscripts and Rare Books Department includes 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. These books and manuscripts can be located through the online catalog. Materials from Special Collections are not available for loan, but may be used on-site.

Special Collections hours are Monday through Friday from 10:00 am to 5:00 pm and Saturday from 9:00 am to 1:00 pm. Visit the Special Collections home page on the World Wide Web at <http://www.swem.wm.edu/SPCOL/spcolhp.html>.

Botetourt Gallery

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 1768-1770.

Study Areas and Facilities

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

Duplicating Services and Photocopiers

Duplicating Services is a full-service printing operation serving the College community with photocopies, full color copies, printing, microforms printing, specialty paper, non-copyrighted course packs, binding, fax service, and a William and Mary Express Account deposit location. During the academic year, Duplicating Services is open Monday through Thursday from 9:00 am to 5:00 pm, on Saturday from 1:00 pm to 5:00 pm, and on Sunday from 3:00 pm to 8:00 pm. During the summer and break periods, Duplicating Services is open Monday through Friday from 9:00 am to 4:30 pm. Payment is accepted in the form of cash, personal check, W&M Express card, MasterCard, or Visa. The Duplicating Services office is located in room 009. Call 221-3115 or e-mail to axjose@facstaff.wm.edu for more information.

In addition to the full services provided by Duplicating Services, self-serve

photocopy machines are available in the main lobby, the ground floor, and on the second and third floors. Microform readers/printers equipped with card readers and coin acceptors are located in the Microforms Room in the lobby.

Branch Libraries

Swem Library has several branches serving specific disciplines:

Biology Library, 112 Millington Hall. The Biology Library collection contains current issues of biology journals.

Chemistry Library, 204 Rogers Hall, 221-2559. The Chemistry Library collection contains approximately 11,000 volumes, including 82 periodicals. "Chemical Abstracts" is available on microfilm with indexes in paper and microfiche form. Microfilm and microfiche reader-printers are available.

Geology Library, 219 McGlathlin-Street Hall, 221-2094. The Geology Library includes 17,000 volumes, 86 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.

Music Library, 250 Ewell Hall, 221-1090. The Music Library houses more than 18,000 sound recordings, including 3,000 CDs, and over 10,000 scores of printed music. There are also more than 500 videos and videodiscs of musical performances and music instruction. Most items are accessible through the on-line catalog. Scores and recordings may be checked out by anyone in the William and Mary community. The library has fifteen listening stations, two viewing stations, and two on-line computers. Music Library hours are from 10:00 am to 11:00 pm Monday through Thursday, 10:00 am to 5:00 pm on Friday, 1:00 pm to 4:00 pm on Saturday, and 3:00 pm to 11:00 pm Sunday.

Physics Library, 161 Small Hall, 221-3539. The Physics Library collection contains over 29,000 volumes and 140 current periodical subscriptions. The collections are enhanced through cooperation with the libraries of nearby TJNAF (Thomas Jefferson National Accelerator Facility) and NASA. "Physics Abstracts," a comprehensive bibliographic database in physics, is available on CD-ROM.

Library Hours

During the regular academic year, Swem Library is open Monday through Thursday from 8:00 am to 12:00 midnight, Friday, from 8:00 am to 6:00 pm, Saturday from 9:00 am to 6:00 pm, and Sunday from 1:00 pm to 12:00 midnight. Hours for departments within Swem Library and for branch libraries may vary. Call 221-INFO 24 hours a day for more information or to confirm hours.



Intercollegiate Athletics

Terry Driscoll, Director of Athletics, 221-3330; Barbara Blosser, Associate Athletics Director, 221-3361; Bobby Dwyer, Director of the Tribe Club (formerly the Athletic Educational Foundation), 221-3364, William and Mary Hall.

The athletic department is home to nearly 500 student athletes who participate in 23 intercollegiate sports. These athletes compete with great success at the highest level of collegiate athletics, NCAA Division I (football is NCAA Division I-AA). The Tribe program produces several conference championships (Colonial Athletic Association or Atlantic-10 in football) on an annual basis with numerous athletes named to All-America teams. W & M athletes also excel in the classroom with various national academic honors earned each season.

The College fields men's and women's teams in basketball, cross country, golf, gymnastics, soccer, swimming and diving, tennis, and indoor and outdoor track and field. The College also has women's field hockey, lacrosse, and volleyball teams and men's baseball and football teams. Other teams on campus function as club sports and fall under the direction of Recreational Sports. Access the athletic department website at <http://www.wm.edu/WMAD/> or call the sports information office at 221-3344 for up-to-date schedules for Tribe intercollegiate sports.

Athletic Tickets

Payment of the athletic and recreational fee entitles all full-time William and Mary students with a valid College ID to attend on-campus athletic events sponsored by the College at no additional cost. Admission to NCAA or CAA tournament games on-campus requires a student-priced ticket as legislated by the NCAA and the conference. Season football tickets and tickets to individual games 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 Monday through Friday from 10:00 am to 5:00 pm. Call 221-3340 for more information.

Recreational Sports

Denny Byrne, Recreational Sports Director, Recreation Center, 221-3312; Joe Tighe, Assistant Director, Recreational Sports, Recreation Center, 221-3314.

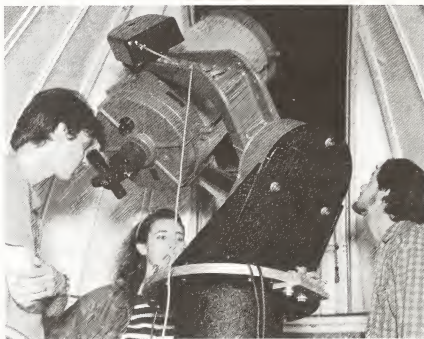
The Recreational Sports program provides intramural, sport club, informal recreation, fitness/wellness, and outdoor programs to students.

Recreational Sports coordinates more than 25 types of intramural activities throughout the year. Intramurals are separated into co-rec, men's, and women's divisions for most activities. 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. Clubs include badminton, rowing, judo, men's and women's lacrosse, martial arts, racquetball, men's and women's rugby, sailing, scuba, men's and women's soccer, Shotokan karate, Tae Kwon Do. Synchronized swim, swimming, ultimate frisbee, men's and women's volleyball, and many more.

Facilities include the Recreation Center, Adair Gymnasium, William and Mary Hall, Lake Matoaka, and other outdoor facilities. Facilities are open every day during the academic year and during the break periods on a modified schedule. Facility schedules are available at any recreational facility or the Campus or University Centers. Equipment may be checked out with a College ID card. Outdoor living equipment such as canoes, backpacks, tents, cooking equipment, tarps, and sleeping bags is available for a nominal rental fee. Call Recreational Sports at 221-3310 for more information.





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. The Executive Council, the head of the Assembly, provides focus for the concerns and interests of the student body. It advocates for students through a variety of techniques including communications with the Board of Visitors, the faculties, and local and state government. The graduate councils and the Undergraduate Council enable students to express themselves on issues related specifically to the needs of their 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 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 informed 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 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 and 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 the student government organization and are encouraged to become involved in its functions. The Student Assembly is made up 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 from each undergraduate class, two at-large undergraduate student representatives, and one representative 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 and special committees are established as needed to support the work of the Assembly. The standing committees include 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 to serve as a liaison between each committee and 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, four class officers from each undergraduate class (president, vice president, secretary, and treasurer), and ten (10) undergraduate members of the Executive Council. The Undergraduate Council elects a chairperson from within its membership. Through their class officers, individual classes promote social activities, enhance communication among their members, and offer cultural and service activities for class members.

3. *The Graduate System:* Each graduate school has a Graduate Council. These councils include 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 graduate representative who serves on the Student Assembly's Executive Council. Each graduate council appoints social, communications, cultural, and services committees.

Elections: Elections to all positions in the Student Assembly (except freshmen class positions) are held on the second Tuesday of February of the spring semester. Elections for freshmen representatives are held on the third or fourth Tuesday in September of the fall semester. Candidates for election to student government positions must be full-time, degree-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 annual elections. Election committees draft rules to be approved by their respective organizations which govern conduct for the elections.

The Student Assembly office is located in the Campus Center near Trinkle Hall and is open Monday through Friday from 11:00 am to 5:00 pm during the academic year. Student advocates may also be reached at 221-3302 or 221-3298. The offices of the Undergraduate Council and the graduate councils are located adjacent to the Student Assembly office.

Graduate associations act as liaisons between students, faculties, and administrators within the various schools. Enrollment in these associations is automatic upon enrollment in a graduate or professional school and offers students the opportunity to explore different areas of concern within their respective schools.

Graduate and Professional Student Associations and Organizations



Publications Council

Established in 1971, the Publications Council provides 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 Director of Student Activities, 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 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*, *Environmental Law and Policy Journal* and WCWM-FM.

The *Colonial Echo* is the College yearbook, which is published annually by a student staff. The cost of the yearbook is partially covered by the Activities Fee, which is included in the Tuition and General Fee paid by each student. For more information, call 221-3317 or stop by the office in Campus Center 9.

The *Flat Hat* is a weekly newspaper, written and edited by students, which reports, analyzes, and provides commentary on campus life. It is distributed in the residence halls, at the Information Desk in the Campus Center, at the Commuter Student House, in Swem Library, and at the Law School. For information, call 221-3281 or stop by the office in Campus Center 25.

The *William and Mary Review* is a literary magazine published twice each year by student editors. Entries of short stories, poems, photography, graphics, essays, and reviews are welcomed from all interested students. For information, call 221-3290 or stop by the office in Campus Center 166.

WCWM (90.7) is the College's non-commercial radio station. It is staffed entirely by student volunteers and offers a wide variety of music, programming, and local public service announcements. For information, call 221-3287 or stop by the studios in Campus Center 41.

A Gallery of Writing is a literary magazine is dedicated to publishing the best fiction, non-fiction, poetry, and art the College has to offer. The staff consists of students who judge works for the bi-annual magazine on a blind review basis. For more information, call 221-3284 or stop by the office in the Campus Center.

Jump! magazine contains reviews, essays, and feature articles of interest to students. For more information, call 221-3286 or stop by the office in Campus Center 167.

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

The *William and Mary News* is published weekly by the College News Office and carries all official memoranda of the College administration. Copies are available at the Campus Center, Swem Library, and the Campus Post Office. Each issue includes a calendar of events and classified advertising section.

Pillory is a humor and satire magazine dealing with topics of College, national, and international interest.

The William and Mary Bill of Rights Journal 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 to assist in the production of a law journal.

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

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 and in the Law School.

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





- Busch Gardens** Busch Gardens Williamsburg is an amusement park presenting a panoramic view of England, France, Germany, and Italy through seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's tallest roller coaster, the "Alpengeist." Busch Gardens Williamsburg is located on Route 60 East, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Call 253-3350 for information regarding hours of operation and special events.
- Films and Movies** The University Center Activities Board presents a film of interest each week during the academic year. Tickets may be purchased at the University Center for a nominal fee. All William and Mary students, staff, and faculty members with a current ID may purchase tickets. Call 221-2132 for more information. 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 Cinema Four (229-6333) features current films and is located in the Monticello Shopping Center. Williamsburg Crossing Movies (253-2299) is located in Williamsburg Crossing Shopping Center and features seven current films. In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas. Several campus organizations and departments also sponsor films on a regular basis for the College community.
- Charter Day Convocation** Each February, the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features an address by an individual with a significant relationship with the College and the awarding of several honorary degrees and the prestigious Jefferson Awards.
- Colonial Williamsburg** Colonial Williamsburg offers a wide variety of tourist attractions including exhibition buildings, lectures, concerts, and slide shows. Students with 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 may use the bus system free of charge. The taverns in Colonial Williamsburg feature meals in Colonial Virginia style and are within walking distance of the College. Call the Colonial Williamsburg Visitor Information Center at 229-1000 for additional information.
- Concerts** The College generally hosts a wide range of concerts each year, including rock and folk performances. Tickets for events at William and Mary Hall may be purchased at its box office. Other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), the Mosque (Richmond), and the Virginia Beach Amphitheater. Some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.
- Arts and Crafts** The Campus Center hosts an annual Christmas Craftshow which normally coincides with the Williamsburg Christmas Parade, held the first Saturday of December. Approximately fifty people from both the local and College communities participate in the Craftshow.

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 for the Arts is held in the fall and is sponsored by An Occasion for the Arts, Inc., and the Sidewalk Art Show is held in April and is sponsored by the Junior Women's Club.

**Family
Weekend**

Family Weekend is held in late September or early October and is sponsored by the Association of Parents. All parents or guardians of William and Mary students are members of the Association. On the Friday of Family Weekend, classes are open for family visits, and workshops are held for the parents of new students. Activities scheduled throughout the weekend are designed to give families the opportunity to meet faculty members and administrators and to become better acquainted with College life. The William and Mary Concert Band, Choir, and Orchestra present a free concert on Friday, and the weekend normally concludes with a prominent speaker or performance on Saturday evening.

Call the Office of the Vice President for Student Affairs at 221-1236 for more information.

**Green and Gold
Christmas**

Green and Gold Christmas, a Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area, is sponsored by the Residence Hall Association. This event features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. Students who wish to be involved may serve on committees to plan the event or take part in the activities as a sponsor of a child. Call the Office of Student Volunteer Services at 221-3263 for more information.

Homecoming

Homecoming brings many alumni and friends to the William and Mary campus for weekend of events. A major attraction is the Homecoming Parade where campus groups, including fraternities and sororities, vie for cash prizes and awards in the float competition. A highlight of the weekend is the football game with the presentation of the Homecoming court by the President of the College. Homecoming events are scheduled for October 22-25, 1998. Call the Society of the Alumni at 221-1165 for more information.

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

The Office of Multicultural Affairs annually sponsors a national conference for participants of cultural student organizations, college and university unions, Greek sororities and fraternities, other student organizations, and for minority affairs professionals. Topics have included campus support systems, cultural programming, campus political climates, community outreach, historical perspectives, communication skills, and leadership styles. Registration information for the January conference is announced during the fall semester. Call the Office of Multicultural Affairs at 221-2300 for more information.

**Yule Log
Ceremony**

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



Motor Vehicles

Out-of-state students must display Virginia license plates if they 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 with 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. Virginia license plates and a Virginia Driver's License may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. For more information call 253-4811.

Williamsburg ordinance requires operators of automobiles and motorcycles in the city to have a "city tag." Virginia residents who have a valid tag from their home city or county are exempt from this ordinance. City tags cost \$10 per year and 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 parked on Jamestown or Richmond Roads.

Insurance

Students are strongly urged to carry insurance on their personal belongings since the College does not insure personal property. Parents may be able to attach a rider to their homeowner's policy, or students may obtain a special policy for individuals living in residence halls or renting apartments.

Students are also strongly encouraged to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that assists with medical costs. The details of this plan are described in a brochure available at the King Student Health Center. It is strongly recommended that every student, married or single, be covered for medical expenses incurred outside the Student Health Center by a family policy or by the College-sponsored policy. Call the King Student Health Center at 221-4386 for more information about the Student Health Insurance Plan.

Off-Campus Living

Students who are permitted to live off campus may contact the Off-Campus Housing Network at 221-3302, visit the student information network web site at <http://www.wm.edu/SO/SIN/housing/offcampus.html>, or visit the Student Assembly office in Campus Center 167 for roommate and other off-campus housing information.



Williamsburg city ordinance places limits on the number of unrelated individuals who can live together in one dwelling unit. In general, the ordinance specifies that no more than three unrelated persons may live together in a single dwelling unit. For more information about this local ordinance, call 220-6130.

Shopping Centers

Berkeley Commons Outlet Center – Richmond Road
Colony Square Shopping Center – Richmond Road
James-York Plaza Shopping Center – Merrimac Trail
Kingsgate Center – By-Pass Road
Marketplace Shopping Center – McLaws Circle
Merchants Square – Duke of Gloucester Street
Monticello Shopping Center – Monticello Avenue
Outlet Limited Mall – Richmond Road
Village Shops at Kingsmill – Route 60 East
Williamsburg Crossing – Route 5
Williamsburg Outlet Shops – Route 60 West
Williamsburg Pottery Outlet – Route 60 West
Williamsburg Shopping Center – Richmond Road
Wythe Green Shopping Center – Richmond Road

Automobile Renting and Leasing

A & A Auto Rental – 100 Second Street, 253-0022
Avis Rent A Car – 1187 Jamestown Road, 229-3638
Newport News/Williamsburg Airport, 877-0291
Century Auto Sales & Rental – 487 McLaws Circle, 229-3442
Colonial Rent-A-Car Inc. – 468 N. Boundary Street, 220-3399
Enterprise Rent A Car – 601 Merrimac Trail, 220-1900
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-Jeep – 1440 Richmond Road, 229-1050
Williamsburg Ford-Lincoln-Mercury – 217 Second Street, 229-2411
Williamsburg Honda-Jeep-Eagle – 7277 Richmond Road, 564-9700
Toll Free Numbers:
Alamo Rent A Car – 800-327-9633
Avis Rent A Car – 800-831-2847
Enterprise Rent A Car – 800-321-1972
Ford Rent A Car – 800-521-7787
Hertz Rent A Car – 800-654-3131
National Car Rental – 800-227-7368

Banks

Central Fidelity Bank – 1006 Richmond Road, 220-6200
Citizen's and Farmer's Bank – 7534 Richmond Road, 564-8114
4780 Longhill Road, 565-0593
Crestar Bank – 120 Monticello Avenue, 253-9269
James-York Plaza, 253-9275
Prince George & N. Henry, 253-9284

Crestar Bank (cont.)

Garrison Dr. & N. Mt. Vernon, 253-9286
1186 Jamestown Road, 253-9254
Route 60 W. & Centerville Rd., 253-9278
496 McLaws Circle, 253-9295
401 Duke of Gloucester Street, 253-9205

First Union Bank – 133 Waller Mill Road, 253-2265

First Virginia Bank – Commonwealth 300 Second Street, 229-4191
171 Monticello Avenue, 220-2611

Jefferson National Bank – 306 South Henry Street, 259-3050
100 McLaws Circle, 259-3054
University Center - ATM

NationsBank – 800-880-5454
1310 Jamestown Road, 258-1700
1801 Richmond Road, 259-5481
263 McLaws Circle, 259-5470

Old Point National Bank – Williamsburg Crossing, 221-0155
24-hour Telephone Banking, 728-1212

Peninsula Trust Bank – 1031 Richmond Road, 220-1252

**Bicycle Sales
and Service**

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

Cleaners

Berkeley Cleaners of Williamsburg – 1208 Jamestown Road, 229-7755
James-York Plaza, 229-7440
Williamsburg Crossing, 229-2831



Cleaners

Han's Cleaners – 6971 Richmond Road, 258-5268

Ladda's Tailor Shop & Tuxedo Rentals – Monticello Shopping Center,
229-2224

Master Cleaners of Williamsburg – 1317 Richmond Road, 229-6556
Old Towne Shopping Center, 229-3424
4511-A Governor's Green, 229-1414

Swan Cleaners – 240 McLaws Circle, 229-1813
1012 Richmond Road, 220-2116
4430 John Tyler Highway, 220-2039
5601 Richmond Road, 565-3732

Town and Country Cleaners – 459 Merrimac Trail, 229-4990
121 Colony Square Shopping Ctr., 229-7774

Community Resources

Alcohol Abuse and Crisis Intervention, 800-234-0246

Alcoholics Anonymous, 595-1212

Avalon - A Center for Women and Children – Office, 258-5022
24-hour Help Line, 258-5051

Chamber of Commerce – 201 Penniman Road 229-6511
Colonial Services Board Mental Health Services – 1657 Merrimac Trail,
220-3200

Colonial Williamsburg Information Center – 229-1000

Division of Motor Vehicles – 962 Capitol Landing Road, 253-4811

Social Service Bureau – 401 Lafayette Street, 220-6161

United States Postal Service – 425 N. Boundary Street, 229-4668

Virginia Employment Commission – 5235 John Tyler Hwy., 253-4820

Williamsburg Hotel/Motel Assoc. – Village Shops, 220-3330

Virginia and Other States – 800-446-9244

Williamsburg Regional Library – 515 Scotland Street,
229-7645 Information and TDD

Computers and Software

Aftech Inc. – 1524 Merrimac Trail 229-0638

College & University Computers Inc. – 1781 Jamestown Road,
253-2995 (220-8482 FAX)

Colonial Computers – Williamsburg Crossing, 564-1865

Computer Business Systems Inc. – 309-A McLaws Circle, 253-8800

Datafast Technologies – 113 Lands End Drive, 220-6833

Flight Deck Software – 161-C John Jefferson Rd., 229-1757

Network Dynamics Inc. – 309 McLaws Circle, 220-8771
2225 S. Henry Street, 220-4607

Office Pro Technologies – 309-A McLaws Circle, 253-8650

Radio Shack – 1250 Richmond Rd., 229-4157

Up and Running Computers – 241 McLaws Circle, Ste 105, 565-3282

Virginia Printer Service – 108 Tewning Road, 229-8066

**Copying and
Duplicating Service**

Big Red Q Quickprint Center – 1457 Richmond Road, 229-2323
Duplicating Services – Swem Library, Room 009, 221-3115
Expert Typing and Printing Service – 1317 Jamestown Road, 229-2241
Graphic Impressions – 1315 Jamestown Road, 229-6230 (229-7044 FAX)
Kinko's Copies Inc. – 1250 Richmond Road, 253-5676
Kwik-Kopy – 948 Capitol Landing Road, 220-3299
Mail Boxes Etc. USA – 5251-18 John Tyler Highway, 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 Road, 229-8662
Cathy's Creations – 6568 Richmond Road, 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 Road, 229-4001
Margeaux's – Governor's Green Shopping Ctr., 220-1119
Morrison's Flowers and Gifts – 101 Colony Square Shopping Ctr., 220-1242
My Favorite Things – Williamsburg Crossing, 229-7673
My Sister's Place Ltd. – 1014 Richmond Road, 220-3333
Schmidt Florist Inc. – 1317 D Richmond Road, 229-1665
Seasons of Williamsburg – 1312 Jamestown Road, 565-4600
Williamsburg Floral & Gifts – 701-P Merrimac Trail, 229-9844

Laundries

Berkeley Cleaners of Williamsburg – James-York Plaza, 229-7440
1208 Jamestown Road, 229-7755
Old Towne Road, 229-2831



- Laundries**
- Colony Square Laundry – Route 31, Jamestown Road, 220-3348
 - Home Style Laundry – 2155 Merrimac Trail, 229-9274
 - Jamestown Laundry – 1781 Jamestown Road, 253-0994
 - Master Cleaners of Williamsburg – 1317 Richmond Road, 229-6556
 - Olde Towne Laundromat – 4854 Longhill Road, 220-9334
 - Soap-N-Suds – 216 Monticello Avenue, 220-6871
- Newspapers**
- Daily Press* – 104 Bypass Road, 247-4700
 - Richmond Times-Dispatch* – 402 Duke of Gloucester Street, 229-1512
 - Virginia Gazette* – 216 Ironbound Road, 220-1736
- The following newspapers are sold at the Campus Center Front Desk: *Daily Press*, *New York Times*, *USA Today*, *Virginian Pilot*, *Wall Street Journal*, *Richmond Times Dispatch*, and *Washington Post*.
- Pharmacies**
- Berkeley Pharmacy Inc. – 5251 John Tyler Highway, 229-8181
 - CVS Pharmacy – 1256 Richmond Road, 229-0015
 - Eckerd Drug – 115 Jamestown Road, 220-1355
 - 701 Merrimac Trail, 229-0131
 - 124 Waller Mill Road, 253-8804
 - 4511 John Tyler Highway, 253-8003
 - Farmco Drug Center - Farm Fresh – 455 Merrimac Trail, 253-2304
 - KMART Stores – 118 Waller Mill Road, 220-2393
 - Olde Towne Pharmacy – 4854 Longhill Road, 220-8764
 - Professional Pharmacy of Williamsburg – 1302 Mount Vernon Avenue, 229-3560
 - Williamsburg Drug Co. – Merchants Square, 229-1041
- Shoe Repair**
- James-York Shoe Repair – 801-B James-York Plaza, 229-5154
 - KYU Tailoring – 1262 Richmond Road, 220-1600
- Storage**
- Esquire III Self Storage – 3283 Lake Powell Road, 220-3283
 - Jack Rabbit Self Storage – 1629 Merrimac Trail, 220-3282
 - Safe Place Mini Storage – 5424 Airport Road, 253-2503
 - Sentry Self-Storage – 5393 Mooretown Road, 565-0980
 - Tomark Storage – 111 Fenton Mill Road, 565-1200
 - Trevillian Moving and Storage – 3301 Venture Lane, 229-9505
- Travel Agencies**
- AAA – 260 McLaws Circle, 564-7711
 - Colonial Travel – 161-B John Jefferson Road, 229-7820
 - Colony Travel Agency Ltd. – 424 Duke of Gloucester Street, 229-8684
 - Discovery Travel Inc. – 1199 Jamestown Road, 220-0402
 - Royal Travel Center, Ltd. – 122-I Waller Mill Road, 253-2700
 - Sue Mayberry Travel Inc. – 240 McLaws Circle, 229-7854

Travel Corner – 149 Monticello Avenue, 220-1920
Travelaire Inc. of Virginia – 801-A Merrimac Trail, 229-1642
Travel Adventures – 7405 Richmond Road, 564-3000
U-Travel Service – Village Shops at Kingsmill, 253-1212

Typewriters

Business Supplies Ltd. – 4391 Ironbound Road, 229-0324
Colonial Office Equipment – 134 Second Street, 229-5818

**Word Processing
Services**

Always Rite – 211 Cherwell Court, 565-0302
Computer Clinic of Williamsburg, Inc. – 2729 Persimmon Place, 220-0010
Expert Typing Service – 1317 Jamestown Road, 229-2241
Graphic Impressions – 1315 Jamestown Road, 229-6230





Statement of Rights and Responsibilities

In 1973, the College community—faculty, students, and administration—recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and 1991 and are included.

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 regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
 3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.
- D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:
1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.
 2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.
- E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:
1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.
 2. The right to expect that all records of his/her association with the institution are treated as confidential.
 - a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution 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 Col-



lege 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, includ-

ing 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 nondiscriminatory 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.



AUTHORITIES 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 Council, 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 laws affect 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, 221-2615. The following individuals are also available to receive c to provide information with regard to complaints alleging non-compliance with the conditions set forth in this legislation:

Complaints
Against Students:
Complaints
Against Faculty:

Patricia M. Volp, Dean of Students, Campus Center 109, 221-2510, or
W. Samuel Sadler, V.P. for Student Affairs, Campus Center 219, 221-1236

P. Geoffrey Feiss, Dean, Faculty of Arts and Sciences, Ewell Hall 134, 221-2470

Alfred N. Page, Dean, School of Business Administration, Tyler 214, 221-2891

L. Donelson Wright, Dean, School of Marine Science, Watermen's Hall 230, (804) 642-7103

Virginia McLaughlin, Dean, School of Education, Hugh Jones 212, 221-2314

W. Taylor Reveley III, Dean, School of Law, Marshall-Wythe 108, 221-3790

Complaints
Against Staff:

Director, Personnel Services, Thiemes House, 221-3153

(For student regulations concerning harassment and sexual harassment see also p. 90 and p. 93).

The College has established the policy of self-determination for residence hall living (see p. 138 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.

STUDENT CODE OF CONDUCT

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

Unless otherwise stated, penalties for violations of the code of conduct range from warning to dismissal for individuals, and from warning to termination for organizations.

ALCOHOLIC BEVERAGE POLICY

A. Individual Rights and Responsibilities

The College is interested in the health, safety, and well-being of every member of the community and insists that those who choose to use alcoholic beverages do so in a responsible and legal fashion. College policies are designed to allow responsible use of alcohol by those of legal age. Students are expected to observe all applicable laws and College policies related to purchase, possession, and consumption of alcoholic beverages. Violations of applicable laws and/or College policies pertaining to alcohol subject students and organizations to College disciplinary action and legal penalties.

The following general provisions apply to individual possession or use of alcoholic beverages on College property, on property owned or controlled by the College, and at College sponsored events:

1. No person who is less than 21 years of age may purchase, possess, or consume any type of alcoholic beverage.
2. No person may be in a public area in an intoxicated condition.
3. No person may possess an open container of alcohol in a public area, including, but not limited to, hallways, stairwells, and other common areas of residential facilities.
4. No person may provide alcohol to any person who is less than 21 years of age.
5. No person may bring any type of alcoholic beverage into an Alcoholic Beverage Control licensed facility or area, and no person may take alcoholic beverages out of an Alcoholic Beverage Control licensed facility or area.
6. No person who appears to be intoxicated or is intoxicated may be sold or served alcoholic beverages.

The following additional provisions also apply to possession or consumption of alcoholic beverages in College residential facilities:

1. Alcohol is not permitted in any individual room in a freshman residence hall unless one of the residents is at least 21 years of age and the alcohol belongs to that resident. Further, alcohol is not permitted in the public areas of freshman residences nor may functions with alcohol be scheduled in freshman residence halls.
2. Empty alcohol containers in residence hall facilities may constitute evidence of alcohol consumption or possession, and may, therefore, be subject to inspection and seizure.
3. Any person who desires to host and have alcohol available at an event in his or her private residence hall room, apartment or Lodge must register the event with the Office of Student Activities if the number of individuals present is more than eight over the room, apartment, or Lodge occupancy. This means that if it is likely that more than eight people in addition to the number of residents of the room, apartment or Lodge will be present, approval for the event must be obtained. At no time may the maximum capacity restrictions of the room, apartment or Lodge be exceeded.
4. Common containers of alcohol, including but not limited to, kegs, pony kegs, beer balls, box wines and containers greater than 750 ml., and mixed alcoholic punch are prohibited in any residential facility, whether the containers are empty or full. Special permission may be granted for the use of common container alcohol at special functions approved by the Office of Student Activities.

B. Events Where Alcoholic Beverages Are Served

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 license. The ABC



Board will not accept license applications that do not allow it two weeks for processing. The submission of an application for an ABC license does not guarantee approval.

Campus-wide Events are those that are restricted to all William and Mary students, faculty, staff, and their invited guests. In Campus-wide Events these restrictions apply:

- * A license from the Virginia Department of Alcoholic Beverage Control is required or a licensed third party vendor must be used.
- * Alcoholic beverages must not be given away but must be individually sold.
- * Beer, wine or wine coolers are the only alcoholic beverages that may be served.
- * Admission is restricted to persons who are at least 21 years of age, unless alcoholic beverages are confined to a separate restricted area that has been approved for that purpose or unless approved by the Director of Student Activities.

Private Events are those to which attendance is limited to an invited group. In Private Events these restrictions apply:

- * Prior written approval from the Director of Student Activities is required.
- * Announcement of the event may be by personal invitation only; no campus-wide advertising, including but not limited to ads, posters, or flyers, of the event is permitted.
- * The percentage of the group's membership, residents, and/or guest list, who are of legal drinking age will be a factor in determining if permission will be granted for the serving of alcohol and/or what quantity of alcohol may be served. A separate area may be required for the consumption of alcohol.

B.Y.O. (Bring Your Own) Events - BYO events, even though the attendees provide the alcohol, must conform to the same guidelines as all other events where alcohol is to be present. The student or organization sponsoring the event will control the collection, servicing and disbursing of alcoholic beverages; a designated serving area will be established and only one drink at a time may be obtained. Tickets or a punch card system must be in place for attendees to obtain beverages from the serving area and hosts must adhere to food and alternate beverage requirements set forth in this policy. Further, BYO events are subject to the same policies (including guest list and identification policies) as apply to all other events with alcohol. Deviations from these regulations must be approved in advance by the Director of Student Activities.

Except as otherwise noted, the following apply to all events at which alcoholic beverages are served.

Events that fail to comply with the College's Alcoholic Beverage Policy or state law or with generally accepted rules of safety may be terminated by a member of the Student Affairs staff, law enforcement officers, including agents of the Virginia Alcoholic Beverage Control, or an appropriate fire or safety officer (depending on the circumstances).

(The regulations that follow incorporate the requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the College.) The sponsoring individual or organization must responsibly plan and supervise the activity.

Scheduling

Functions at which alcohol will be served must be scheduled through the Office of Student Activities, Campus Center 203B. For all events at which alcohol will be served, completed forms must be submitted no later than one week prior to the event. Area Directors must sign completed forms for events to be held in residence halls. Forms for events that are approved must be picked up and displayed at the event. (The Office of Student Activities closes at 5:00 p.m. on Monday through Friday.) Failure to pick up the authorization form from the Office of Student Activities and display it at the event constitutes an "unauthorized event." Such event is subject to termination and the organization subject to disciplinary action. In addition to displaying the authorization form, a notice must also be displayed at all entrances to the event and reading, "Private Function. Members and invited guests only."

Alcohol may be served and/or consumed only in approved public areas. Alcohol may not be served and/or consumed in public areas that have not been approved through the scheduling process. Approved areas are those for which a special license has been granted directly by the Alcoholic Beverage Control Board or permission has been given by the Director of Student Activities. Public areas include lobbies, lounges, living rooms, stairwells, stairways, common area bathrooms, hallways of College residence halls (including fraternity and sorority houses), and Campus Center and University Center rooms. Events involving the distribution and/or sale of alcoholic beverages will not be scheduled for outside public areas that are not adequately shielded from public view, to which entry cannot be readily controlled, or which are inappropriate due to their proximity to residential or academic areas.

The College reserves the right to limit the number, frequency, and duration of events as well as the type and amount of alcohol that may be present and/or served at any function. No functions with alcohol will be approved during Alcohol Awareness Week or during the first week, including the first weekend, of each semester (which will vary depending on individual school calendars). 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 Director of Student Activities.

Progressive Drinking Parties or Drinking Games. Progressive drinking parties or other functions where drinking alcohol is the principal attraction are not permitted.

Types of Alcohol. Approval for events with alcohol means that beer, wine, or wine coolers will be the only alcoholic beverages served and/or consumed at the event. Hard liquor is not permitted except under special circumstances approved in advance by the Director of Student Activities. Grain alcohol served in any form is strictly prohibited.

Alternative Beverage and Food Items. Non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served at approved functions. Appropriate food items such as snacks, fruit, vegetables, cheese, pizza, and/or other solid foods must be available in sufficient quantities throughout functions as long as alcoholic beverages are present, served or sold. Failure to provide adequate alternative non-alcoholic beverages and food may result in termination, or delay of the event, and/or disciplinary action.

Guests. Individuals or groups sponsoring social functions are responsible to the College for the actions of all guests in attendance at the event. Except in the case of Campus-wide Events, "open" parties and functions where there are no guest lists are prohibited. Guests are defined as those individuals who are known to the host(s) of the function and have previously been identified as invited guests to the functions. As stated in the *Student Handbook*, "Responsibility for Guests," a student is responsible for the behavior of his or her guests and is subject to disciplinary action and/or penalty for their behavior and/or damage.

Guest Lists.

- * Except in the case of Campus-wide Events, a sponsoring organization must post completely sober (have refrained from consuming any alcohol) members at the entrance to a function to supervise the admission of guests.
- * Guest lists must be approved by the Office of Student Activities by 12:00 noon on the day of the function or no later than 12:00 noon on Friday for functions occurring on the weekend.
- * The sponsoring organization must submit to the Office of Student Activities a guest list with names of all guests. Guest lists must conform to the format approved by the Director of Student Activities.
- * A maximum of 350 guests may be included on a guest list for an approved scheduled event. Approval to exceed the maximum 350 guests must be obtained in advance of the event from the Director of Student Activities.

- * At no time may the number of guests at a function exceed the maximum capacity restrictions for that facility.
- * The signed guest list must be turned into the appropriate Area Director or the Office of Student Activities on the first business day following the event. Failure to turn in a guest list, prior to or following the event, may result in loss of privileges. The College reserves the right to confirm the accuracy of guest lists by reasonable means.

Identification Cards. A completely sober (have refrained from consuming any alcohol) individual must check to ensure that every guest either has a William and Mary ID card or is accompanied by a William and Mary student with a valid ID. An additional ID that provides proof of legal drinking age is required to consume alcohol. The use of false, altered, or borrowed identification of any type is lying, an

infraction of the Honor Code, and is also a criminal offense.



Wrist Bands/Hand Stamps. At functions where alcoholic beverages are served, sold, or consumed, the sponsoring organization must distinguish between those of age and those underage by either a separate drinking area or by use of wrist bands and/or hand stamps.

Time and Duration of Events with Alcohol. Alcoholic beverages may not be sold or served prior to 3:00 p.m. Monday through Friday and 12:00 noon on Saturday and Sunday unless written permission is granted by the Director of Student Activities.

- * The maximum duration of an event with alcohol service is five hours.
- * Functions scheduled Sunday through Thursday must conclude by midnight and events scheduled Friday and Saturday must conclude by 2:00 a.m. unless prior written permission has been granted by the Director of Student Activities.
- * Events in residence halls must conform to the rules and times established by the pertinent hall council but may not exceed the above time limits under any circumstances.

Outdoor Functions. At outdoor functions, alcoholic beverages may not be sold or served prior to 3:00 p.m. on weekdays or 12:00 noon on weekends or after 12:30 a.m., and the function must end at 1:00 a.m. unless the Director of Student Activities has granted prior written permission. Outdoor events with amplified music must end at dusk.

Party Managers. Except in the case of Campus-wide Events, each function involving alcohol must have at least one individual designated as the Party Manager. The Party Manager takes full responsibility for management of the event and must have attended the Party Management Seminar (including TIPS Training sponsored by the College). In addition to the specifics outlined below, the Party Manager is responsible for completing the Scheduling Request form and posting it at the event.

Party Managers:

- * are responsible for supervising the serving and sale of alcohol.
- * are responsible for designating the Party Management Staff for the event and for ensuring that they carry out all responsibilities of the Party Management Staff.
- * are responsible for checking identification and verification of those eligible to be served throughout the entire event.
- * must be present in the area where the alcohol is being served and consumed throughout the entire event.

- * must refrain from any consumption of alcoholic beverages.
- * must display notice at all entrances stating "Private Function. Members and invited guests only."
- * may be held personally responsible and possibly face disciplinary action and/or legal penalties for violating the provisions of this policy and/or the laws of the Commonwealth.

Servers:

- * must be at least 21 years of age.
- * must be trained through attendance in a Party Management Seminar sponsored by the College.
- * may be held personally responsible and possibly face disciplinary action and/or legal penalties for violating the provisions of this policy and/or the laws of the Commonwealth.

PARTY MANAGEMENT STAFF. Except in the case of Campus-wide Events, a minimum of one Party Manager and one Server are required for every event (with the exception of events with fewer than 25 guests where the Party Manager may also serve as the Server). Additional Party Management staff includes:

- * two individuals stationed at main entrances for any event with more than 50 guests.
- * one individual stationed at each additional point of entry/exit.
- * Minimum of one Monitor per 25 guests, whose purpose is to confront violations of the alcoholic beverage policy that are not occurring at the bar and/or entrance to the event.
- * All Party Management staff must be sober (have refrained from consuming any alcohol).

SERVING OF ALCOHOLIC BEVERAGES.

- * If alcohol is being served (by a designated Server), it must be served to an individual and is limited to one drink per person at the time of serving.
- * Self-service bars, taps, and beer trucks or trailers with open taps are not permitted.
- * No alcohol may be served or consumed in glass containers at functions in residence halls, outdoor functions and in the Campus Center and University Center.
- * Alcoholic beverages may not be served or consumed in academic buildings without the prior written approval of the Department Chair and the Director of Student Activities. Alcoholic beverages may not be served or consumed in the arena area (including the stands) of William and Mary Hall, in Zable Stadium, or in any area of the Student Recreation Center, or on any athletic or intramural field without prior written approval by the Director of Student Activities in concurrence with the appropriate facility director or supervisor.
- * The serving or consumption of alcohol at any activity or event related to membership recruitment, initiation or induction is prohibited.

THIRD PARTY VENDOR. Third party vendor service may be used in place of Party Management Staff (Party Manager and Server). Third Party Vendors must be a company, business, or establishment that is insured and has been issued a Mixed Beverage Caterer's License by the Virginia Alcohol Beverage Control Board.

ADVERTISING.

- * Advertising for private functions is not permitted.
- * Advertising for Campus-Wide events, Banquet or events with Special Event License, or any event that involves the sale of alcohol must be limited to the campus.
- * Information provided on the advertisement must be limited to the type of function, names of band or entertainment, location, and time.
- * The advertisement must include the name of the sponsoring organization and a statement indicating that a William and Mary ID and proof of age is required for entry into the event.
- * Terms or illustrations descriptive of alcoholic beverages or which encourage or

promote the consumption of alcoholic beverages (included but not limited to "cocktails, happy hours, BEVERages") are prohibited.

Security. The Director of Student Activities may require professional security personnel to be present for any event that involves the serving or sale of alcoholic beverages. The Director of Student Activities will make this determination in consultation with the Campus Police. Campus Police or professional security personnel are required at functions scheduled for the Sunken Garden, the Alumni House, and the Lake Matoka shelter and/or amphitheater.

Sanctions. Penalties for violation of this policy may be substantial. They range from warning to dismissal for individuals, and from warning to termination for organizations. Organizations that fail to follow the proper scheduling procedures or that violate this Alcohol Beverage Policy may be denied the privilege of scheduling future events, in addition to other possible sanctions.

Nothing in this policy shall operate or be interpreted 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. These policies are subject to all applicable laws, and each student, organization and sponsor are 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. Student organizations or sponsors are not agents of the College and have no authority to make any representations or undertake any actions or contracts on behalf of the College.

Assault or Battery

Assault and battery are prohibited. Assault is a willful attempt or threat to do harm. Battery is the willful, nonconsensual touching of a person.

Conduct Infringing on Others

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes, but is not limited to, 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, and indoor sports.

Distribution

Literature may be distributed on campus by officially recognized College organizations. Any organization not officially recognized by the College or any individual wishing to distribute literature on campus must receive prior approval from the Office of Student Activities. Distributors without College affiliation may be required to be sponsored by an officially recognized College organization. Door-to door distribution of literature in college buildings is prohibited with the exception of official College communications. (See also *Statement of Rights and Responsibilities*, III. E.)

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 Office of Student Activities at least 48 hours in advance of the event with specific location, beginning and ending times, and names of sponsoring organization being provided. The College reserves the right to impose reasonable time, place, and manner restrictions upon such expressions.

Demonstrations/Hand-bills/Rallies/Vigils

Demonstrations, rallies, vigils, and distribution of materials may not block entrances to campus facilities nor the 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.

Individuals and groups who violate this regulation may lose the opportunity to schedule events in the future in addition to the penalties listed above.

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

1. Normal Functions and Activities:

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

2. Disruptive Conduct:

No student shall commit any act which amounts to disruptive conduct as defined in this regulation or knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of the rights and privileges afforded citizens generally and violation of particular rights and privileges afforded the College in maintaining 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; trespass; 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 persons or 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. Any behavior which disrupts the normal living or work environment of those who live and work around him/her.

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.

Drugs

College regulations, in conformity with federal and state statutes, provide that:

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, as well as possession of drug paraphernalia is prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

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.

(See also page 141.)

Endangering Health or Safety

Conduct which endangers or has the reasonable potential to endanger the health or safety of the student, other members of the College community, or visitors is prohibited.

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 constitutes a violation of this regulation.

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 intentionally causes a fire, or who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. Tampering with fire safety equipment or alarm systems is prohibited.

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 is a violation of this regulation. Entering or not leaving a building when a fire drill is conducted or when an alarm is given is a violation of the regulation. In addition, tampering with or damaging emergency or safety equipment including emergency telephones or safety lights is a violation of this regulation. Falsely summoning emergency help is a violation of this regulation. Violation of this regulation may result in the removal of the student from College housing in addition to other penalties.

Harassment

Personally harassing or threatening another person, including racial or sexual harassment (see also p. 93 for the College definition of sexual harassment) or threats 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, telephone messages, or other unwanted obscene, abusive, or repetitive communications.

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 23-9.2:3(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.

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 inspection, 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 purpose of making the repairs requested.

Subject to the foregoing, 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.

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, harm or attempt to harm him/herself, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, 221-2510.

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.

When the College medical/emotional emergency procedure is put into effect, a student may not attend classes or return to a residence hall until he or she has been given clearance to do so by the Dean of Students. Failure to comply with the provisions of the College medical/emotional emergency procedure may result in judicial action.

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, is necessary to reasonably accommodate a 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

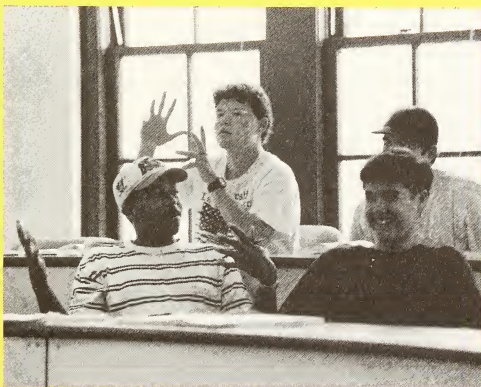
All students are required to register their bicycles with Campus Police. Bicycle registration is free, takes only a few minutes, and can be done 24 hours a day at the Campus Police station. Bicycles must be parked in bicycle racks and should always be locked, even when left for a short period, to reduce the potential for theft. Bicycles found in violation of the registration or parking policies (e.g., locked to stairways or handicap ramps) are subject to being ticketed and immediately impounded at the owner's expense. Bicycles may not be kept in buildings when school is in session; however, students may store their bicycles in their residence hall rooms during breaks in the school year.

Bicycles may not be parked on campus grounds during the two-week break between graduation and the start of summer school. All bikes parked on campus during this period will be impounded as abandoned and are subject to being sold after a mandated storage period. A storage fee may be assessed for those bikes claimed, and proof of ownership may be required to reclaim a bike. Students who will be returning for summer school after the two-week break may park their bicycles at the Campus Police Department for a period of 21 days.

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

Students must park motorized vehicles in those areas designated for student parking. Motorized vehicles, such as motor scooters or motorcycles, may not be



parked in College residences. Bicycles must be parked only in designated areas. 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 may be recovered through the Campus Police Office.

Under no circumstances is the College responsible for any loss of or damage to vehicles. 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. Pedestrians

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks when exercising due care to insure they are not placing themselves or others in danger. 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.

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:

Posters, Banners, and Signs

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" means signs, advertisements, handbills, announcements, and other flat or one-dimensional information devices.)
2. Posters may be placed on campus bulletin boards provided that:
 - 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 for size and form by the Director of Student Activities 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 Director of Student Activities.
 - 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 or compensation to disciplinary probation and may include the removal of recognition for the sponsoring organization.

Public Performances/ Use of College Name or College Marks

No person or group of persons shall represent the College in a public statement or 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.

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, and/or other sanctions.

Self-Defense Items

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways, except by police in the line of duty, would constitute a violation of College regulations.

Sexual Harassment

Sexual harassment is prohibited at The College of William and Mary and in its programs, activities, and functions. For the purpose of College policy, sexual harassment is defined as unwelcomed 1) sexual advances, or 2) requests for sexual favors, or 3) other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College sponsored program or activity, or
- Submission to or rejection of such conduct by an individual is or may be used as the basis for academic, employment or other College decision affecting that individual, or
- Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in College sponsored programs or activities, or creates an intimidating, hostile or offensive working, educational, or residential environment provided by the College.



Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Unwelcomed conduct of

a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so unreasonable, severe or pervasive as to interfere with academic, educational, or employment performance or participation in a College program or activity or residential environment.

Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the College. Sexual harassment may occur between males and females and between persons of the same sex. Harassment between individuals of different genders does not constitute sexual harassment where the difference in gender is the sole reason for the complainant's identifying the conduct as "sexual in nature."

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

Students, faculty, staff or guests who believe that they have been subjected to harassment by a student at the College should follow the procedures beginning on page 103. Members of the College community who believe that they have been subjected to harassment by a member of the faculty (instructional, administrative or professional) or classified employee should refer to page 80 or contact the Director of Affirmative Action at 221-2615.

Sexual Misconduct

Sexual misconduct includes sexual assault or sexual intercourse, without consent. A person who is mentally or physically helpless cannot 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 or by ruse. 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 under College policy 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 under College policy by either contingent or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not sexual assault, but 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. 107 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.

Organizations and individuals who wish to sponsor a fund-raising project on campus must receive approval from the Office of Student Activities prior to the event. Organizations and individuals who wish to solicit for charities, sell magazines, or engage in any other solicitation activity must have prior approval from the Office of Student Activities. The use of campus facilities for approved fund-raising events is governed by policies outlined under "Campus Facilities" on page 96.

Solicitation/ Distribution/ Fund-Raising/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 elsewhere with the written permission of the Director of Student Activities. Non-students who violate this policy are subject to legal prosecution. Penalties for violation of this regulation range from warning to suspension.

**Stealing and/
or Damaging
Personal Property**

No student shall steal, damage, take without authorization, or attempt to steal, damage, or take without authorization the property of another. No student shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization the property of another. 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. **Stealing is a violation of the Honor Code, and complaints of stealing will be referred to the appropriate Honor Council.**

**Stealing
and/or Damaging
College Property**

No student shall steal, damage, take without authorization, or attempt to steal, damage, or take without authorization 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. No student shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization College property.

Possession of College property knowingly and without permission is a violation of this regulation. For the purpose of this definition, College property includes property owned or leased by the College and property placed by vendors in College facilities. **Stealing is a violation of the Honor Code, and complaints of stealing will be referred to the appropriate Honor Council.**

**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 as such is a violation of College regulations. In addition, the transfer of an identification card to another person, the use of an identification card by another person, the alteration of an identification card, or the possession or use of false identification are violations. Presentation of false identification to a student or college official also is lying, a violation of the Honor Code.

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

In the event that 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 responsible, a penalty ranging from warning to dismissal may be imposed.

The College reserves the right and responsibility to initiate its own disciplinary proceedings without awaiting court action.

**Weapons, Firearms,
Fireworks, Explosives,
and Combustibles**

Weapons, firearms, fireworks, and explosives are prohibited on campus. Gasoline (other than that used legally in motor vehicles) 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 are prohibited on campus. Pellet, paint, and bb guns are also prohibited.

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.

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 class rooms 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 intellectual 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 Director of Student Activities. 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, special 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 Director of Student Activities. 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 Director of Student Activities.
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.



Information Technology at the College of William and Mary supports computing by the entire College—students, faculty, and administration. Several public access computer labs containing personal computer 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 (userids) and passwords established on the RS6000 electronic mail and gopher servers automatically. Also, the College provides access to its Resident Network (RESNET) for those students having their own computers and wishing to access computing systems and Internet from their on-campus residence.

In addition, the Help Desk (221-HELP) provides assistance to members of the College community with computing questions. College computer users are advised to contact the Help Desk if they have specific questions or need general information concerning computing at the College.

Computer Utilization

Students at William and Mary may use the College's 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 College 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. Likewise, students permitting other individuals to access computing systems and networks, such as RESNET, from their personal computing devices are responsible for any activity that is undertaken from their personal computing devices. Information Technology staff will help students determine appropriate ways of sharing projects and files.

Security on the College computer systems is controlled through passwords. Information Technology 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 or computers in the following information includes all College-owned, -operated, and/or -maintained computing systems and networks. This includes, but is not limited to mainframe computers, mini-computers, micro-computers, networks (including RESNET), 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, printed and left in public output areas, or electronically transferred, 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 when appropriate.

Control of Resources

Users must respect the needs of others when using the computers. The areas where judgment 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 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 multiple 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 users are responsible for avoiding recurrence of this type of inefficiency. In addition, the computer systems were not designed to handle electronic mail in mass. Thus, users should refrain from sending large volumes of electronic mail at any given point in time.

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.

Additional 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:

Do not attempt to use system passwords. Do not attempt to use other users' passwords.

Do not attempt to override a system's account or security routines.

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. Examples include the following: mass mailings of electronic mail and broadcast storms.

Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include, but are not limited to, 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, NEWS GROUPS, 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/questionnaires, and/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, network, or other public software is permitted. No one may attempt to increase one's right, to substitute another user's right for one's own, forge electronic mail, 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 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 terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance,

or computer malfunctions. It is within the purview of the College to remove access of violators or suspected violators to any/all computer systems and networks until the investigation and any ensuing work is complete. In these events, 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 Information Technology and/or appropriate departmental officials. However, cases may also be referred to the appropriate Honor Council or to the judicial system.

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 may include loss of computer privileges for a specified period of time and restitution for damages.

Violation

**Requirements
for Use of the
College of William
and Mary Student Web
as a Conduit for
Student Web Pages**

The College of William and Mary is pleased to offer students an opportunity to post material on the World Wide Web. Developing materials for the Web is a significant learning opportunity which will help students prepare for the advanced technology of the next century. Access is also provided in order that students may contribute to the continued operation and development of the World Wide Web as an educational resource. The following requirements attach to the exercise of this privilege:

1. The College has established a computer server on which students and student organizations are extended the privilege of posting pages that (1) are consistent with the public, non-profit educational mission of the College, (2) meet the technical specifications of the system, and (3) are in compliance with all applicable College regulations and state and federal laws, including those prohibiting obscenity, defamation, or copyright infringement.

The posting of obscene materials is unlawful and users are specifically cautioned against linking to sites that contain such materials, even if the site has other useful content.

The College is a non-commercial user of the Web and student use of the Web through the conduit of the College's Web site must remain non-commercial. No money-making activity may be conducted through the use of the College's Web site.

The College is not responsible or liable for material in violation of these requirements or applicable laws. Students and student organizations are responsible for the content of their postings and for ascertaining the copyright status and obtaining all necessary permissions or licenses for any material used.

2. Before posting materials to the Web, students and an officer of each student organization must read and demonstrate their understanding of this document outlining the technical procedures, legal obligations and commitment to abide by College requirements for posting a page on the College's Web site. Those documents can be found at <http://www.wm.edu/webmaster/studentweb/html> on the Web.
3. Students must also sign a form acknowledging that the posting of material is a privilege extended by the College; pledging their compliance with applicable technical procedures, legal obligations and College regulations; and agreeing that, in addition to appropriate sanctions for violations, the privilege may be revoked and/or computer files may be deleted if these requirements are not strictly observed. This form is available from the Office of Technology Services in the basement of Swem Library.
4. Student pages will be linked to the College of William and Mary site through only one link. Before accessing any of the student organization pages, users will view the following disclaimer:

Any views and opinions expressed in this page are strictly those of the page author. The contents of this page have not been reviewed or approved by the College of William and Mary.

5. The terms and conditions governing use of the College's Web site are based on the College policies noted in the *Student Handbook* which include, but are not limited to, the honor code, prohibitions against harassment, violations of law, responsible computer use, and sanctions for failure to comply with College and legal requirements.
6. At the discretion of the instructor and with the instructor's approval, student material produced as a result of class assignments or during independent studies may be posted within the course listing. Department chairs and Deans may include links to approved student organizations on their pages (e.g., the Department of Music may wish to link to the Gentlemen of the College page).
7. Students wishing to develop Web pages must complete the following steps:
 - a. Read the requirements for student usage at <http://www.wm.edu/webmaster/studentweb/html> on the Web.

- b. Demonstrate their understanding of the requirements by completing the electronic form at the bottom of the guidelines.
- c. Go to the Office of Technology Services and sign the pledge to abide by all requirements.
- d. Notify the College Webmaster at webmaster@www.wm.edu that their pages are ready for mounting.

NOTE: The Office of Technology Services and the Earl Gregg Swem Library offer a variety of short courses and seminars featuring information on HTML and Web design. For more information on these services, call 221-HELP.





I. BASIC POLICY

The judicial system at the College of William and Mary exists to provide a living and 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 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 Judicial Council, the Honor Councils, 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. JUDICIAL PROCEDURES

A. Jurisdiction

All students and student organizations are expected to maintain a high standard of conduct both on and off campus. Students and student organizations who violate College rules or regulations are subject to discipline. In general, College discipline shall be limited to conduct which occurs on College property, including adjacent streets and sidewalks, on property owned or controlled by the College, or when the conduct adversely affects the College community or its members. "Student" means a person currently enrolled at the College, or a person who is accepted for admission or re-admission to the College, or a person who has been enrolled at the College and is eligible to continue enrollment. "Student Organization" means any group of students that is recognized by the College through the procedures established by the Office of Student Activities.

B. Complaints of Misconduct

A complaint of misconduct alleging 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. Complaints of misconduct must be in writing and shall be filed with a member of the Campus Police, Residence Life Staff, the Office of the Dean of Students, or, in the case of a complaint against a student organization, the Office of Student Activities. Complaints should be submitted as soon as possible after 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 may be considered untimely 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 complaint of misconduct is received, the appropriate member of the Student Affairs staff shall determine if the alleged violation is unfounded or frivolous. Such allegations shall be dismissed.

C. Informal Conference

If the allegation is not dismissed, the accused student or official representative of the accused student organization shall be directed to appear for an informal conference with the appropriate member of the Student Affairs staff. The informal conference is an opportunity for the student to receive information about the judicial process, including options for adjudication, and to discuss the complaint with the staff member and respond on his or her behalf, or on behalf of a student organization, although a student is not required to make any statement. After the informal conference and any appropriate investigation, the staff member may dismiss the complaint if unfounded or propose a penalty appropriate to the facts of the situa-

tion. If the student or student organization chooses not to dispute the facts and executes a written waiver of a hearing, the case will be resolved informally and the staff member shall assess the penalty proposed and appropriately inform the student.

If a student fails to appear at the informal conference after being properly notified, the staff member may further investigate and dismiss the complaint if unfounded, place a hold on an accused student's records (which prevents a student from registering or engaging in other transactions with the College), or prepare written charges and notify the student or representative of the student organization.

A student or student organization, through its official representative, may elect to resolve a case of alleged misconduct through informal resolution (as outlined above), through a hearing with an administrative staff member, or through a hearing with the appropriate hearing body. The student or student organization, through its official representative, will have up to two working days to make this decision unless the administrator handling the case grants an extension for good cause. Once made, the election is irreversible. If the student or student organization, through its official representative, does not inform the administrator handling the case of his or her election, the case will be resolved informally with the penalty chosen by the staff member. The right of appeal is assured regardless of the method of adjudication.

If a student or student organization, through its official representative, chooses to resolve a case through a hearing, the student affairs administrator will prepare formal written charges and notify the student. All charges of violations of College regulations will normally be heard within ten working days of when charges are brought except in unusual cases where 1) the Vice President for Student Affairs grants a postponement to the administrative officer, 2) the chair of the judicial committee to which the case has been assigned, or the administrator hearing the case, grants the accused a postponement, or 3) when a College break makes a hearing impractical. A case may not be heard in fewer than two working days unless the student waives in writing the two working day time period.

D. Adjudication Options

E. Hearing Procedures

1. The Judicial Council

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

Undergraduate Students – 13 students (5 seniors, 4 juniors, 4 sophomores) selected on an annual basis by the Student Assembly. Each year the Student Assembly Executive Committee will coordinate an application/selection process. A committee consisting of a Student Assembly Vice President appointed by the Student Assembly President, the Dean of Students or designee, 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 undergraduate council members, will select Judicial Council nominees. The Student Judicial Council nominees will be submitted to the Undergraduate Council for election.

Any student who is currently on disciplinary or honor probation or who has previously been suspended or dismissed from the College for non-academic reasons is ineligible for membership on the Judicial Council. Students may not serve concurrently on Honor Council and Judicial Council.

Graduate Students – 15 students (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 disciplinary or honor probation or who has previously been suspended or dismissed from the College for non-academic reasons is ineligible for membership on the Judicial Council. Students may not serve concurrently on Honor Council and 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 each 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, Appeals Committee, and student counsels by implementing a training program, organizing and scheduling the duties and activities of the Judicial Council members, and providing for record-keeping and other support needs. The Vice President for Student Affairs coordinates the activity of the Appeals Committee.

Duties. The student members of the Judicial Council serve as Student Hearing Board members and as Judicial Panel members, and the non-student members of the Judicial Council serve as Judicial Panel members.

- a. A *Student Hearing Board* hears "less serious" cases when a student requests a committee hearing. Less serious cases are those cases in which the alleged offense might be punishable by a penalty less than probation with loss of privileges, including, but not limited to, allegations of violation of residence hall regulations. Normally, informal hearing procedures will be used in deciding these less serious charges. However, the essential elements of fairness require that the student be provided written notice of the charge or charges and 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 or her behalf, and to receive written findings for a penalty greater than an oral warning.
 1. Three student members of the Judicial Council, 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 in the hearing or deliberations of the Board other than as record-keeper, will be designated as recorder.
 2. Decisions will be reached by majority vote.
 3. The Student Affairs staff member assigned to investigate the allegation will ordinarily present the information supporting the charge.
 4. The recorder will summarize the evidence presented and the findings of the Board including the reasons for the finding and penalty if the student is found responsible. This summary should be filed in the Office of the Dean of Students within two working days of the hearing.
 5. The Office of the Dean of Students will notify the student in writing of the decision of the Board within two working days after the Board's summary is filed.
 6. Appeals of Hearing Board decisions will be reviewed by the Dean of Students or designee in accordance with the principles outlined under "Appeals of Judicial Actions."
- b. A *Judicial Panel* hears "more serious" cases when a student has requested a committee hearing. More serious cases are those cases in which the alleged offense might be punishable by a penalty of removal from the College's residence halls, probation with loss of privileges, or suspension or another form of separation from the College.

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.

1. Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated chair. The remaining members for each panel will consist of two students from the academic unit in which the

accused student is enrolled plus one other student member of the Council, one faculty member from the academic unit in which the student is enrolled, and one administrator. If an accused graduate student is enrolled in a degree program in two different schools, student members will be appointed to the panel from both schools. A sixth member, who may not vote or participate in any way in the hearing or deliberations of the Panel other than as record-keeper, will be designated as recorder.

2. Judicial Panel proceedings will be tape recorded.
3. The Student Affairs administrator responsible for the case will schedule a hearing with the Judicial Panel and inform the student in writing *at least* two working days 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.
4. It is the responsibility of the accused student to secure the presence of witnesses 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 if 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. 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.
5. A student may request one postponement of the hearing, citing the reasons 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. The chair of the scheduled panel may grant a postponement for good cause.
6. 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 accused student will be given an opportunity to respond to the charge(s) and to make an opening statement. The presenter will introduce the evidence and question the witnesses present to support the charge. Following the questioning of each witness, the Panel and then the accused student will be invited to question the witness.
The accused student will then testify, introduce evidence, and present and question witnesses. The student may then be questioned by the Panel and the presenter. Witnesses presented may 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.
7. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a student to be found responsible for a violation, at least four of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.¹
8. Once a finding regarding responsibility is reached, the Panel reconvenes to notify the student and the presenter of the decision. If the

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.

student is found responsible, the Panel will be briefed by the presenter on any previous violations of College regulations by the student, any precedent for similar situations, and any administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair. The Panel will again meet in closed session to determine an appropriate penalty and will reconvene and announce its decision. The sanction imposed must be agreed to by four of the five members of the hearing panel.

9. The recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the finding and any penalties assigned. The chair of the Panel will sign the summary along with the recorder as a testimony to its accuracy. The summary, the tape(s), and all evidence normally will be filed within two working days in the Office of the Dean of Students.
10. The Office of the Dean of Students will notify the student in writing of the finding of the Panel and any penalties assigned within two working days after the Panel's summary is filed.
11. As soon as possible after written confirmation of the results of the hearing, normally within two working days, the Dean of Students or designee will be available to a student found responsible for a violation to discuss the impact of the decision on the student and to review the appeal process.
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.

2. Administrative Hearing

In those instances where a student is charged with a violation of a College regulation which is considered "more serious" and elects to have the charges heard in an administrative hearing, the steps outlined above shall be followed with appropriate allowances for the difference in structure.

3. Modified Hearing Procedures for Alleged Violations of the Sexual Misconduct Policy

The following special hearing procedures apply in cases of alleged sexual misconduct:

1. If a case of alleged sexual misconduct is not resolved informally, both the accuser and the accused are each entitled to declare whether a 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 outcome of a judicial proceeding and any penalty imposed.
4. **Special Procedures for Complaints Received 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:

1. 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.
2. The case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Dean of Students, or his or her designee, would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses. A hold may be placed on the records of a student whose case is deferred pending the resolution of the matter.

When a student is alleged to have violated College regulations after the last day of classes in a semester, including during Commencement, and he or she is scheduled to graduate, the College may hold the degree of the accused student pending the resolution of the matter.

III. GENERAL PRINCIPLES

- A. If a student fails to make an appointment with the administrator investigating a complaint within three days after being properly notified, fails to appear for an appointment, or otherwise fails to respond to a written direction to appear after being properly notified, a charge of Failure to Comply with directions of a College official may be brought, and/or a hold may be placed on the student's records. Proper notification will consist of a written notice to the student delivered through campus mail or U.S. mail to an address in the Registrar's records or delivered personally by the College staff. "College staff" includes, but is not limited to, Head Residents and Resident Assistants. In general, correspondence will be sent to the student's local or campus address when classes are in session and to the student's permanent address when classes are not in session.
- B. Students are responsible for maintaining current local, campus, and permanent addresses with the College Registrar and, in the case of undergraduates, for regularly checking their campus station unit box for mail. Mail sent to an address in the Registrar's records or to a campus box shall constitute proper notification. Failure to respond as directed in a letter sent to an address in the Registrar's records or to a campus box may result in a hold being placed on a student's records.
- C. 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) 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.

- D. Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to be honest and complete in their answers. Failure to do so may be considered a violation of College regulations and/or of the Honor Code, although a student may choose not to answer a question that may incriminate him or her, and if so, may so state.
- E. A student who withdraws from the College after notification, either orally or in writing, that a disciplinary complaint is under investigation will be notified that a hold may be placed on his or her record, and a student who withdraws from the College after notification, either orally or in writing, that disciplinary charges are pending will be notified that his or her transcript will carry the notation, "Withdrew While Disciplinary Charges Pending." Before such a notation is placed on the transcript, 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.
- F. The technical rules of evidence do not apply in College judicial proceedings. For example, information which is not from a first-hand source may be considered in the course of a hearing if the chair of the hearing body or administrator handling the case determines that the information is appropriate, although a finding will in no case be premised solely on such information.

Because the College considers the evidence, findings, and penalty confidential in disciplinary matters relating to individuals (but imposes no such restriction on the accused student), the hearing is normally closed. Upon the request of the accused student at least two working days 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 chair of the committee or the administrator handling the case may decide to close the hearing.

- G. 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 decision imposes some 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 the student him/herself, or to the safety of others.
- H. 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 findings must be determined for each individual student charged in the incident.
- I. When a student is accused of more than one charge of misconduct, the allegations may be adjudicated at one time 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 resolved in a single proceeding. Questions about the use of a single proceeding to resolve multiple charges will be decided by the Vice President for Student Affairs.



- J. A student should not be charged with two offenses for the same conduct unless the student's conduct violates two clearly distinguishable provisions in the Code of Conduct.
- K. 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 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.
- L. A student found responsible for a violation of College regulations or an accuser who elects to pursue a complainant appeal may have access during normal working hours to the materials, or copies thereof, in his or her case file. The student may have legal counsel or one other clearly identified advisor present. The Dean of Students may establish reasonable rules concerning such access to ensure that the record remains complete and accurate and that all applicable laws are obeyed. A student found responsible for 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. If the copying of such material would violate another person's confidentiality, written permission for release is generally required from the affected party or parties as a condition of duplication. These parties include, but are not limited to, accusers and material witnesses who appeared in the hearing.
- M. Should an incident result in an allegation that a student has violated both the Honor Code and the College's general rules of conduct, the Vice President for Student Affairs will decide whether the allegation 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.
- N. 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 body or administrator hearing the matter determines, when requested by the student, that the "interests of justice" require participation by legal counsel. Legal counsel shall 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 present during the judicial process, the College reserves the right to have its own legal counsel or advisor present.
- O. A student who fails to fully comply with the terms of a penalty may be charged with Failure to Comply, and/or a hold may be placed on the student's records pending compliance.

IV. APPEALS OF JUDICIAL ACTIONS

A student found responsible for a judicial violation who wishes to appeal a judicial action must do so within five calendar days following written notification of the decision. The right of appeal is reserved to the student found responsible for a judicial violation, except in disciplinary cases involving "crimes of violence," as currently defined in the U.S. Code. An appeal must be in writing and must clearly cite the grounds for the appeal and the evidence supporting it. The individual or an appointed panel of Appeals Committee members reviewing the appeal will normally decide 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.

The individual or committee hearing an appeal will have access to the full record of the case and may invite the appealing party 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 of the decision regarding the appeal, 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 may not take part in any College function except scheduled classes while the appeal is pending without the written permission of the Vice President for Student Affairs. 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.

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

- 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.
- Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing.
- Lack of clear and convincing evidence to support the decision.
- 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.
- An excessive or inappropriate penalty.

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

Grounds for complainant appeal are limited to the following:

- 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.
- Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing.
- 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.
- A penalty which is too lenient or inappropriate.

Complainant appeal decisions are made by an appointed panel of Appeals Committee members utilizing the same procedures prescribed for a judicial appeal. In those cases where a complainant appeal is declared to have merit by the appointed panel of Appeals Committee members, the results of the first hearing will be void 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.

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 decide that 1) there is no basis for appeal, 2) that an incorrect finding 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.

Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness will be reviewed by an appointed panel of Appeals Committee members. The Appeals Committee consists of twenty-one members: four administrators (not members of the Student Affairs Division), four faculty members appointed annually by the Provost, and thirteen students (three undergraduates and two graduate students from each of the five graduate schools) 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 of a Judicial Panel decision or administrative decision in a case of similar seriousness is filed, the Vice President for Student Affairs will appoint from the Appeals Committee one administrator, one faculty member and two students (from the academic unit of the Honor Council which heard the case) to hear the appeal on its merits, and will designate one of the four as chair for the review. A fifth Appeals Committee member will be designated as recorder who may not vote or participate in any way in the hearing or deliberations other than as record-keeper. The panel is empowered to determine either 1) that the appeal is without merit, or 2) that the finding is incorrect, or 3) that the penalty should be reviewed. If the panel decides that a decision should be reviewed, the Provost or designee is responsible for making that review. The Provost or designee may reverse the finding, may order a rehearing before a new panel, or modify the penalty to be fair to the facts of the case. The Provost is not empowered to increase the level of the penalty. A decision of no merit in an appeal by the accused is a final action.

V. PENALTIES

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

- *Warning* – An oral or written notification confirming that a violation of College regulations has occurred and that future violations 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.
- *Task/service participation* – Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.
- *Restitution* – Requiring a student to reimburse the College, appropriate individual or vendor for damage, personal injury, or misappropriation.
- *Loss or restriction of privileges* – Limitation or removal of social or personal privileges including, but not limited to, loss or restriction of computer privileges, 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.
- *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.
- *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.
- *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.

- *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 he/she 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.
- *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.
- *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 90.

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

VI. RECORDS OF ACTIONS TAKEN

When a student is found not responsible for a charge and all opportunity for appeal has been exhausted, all statements of charges not related to other pending complaints or 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 becomes eligible to re-enroll.

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 removed from the record following graduation.

VII. SPECIAL REGULATIONS FOR RECOGNIZED STUDENT ACTIVITIES AND ORGANIZATIONS

As a condition of recognition by the College, all student organizations must abide by the rules and regulations of the College as well as by the terms of contracts and

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

In the case of alleged misconduct by a recognized organization, the organization shall have the right to resolve a matter informally with an administrator or to have a hearing with a Student Affairs administrator designated by the Vice President for Student Affairs or with the Judicial Panel. The same general procedures that apply to individual misconduct will be followed.

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 canceled 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 or a violation of the terms of the 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 or a violation of the terms of the 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.



This document does not, and shall not be interpreted to limit the authority of the President of the College.

Section 1: BACKGROUND

Among the most significant traditions of the College of William and Mary in Virginia is the student-administered honor system. The essence of the honor system is individual responsibility in all matters relating to a student's honor. The evolution of the honor system is best understood in the context of the history of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than one hundred, and a violation of the College code of discipline was punished by ostracism.

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

In 1788, the Board of Visitors declared 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."

Nathaniel Beverley Tucker, a Professor of Law, in a 1834 address to students, stated: "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."

Because a gentlemen's code of honor characterized early life and conduct at the College, the exact date by which a formal honor system had developed is unknown, although it certainly had emerged by 1779, the year often claimed for the honor system's official establishment, when the College was reorganized under Thomas Jefferson's leadership.

In the last two centuries, the College has grown in size and complexity and the student body is no longer the homogeneous group of young men that characterized the early years of the College. Today, William and Mary is a coeducational university serving thousands of students, undergraduate and graduate, from all parts of the United States and from foreign countries.

In modern times, honor has become a more relative value. It means different things to different people. Although an implicit "gentlemen's code of conduct" existed among a small number of students at the College two centuries ago, the system of honor inherited from the College's earliest days has been transformed into a written Honor Code. The Honor Code today informs all students, regardless of academic status, of the level of honor expected and seeks to promote a university-wide community of trust among scholars.

Like its predecessors, the modern Honor Code still presumes that a student is honorable unless proven otherwise. The Honor Code outlines the conduct that cannot be tolerated within a community of trust. Prohibited conduct is limited to three specific areas—lying, cheating, and stealing. This restricted definition enables the historical essence of honor to be applied in a practical manner within diverse groups.

Section 1.1 Statement of Purpose

Whereas the present Honor Code is of relatively recent origin, the spirit and essence of the Honor System have treaded the years undisturbed and, guarded jealously, have remained intact. It is the responsibility of all students to preserve and maintain this important tradition at the College by adhering to and enforcing the code.

The honor system is based upon the premise that a person's honor is his or her most cherished attribute. In a community devoted to learning, a foundation of honor among individuals must exist if that community is to thrive with respect and harmony among its members. An Honor System is the ideal mechanism to ensure such a state of affairs. With it the community is afforded a freedom that otherwise would not be available. With this freedom comes each individual's responsibility to conduct himself or herself in such a way that the spirit of mutual trust which sustains the system is not compromised.

Under the Honor Code of the College of William & Mary, it is expected that all students will demonstrate honesty and integrity in their conduct. Acts of intentional lying, cheating, and stealing are deemed reprehensible and cannot be tolerated. A person who has violated the Honor Code must be sanctioned for compromising the community of trust and honor.

Each member of the College community is responsible for upholding and enforcing the Honor Code. The System cannot function unless each member of the College community takes action when he or she believes that any person may have violated the Honor Code. The Code is not to be used, however, as a tool of harassment.

Honor and integrity are fundamental attributes of our community. We are privileged to live with an honor system, created and administered by students, because it inspires us to achieve our maximum potential without interference from others. Dishonest conduct violates the trust that exists at the College. Therefore, it is imperative that we accept no compromise and allow no action by any student to weaken the community of trust.

Section 1.2 Agreement of Students

The Honor Code is an agreement among all students, taking classes at the school (or participating in the educational programs of the College, e.g. study abroad or internship activities), not to lie, cheat, or steal. This agreement is made effective upon matriculation at the College and continues throughout a student's enrollment even though that enrollment may not be continuous.

Section 2: INFRACTIONS

Infractions of the Honor Code include (1) lying, (2) cheating, and (3) stealing, under the circumstances described below. Students at the College are responsible for learning the Honor Code and ignorance of its provisions is no excuse for a violation thereof.

1. Lying is the expression of a material untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying is a violation of the Honor Code when the material untruth is uttered or presented, verbally, electronically, or in writing, to another member of the College community (student, faculty or staff), to any person while on College property or at activities sponsored by the College or College-affiliated groups, or to any person when the student actively represents himself/herself as a student at the College. An untruth is material when it relates to or affects in a significant way, academic as well as non-academic activities of legitimate concern to the College community. Lying includes, but is not limited to, forgery or the use of false identifications, under the above-described circumstances.
2. Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism; (2) the acts of giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations; (4) the acts of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing

work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed.

The term "assignment" includes any work, required or volunteered, and submitted to a faculty member for review and/or academic credit, or any work, required or volunteered, submitted for publication in a College-sponsored or other publication, or any work, required or volunteered, submitted for use in conjunction with a College-sponsored event or activity. All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedure. While any amount of improperly unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly unattributed material is presented as if it were the student's own work. In the absence of direct proof of the accused's intent, the hearing panel shall determine whether the amount of improperly unattributed material is so significant that intent may be presumed.

3. Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

Section 3: RIGHTS AND DUTIES

Section 3.1 Rights of the Accused

1. A right to receive written notice of the nature and circumstances of the charge as soon as reasonably practicable after the Chief Justice has received the written accusation from the accuser. If the written accusation fails to fairly apprise the accused of the charge, he or she may request the Chief Justice to provide a more definite statement as to time, place, and any other relevant particulars of the charge.
2. A right to have another willing student, whether or not designated and trained as Student Counsel, act as his or her Student Counsel and to have that Student Counsel participate in the hearing on the Honor Code charge. In the interest of preserving a balanced system of adjudication, and in light of the student-run nature of the proceedings, the accused student may not be represented at the hearing by any counsel who is not a student in the accused's school.
3. A right to have silent (non-participating) counsel, including legal counsel, present to observe the hearing.
4. 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, hearing procedures, and precedent.
5. A right to waive any and all rights the accused possesses and the right to waive any and all time limitations specified in these procedures. Such waivers must be in writing.
6. A right to a fair and impartial Honor Council hearing panel of no less than six members. For good cause shown, including possible bias or interest in the proceeding, members of the Honor Council hearing panel shall be disqualified by the Chief Justice from serving. The accused shall be provided with the names

of the members of the hearing panel at least seventy-two hours prior to the hearing. If the accused wishes to have one or more members of the panel disqualified for bias or interest in the case, the accused must move for disqualification.

7. A right to have adequate time, at least seventy-two hours, to prepare for the hearing and a right to have a speedy resolution of the charge.
 8. A right to inspect, examine, and make copies of all documentary evidence related to the case not less than seventy-two hours prior to the hearing.
 9. A right, at least seventy-two hours prior to the hearing, to receive written notice of the date, time, and location of the hearing.
 10. A right not to have honor proceedings scheduled or conducted in conflict with his/her religious practices.
 11. A right to a separate hearing on each charge when multiple and unrelated charges have been filed.
 12. A right to a separate hearing when two or more persons have been jointly charged with an Honor Code offense.
 13. A right upon request to an open hearing.
 14. A right to summon witnesses to appear on his/her behalf. The number of character witnesses, if any, may be limited by the presiding judge.
 15. A right to request the sequestration of witnesses, including the accuser. In the event the accuser is sequestered as a witness, the accuser may observe the proceedings after giving testimony but shall not be present when the verdict is delivered.
 16. A right to confront and cross-examine all witnesses.
 17. A right to present evidence in his or her behalf, including evidence in mitigation of punishment.
 18. A right to make an opening statement and closing argument.
 19. A right to have the hearing recorded.
 20. A right to be convicted only of the specific offense(s) charged, unless a different offense is clearly embraced within the original charge.
 21. A right, in the event of acquittal, to have the recording of the proceedings and all documentary evidence destroyed after two weeks of the verdict, except when such evidence might be relevant to another pending charge.
 22. A right to be presumed innocent and to be found guilty of an Honor Code offense only if evidence of his or her guilt is proven beyond a reasonable doubt.
 23. A right, prior to notification of the verdict and sanction, to attend classes and to participate in any College function, provided, however, that until such time as all charges are resolved, the College reserves the right to withhold academic credit for any courses taken during the term in which the alleged offense occurred and/or to withhold the awarding of an academic degree.
 24. When preparing his or her appeal, a right to have access to all evidence, including the recording of the proceedings, in the company of one or more Honor Council members.
 25. In the event of a closed hearing, a right to have all matters relating to the charge, hearing, verdict, or appeal kept confidential by all parties with knowledge of the circumstances of the charge or the proceedings hereunder, except as limited by applicable law.
 26. A right to be sanctioned only one time for the same offense.
 27. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
1. To cooperate reasonably with the Honor Council during the investigation and hearing, including a duty to ensure a timely resolution of the charge.
 2. To answer fully and honestly all relevant questions of the investigators, the

Honor Council hearing panel, and the accused's Student Counsel, unless the answers might, directly or indirectly, tend to incriminate the accused and the accused asserts his/her rights under the Fifth Amendment to the U.S. Constitution.

Section 3.3 Rights and Duties of the Accuser

1. A right and duty to testify fully and honestly.
2. A right to be present at the hearing, unless properly sequestered as a witness.
3. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
4. A duty to preserve the confidentiality of all matters relating to the alleged violation.

Section 3.4 Rights and Duties of Witnesses

1. A right to seek protection from threat, harassment, or damage to self or property resulting from participation in the hearing.
2. A duty to cooperate in the investigation and to appear before the Honor Council and answer all questions fully and truthfully, except when the answers to any questions would tend, directly or indirectly, to incriminate the witness and the witness asserts his/her rights under the Fifth Amendment to the U.S. Constitution. Lying during the investigation or the hearing is a violation of the Honor Code. Failure to cooperate or to answer questions, except under a valid claim of privilege, shall constitute a violation of the College's Code of Conduct.
3. A duty to maintain the confidentiality of the investigation and the hearing.

Section 3.5 Rights and Duties of the Council

1. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
2. A right, in cases in which the accused student chooses to have legal counsel present, to allow its own counsel, including the College's legal counsel, to be present. The council also has the right to be informed of the accused's choice (regarding the presence of counsel) at least forty-eight hours prior to the hearing.
3. A duty to maintain confidentiality.
4. A duty to treat every participant in the hearing fairly and equitably

SECTION 4: ADMINISTRATION

Section 4.1 Separate Jurisdictions

Students administer the Honor Code through a Council of Chairs and a system of six Honor Councils constituted in each of the major academic units of the College: (1) the undergraduate student body, the graduate schools of (2) Arts and Sciences, (3) Business, (4) Education, (5) Law, and (6) Marine Science. Students will be selected for the respective Honor Councils in the manner determined by the



student governing bodies of each unit (1) the Undergraduate Honor Council, (2) the Student Bar Association in Arts and Sciences, (3) the M.B.A. Association, (4) the Graduate Students in Education Association, (5) the Student Bar Association in the Law School, and (6) the VIMS Graduate Student Association.

Section 4.2
Selection of Honor
Council Members

The student governing bodies of the respective academic units shall determine the manner of selecting their Honor Council members, procedures for removal of Honor Council members, and qualifications for membership on their Councils.

Section 4.3:
Jurisdiction

When a student is accused of violating the Honor Code, the Honor Council for the academic unit in which the accused student is enrolled as a degree candidate shall hear and determine the case according to these procedures. An accused student who is not enrolled as a degree candidate in any specific academic unit shall be subject to the jurisdiction of the undergraduate Honor Council. An accused student enrolled as a joint degree candidate, shall be subject to the jurisdiction of the Honor Council in which the accuser is enrolled, if the accuser and accused are enrolled in the same academic unit. If the accused joint degree student and the accuser are not enrolled in the same academic unit, the accused student enrolled as a joint degree candidate may elect to be tried before the Honor Council of either of the academic programs in which he or she is enrolled.

Section 4.4
Council of Chairs

A separate Council of Chairs, consisting of the Chief Justice of each of the six Honor Councils, will be responsible for the oversight and management of the Honor System. The Council of Chairs will monitor the work of the various Councils to ensure that they function as a unified system. Among its specific duties, the Council of Chairs, in conjunction with the Office of the Dean of Students, will educate the student bodies regarding Honor Code standards and procedures, will coordinate the training of Honor Council members, investigators and Student Counsel, and will be responsible for ensuring that each student, upon matriculation at the College, executes a pledge to abide by and uphold the honor system.

SECTION 5: POLICIES AND PROCEDURES FOR CODE ENFORCEMENT

Section 5.1
Preliminary Matters

Each of the six Honor Councils may develop and implement procedural rules supplementing the administration of this Code. Such rules and procedures must be consistent with the other provisions of this Code as well as the Constitutions of their respective student governing bodies, and, therefore must be submitted to the Council of Chairs for approval.

In addition to specific procedures, each school may adopt non-binding commentary to explain portions of the Code. Such commentary should be developed in accordance with procedures determined by each school's student governing body. This commentary must also be submitted to the Council of Chairs for approval as consistent with this Code.

Section 5.2
Reporting
A Breach Of Honor

The basis of an honor system is each student's acceptance of the responsibility to act honorably and to uphold this code of honorable conduct. Students must also reject dishonorable conduct in others. Accordingly, if an honor system is to be effective, students and all College community members must report suspected violations of the Honor Code by students.

When any member of the College community believes in good faith that an Honor Code violation may have occurred, he or she shall act in accordance with the following procedures: (1) make a good faith and diligent attempt personally to confront the student involved, inform the student of the nature of the alleged violation, and request an explanation; (2) if the explanation is satisfactory, forget the matter; (3) if the explanation is unsatisfactory or if no explanation is received, personally accuse the student of a violation of the Honor Code and offer that student the option of, within twenty-four hours, withdrawing from the College or reporting himself or herself to the Chief Justice of the Honor Council with jurisdiction over the matter; (4) twenty-four hours after the personal accusation, whether the accused student has reported to the Honor Council or withdrawn from the College, notify the Chief Justice and reduce the charge to writing and submit the written charge to the Chief Justice of the Honor Council with jurisdiction over the matter; (5) following an unsuccessful, good faith and diligent effort personally to confront the

accused, promptly notify the Chief Justice of the accusation, and, within twenty-four hours, deliver a written accusation of the alleged honor violation to the Chief Justice of the Honor Council with jurisdiction over the accused student.

The respective Honor Councils have no jurisdiction over alleged Honor Code violations until a personal accusation or a good faith and diligent attempt to make a personal accusation has been made, and a written charge has been filed with the Chief Justice in accordance with these procedures.

If an accused student chooses to resign from the College, the Office of the Dean of Students shall direct that the student's official records, including his or her transcript, shall carry the designation, "Resigned under suspicion of violation of the Honor Code." The student may meet with the Vice President for Student Affairs to discuss the issue. If the accused reports to the Chief Justice within twenty-four hours, the Chief Justice shall, upon receipt of the accuser's written accusation, immediately provide to the accused the following information: (1) a copy of the written accusation, (2) a copy of the Honor Code, (3) a list of all students trained as Student Counsel who may, if selected by the accused, serve as the accused's Student Counsel, and an explanation that the accused is free to select any student as his or her Student Counsel. The Chief Justice shall then commence an investigation in accordance with these procedures. The accused's decision to report himself or herself to the Chief Justice, rather than resign from the College, does not infer guilt. Rather, by reporting to the Chief Justice, the accused demonstrates his or her willingness to cooperate with the honor system.

If an accused student fails to resign and fails to report to the Chief Justice within twenty-four hours following a personal accusation, the Chief Justice shall proceed with the investigation in accordance with these procedures and shall attempt to contact the accused and provide the accused with the information previously described.

The respective Chief Justices shall immediately report all allegations of suspected Honor Code violations to the Office of the Dean of Students.

Before commencing an investigation, the Council must first determine whether the asserted conduct falls within the jurisdiction of the Honor Code.

Any alleged violations determined to be trivial shall be dismissed. A "trivial" violation of the Honor Code is one with no possible consequence to a matter of legitimate concern of the academic community, or one with no tendency to undermine trust within the community.

Any honor violation alleged to have been committed more than 4 months before confrontation of the accused shall be dismissed unless (1) good cause for the delay has been shown and (2) it is still feasible to hold a fair trial. This shall be determined at the same time as triviality.

Section 5.3 Determining Jurisdiction



Section 5.4
Investigations Of
Alleged Honor
Code Violations

In the event the conduct which gives rise to the Honor Code charge is also alleged to violate the College's code of conduct, only one proceeding shall occur. The Vice President for Student Affairs will determine in which forum, the Judicial System or the Honor System, the charges would be most appropriately adjudicated. The decision of the Vice President for Student Affairs shall be final and may not be appealed.

Upon receipt of (1) a timely written accusation of violation of the Honor Code following a proper personal accusation or (2) a diligent, good faith effort to make a personal accusation, the Chief Justice shall appoint an investigating committee of at least 2 people from among the membership of the Honor Council with jurisdiction over the matter. The investigators shall (1) collect, preserve, and present evidence, and (2) prepare a written report detailing all facts and evidence discovered in the investigation. In the event sufficient numbers of Honor Council members are unavailable to serve as investigators, the Chief Justice may appoint one or more members from the general student body of the academic unit having jurisdiction.

The investigators shall meet with the accused, the accuser, and all material witnesses. They shall seek to gather all relevant evidence and shall prepare a written report detailing all facts and evidence discovered during their investigation. The written report shall not contain their opinions on ultimate issues of guilt or innocence, or of witness credibility or reliability of evidence. Both the accused and the accuser shall have the option of submitting a written statement to be included in the investigators' report.

The investigation and written report shall be completed within seven days of the Chief Justice's receipt of the written accusation. If the investigators are unable to complete the investigation and report within this seven day period, they may request a reasonable extension from the Chief Justice. If such an extension is granted, the Chief Justice shall promptly inform all concerned parties of the new deadline for completion of the investigation.

Section 5.5
Sufficient Evidence
Hearing

Upon completion of the investigation and written report, the Council shall convene a three person panel to determine whether there is sufficient evidence to proceed with a hearing. If the panel determines that there is insufficient evidence, the charge will be dismissed and no further proceedings will occur. If at least two-thirds of the members of the panel determine that sufficient evidence exists, the matter will proceed to a hearing before the Honor Council.

The Chief Justice shall then provide the accused with a brief written statement of the Panel's determination and a copy of the Investigators' written report detailing the facts and evidence gathered to this point.

The decision of the Panel on whether there is sufficient evidence to proceed with a hearing is final and no appeal may be taken.

Section 5.6
Hearings On Honor
Code Offenses

As soon as possible following the sufficient evidence determination, the Chief Justice shall meet with the accused and his or her Student Counsel, if the accused has chosen one, and, if not previously provided, shall provide the following: (1) a copy of this Honor Code; (2) a copy of the written accusation; (3) written notice of the date, time and location of the hearing; (4) copies of all documentary evidence and a written summary of the substance of non-documentary evidence gathered by the investigating committee; and (5) an explanation of the standards and procedures that will be followed at the hearing.

Hearings on allegations of Honor Code offenses shall be held as soon as reasonably possible, but in no event less than seventy-two hours before or more than two weeks after the determination of sufficient evidence, unless the Chief Justice extends the time for good cause. Hearings shall not be conducted in conflict with the religious practices of the accused or the other parties involved in the process and shall, to the extent feasible, be scheduled to accommodate the schedules of the accused, the accuser and other material witnesses.

Hearings shall be conducted in a fair and equitable manner so as to provide fundamental fairness to the accused and all other interested parties, including the accuser. Formal rules of evidence shall not apply in Honor Code proceedings. Relevant hearsay evidence with adequate indications of reliability may be considered. Relevant

documentary and tangible evidence may be considered if adequately authenticated with indications of reliability.

Hearings shall be conducted before a panel of six Honor Council justices, appointed by the Chief Justice of the Honor Council with jurisdiction over the matter. All six members of the panel shall be selected from the membership of the Honor Council having jurisdiction. The Chief Justice shall, where possible, serve as the presiding judge, and shall rule on all procedural and evidentiary issues incident to the hearing. If, due to bias or other conflict, the Chief Justice is unable to serve as presiding judge, the Chief Justice shall appoint a member of the Honor Council, who is not one of the six justices on the hearing panel, to serve as presiding judge. The Chief Justice shall appoint one member of the panel as secretary, who shall keep an accurate record of the proceedings for purposes of deliberations on the verdict and/or sentence, and for student appeals if the tape recording is incomplete. If sufficient numbers of Honor Council members are unavailable in a particular case, the Chief Justice may appoint one or more students from the general student body of that academic unit. The Chief Justice shall make reasonable efforts to summon the attendance of material witnesses for and against the accused. No Honor Council member who has served on the investigating or Sufficient Evidence Panel may be appointed to the hearing panel.

Honor Code hearings shall be closed to the public, unless the accused asserts his or her right to an open hearing. In the event the accused does not request an open hearing, the only persons present at the hearing shall be the members of the Honor Council involved in the hearing, the accused, the accused's counsel as allowed by the other provisions of this Code, one advisor or observer chosen by the accused, and witnesses.

If, after having received adequate notice of the date, time and location of the hearing, the accused student refuses to appear or otherwise makes him or herself unavailable for trial without demonstrating to the Chief Justice good cause for postponement, the accused shall have waived his/her right to appear. Under such circumstances, the Honor Council may hold the trial in the absence of the accused, and his or her absence shall not constitute grounds for appeal of the hearing panel's verdict and recommended sanction. The Chief Justice shall appoint one member of the Honor Council with jurisdiction, not including any member serving as an investigator or Sufficient Evidence Panel-member, to represent the interests of the accused if it becomes necessary to hold a hearing in the absence of the accused.

Section 5.7 Conduct of the Hearing

1. The presiding judge shall remind all participants that the proceedings are confidential, unless the accused has requested an open hearing.
2. The presiding judge shall ascertain that the proceedings are being recorded.
3. The presiding judge shall read the written charge and instruct the other hearing panel members that the accused is presumed to be innocent and must be found "not guilty" unless his or her guilt is established beyond a reasonable doubt.
4. The presiding judge shall admonish all witnesses that they are bound to testify fully and truthfully, and shall secure from each witness an affirmation that he or she will so testify.
5. The Investigators shall be permitted to present the evidence.
6. The accused and/or his or her Student Counsel shall be permitted to present their case.
7. Upon completion of presentation of evidence, the presiding judge shall instruct the six hearing panel members as to the relevant code section(s) and shall remind the panel that the accused is to be found "not-guilty" unless five of the six panel members determine that the accused is guilty beyond a reasonable doubt. The presiding judge shall explain to the hearing panel that reasonable doubt is doubt which an ordinary student might entertain, not imagined doubt or doubt which a student might create in order to avoid the unpleasant duty of finding guilt. The hearing panel shall then promptly convene in private to determine the guilt or innocence of the accused. The presiding judge shall not

be present for, or in any way participate in, the panel's deliberations. No recording or record of the panel's deliberations may be made. The accused shall be found "not guilty" of the charge unless at least five of the six members of the hearing panel find that the accused's guilt of the charge is supported beyond a reasonable doubt. When the panel has made its determination, the presiding judge shall immediately inform the accused of the verdict.

8. If the accused is found "guilty" of the charge, the hearing panel shall reconvene to determine the appropriate recommended sanction. The sanction hearing shall be held as soon as possible following a determination of guilt. Ordinarily, the sanction hearing shall be held within forty-eight hours of the determination of guilt. With the permission of the accused, the hearing may be postponed by the presiding judge in the interest of fairness. In no case, however, shall the sanction hearing be postponed more than seven (7) days after the date of the determination of guilt.
9. A separate sanction hearing is provided to allow the accused to argue without equivocation, if he or she desires, for no sanction or for mitigation. The sanction hearing is not intended to be a forum for the reassessment of the guilt or innocence of the accused. The sanction hearing is to be used solely as a means to determine the appropriate sanction, if any. The presiding judge should limit the introduction of evidence relating to guilt or innocence, unless introduced to show state of mind or some other legitimate purpose related to sanction.
10. After all evidence has been presented, the panel shall convene in private to deliberate over the sanction. No other person shall be present while the panel deliberates, and the deliberation shall not be recorded.

When determining the sanction, the hearing panel may consider the accused's prior record of Honor Code and/or conduct violations, which will be supplied to the panel in a sealed envelope by the Office of the Dean of Students. The envelope containing the accused's prior record may not be opened by the hearing panel unless a determination of guilt has first been made. The sanction to be imposed must be agreed to by at least four of the six panel members.

11. At the conclusion of the deliberations, the presiding judge shall inform the accused of the sanction imposed. The verdict and sanction imposed shall be reduced to writing by the presiding judge and a copy shall be given to the accused. The written verdict shall contain a certification by the presiding judge that at least five members of the panel agreed to a finding of guilt and that at least four members of the panel agreed to the sanction imposed. A copy of the written verdict and sanction, together with the recording of the proceedings and all documentary evidence, shall be transmitted to the Office of the Dean of Students within twenty-four hours. Unless the accused consents to the presence of other persons at the time the verdict is delivered, only the accused, his or her Student Counsel, his or her spouse and parents, and one advisor or observer chosen by the accused may be present.

SECTION 6: SANCTIONS

In cases of an Honor Code violation, after it has heard testimony concerning sanction, the hearing panel shall begin its deliberations concerning sanction by determining whether separation from the College; suspension, or contingent or permanent dismissal; is the appropriate sanction. Alternative sanctions may be imposed, when, in the judgment of the hearing panel, because of the nature and circumstances of the offense and/or the circumstances of the accused, one or more of the following lesser sanctions are appropriate:

1. Written or oral warning.
2. Recommendation that the student receive a specific grade, including a failing grade, in an assignment or a course, provided, however, that the Honor Council's recommendation is not binding on the faculty.
3. Task/service participation.
4. Restitution.

5. Loss of privileges.
6. Probation with or without specific conditions.
7. Probation with or without specific conditions and with loss of privileges.
8. Other reasonably constructed sanctions.

* See Section VII, Penalties, p. 112 of the *Student Handbook* for definitions.

All sanctions imposed by the hearing panel must be accompanied by a written finding that explains why the panel determined such a sanction to be appropriate.

SECTION 7: POST-VERDICT REVIEW AND APPEAL

Upon receipt of an Honor Council's written finding of guilt, the Dean of Students, in consultation with the Dean of the school with jurisdiction, shall immediately conduct a post-verdict review of the case, including a review of the recording of the hearing and all documentary and tangible evidence. If the Dean of Students concludes that the verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, handicap, religion, or national origin, or that a material procedural error occurred that may have significantly prejudiced the accused, the verdict may be set aside. If the verdict is set aside because in the Dean's opinion it was based on discriminatory factors or set aside for procedural error, the accused may be re-tried for the offense. If the verdict is sustained, the Dean of Students shall also review the sanction imposed by the Honor Council. The Dean of Students may reduce or modify the sanction upon finding that the sanction imposed is not authorized by the Honor Code. No modification or reduction of sanction shall be made without the written consent of the accused. The Dean of Students shall complete this review within forty-eight hours of receipt of the Honor Panel's written verdict, unless granted an extension for good cause by the Vice President for Student Affairs.

Within five days of receipt of the written decision of the Dean of Students confirming the verdict and sanction of an Honor Council, the accused may appeal the verdict and/or the sanction, including a sanction modified by the Dean of Students with the consent of the accused, to the Appeals Committee by filing a written notice of appeal with the Vice President for Student Affairs. The written notice of appeal shall specify the grounds for appeal and shall be limited to the following:

1. The verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap, or national origin;
2. Material procedural error occurred, which significantly prejudiced the accused;
3. The verdict is not supported beyond a reasonable doubt;
4. The sanction imposed is unauthorized or is unduly harsh, given the circumstances of the offense and/or the circumstances of the accused;
5. New or exculpatory evidence has been discovered which is not merely corroborative, and which could not have been discovered by the accused in the exercise of due diligence, and which, at another hearing on the matter, would likely produce a different result.

Upon receipt of the notice of appeal, the Vice President for Student Affairs shall appoint from the membership of the Appeals Committee a four person appeals panel, composed of one administrator, one faculty member, and two students from the academic unit of the Honor Council which heard the case, who shall not be a member of that academic unit's Honor Council. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s). A fifth Appeals Committee member will be designated as recorder but may not participate in any way (other than as record keeper) in the hearing or deliberations. The appeals panel shall review the appeal and any and all records of the case which it deems advisable, and, within one week from the time appeal was filed, report its decision to the appellant unless the Vice President for Student Affairs, for good cause, decides to extend the time period. Ordinarily this period will not extend beyond two weeks.

The appeals panel may determine either: (1) the appeal is without merit; or (2) the verdict and/or the sanction should be reviewed. If the panel decides that the appeal is without merit, the decision of the Honor Council, as affirmed or modified by the Dean of Students, is final. If the panel decides that the verdict and/or sanction should be reviewed, the Office of the Provost shall review the record of the case, including the recording of the proceedings and all documentary and tangible evidence, and shall, within one week, render a final decision. If the Office of the Provost concludes that the verdict has not been established beyond a reasonable doubt, that verdict shall be set aside and no further proceedings may occur. If the Office of the Provost concludes that the verdict or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap or national origin, or that material procedural error occurred which significantly prejudiced the accused, or that new material, exculpatory evidence has been discovered which, at another hearing, might produce a different result, the Office of the Provost may order the Honor Council to conduct a new hearing with a different council membership. If the Office of the Provost concludes that the sanction imposed is not authorized or is not supported by the circumstances of the case and/or the circumstances of the accused, the Provost may lessen the sanction as appropriate. The action of the Office of the Provost in setting aside a verdict or lessening a sanction is final and no further proceedings or appeal shall occur.

SECTION 8: AMENDMENT

Amendments to this Honor Code may be proposed to the Council of Chairs by any William and Mary student. Such amendments shall become effective when approved by all schools, and approved by the President of the College. The manner by which each school approves amendments shall be determined by their respective student governing bodies.

SECTION 9: PUBLIC NOTICE

At the beginning of each semester, the Chief Justices of the respective Honor Councils shall compile a brief summary of the cases, charges, verdicts and sanctions for all Honor Code hearings conducted the previous semester. The compilations shall be sent to the editors of the *Flat Hat*, the *William and Mary News*, and other campus publications selected by the Council of Chairs, together with a request that the compilations be printed or broadcast in a conspicuous yet tasteful manner. The compilations shall contain no names or other identifying student information.



TERMS AND CONDITIONS

Your signature on the Residence Life Housing Agreement means that you agree to and accept the following terms and conditions listed below:

This is a legally binding contract and is specific to the room indicated on the Residence Life Housing Agreement. Prior to occupancy, an Agreement must be signed and dated as evidence of acceptance of the terms, conditions and regulations which are stated in this Contract. 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 Agreement. When a student properly changes rooms, this contract is transferred to the new space. Failure to pick up a key does **NOT** release the student from this Contract.

The resident will abide by the regulations of the College set forth in the current edition of the *Student Handbook*, the regulations set forth in the Housing Contract and Resource Guide 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 provisions of this Housing Contract may only be waived or modified in writing by the Director of Residence Life.

The Vice President for Student Affairs, Dean of Students, Director of Student Activities, Director of Residence Life, Associate Director of Residence Life, Assistant Directors of Residence Life, Area Directors and the staff of residences (Complex Director, 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 policies in the *Student Handbook*, Residence Life Resource Guide or of the terms of this Housing Contract 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 Contract has been previously terminated due to a failure to abide by the conditions of this Contract.

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*.

Room Key - Each resident will receive a room key and, where applicable, a 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 Room Condition Report (RCR) indicating that they have obtained their key(s) or combination. Residents may not change or add locks (including chain locks, deadbolts, etc.).

Room Condition Report - When a student moves into the residence halls, he or she should verify the accuracy of the check-in portion of the Room Condition Report. Any damages or missing items must be noted by a Residence Life staff member at this time to prevent a charge at check-out. The resident's signature on the RCR represents that the conditions recorded at check-in are accurate. This form must be returned to the area Duty Office to avoid charges for existing damages or loss.

Early Check-In - Residents must abide by the appointed schedule for arrival. Early arrivals will be limited to those student leaders (groups) designated essential to College activities in advance of the official Opening. Residents who are approved by the Residence Life Office to arrive early will be assessed an additional charge payable in advance.

Late Check-In - Spaces will be held only until 5:00pm on the first day of classes, unless prior written notification of late arrival is received by the Residence Life Office.

College Regulations

Checking into a Room

Checking
out of a Room

Keys - Residents who change rooms, withdraw, or otherwise leave College housing must return their keys to a Residence Life staff member, or the duty office within 48 hours. If a key is lost or not returned by the stated deadline, a \$40 charge per key will be assessed. Unauthorized copies of keys will not be accepted. At final check-out, keys must be received by the Area Director by 12:00 noon on the day following Commencement.

Late Check-Out - Non-graduating residents who are approved by the Residence Life Office to remain beyond the stated deadline, will be assessed an additional charge payable in advance.

Withdrawals/Room changes during the semester - Should the resident change rooms, 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. All residents are expected to meet with a Residence Life staff member once they have moved all of their belongings from their room. The staff member will collect the room key and evaluate the condition of the room, noting any damages, missing items or cleaning concerns on the Room Condition Report. 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. Exceptions to the 48-hour provision may be authorized for good cause by the Assistant Director of Residence Life.

Withdrawals at the end of the Fall semester - Students who will not continue to live in the same room during the Spring semester are required to remove all their belongings from their room at the end of the Fall semester. The resident must meet with a Residence Life staff member who will collect the room key and evaluate the condition of the room and note any damages, missing items or cleaning concerns on the Room Condition Report.

Abandoned Property - The College will not be responsible for damage or loss of any personal property not removed within 48 hours after a student withdraws, or is separated from the College. A room-clearing charge will be assessed against any student who fails to remove his/her items of personal property within 48 hours of withdrawal or separation. The College will retain items of cleared-out personal property for two (2) weeks after the student's withdrawal or separation, and then will deem them abandoned and will dispose of them.

Contract
Period

The term of this Contract is for both Fall 1998 and Spring 1999 semesters until 48 hours after completion of a resident's last regularly scheduled exam for non-graduating students and 12 noon on the day following Commencement in May, for graduating students.

Release from Housing Contract - The Housing Contract covers an entire academic year, fall and spring semesters, and cannot be broken midyear. If a student enrolls at the College but does not occupy the assigned room, he/she must still pay for the room for the entire academic year. Failure to pick up a room key does not release a currently enrolled student from this Contract. A student will only be released from his/her Housing Contract for the following reasons: (1) gets married (a copy of the marriage certificate is required for verification); (2) is accepted in a William and Mary approved Study Abroad program; (3) is academically dismissed; (4) is required to withdraw due to medical reasons; (5) transfers to another institution (copy of acceptance letter to the institution required for verification) (6) is released by the Contract Release Committee. Refunds will be prorated and may include forfeiture of the Room Reservation Deposit.

Contract Release Committee - Individuals with extraordinary circumstances may seek to be released from their Housing Contract by appealing in writing to the Contract Release Committee. Documentation must be received in the Residence Life Office, in care of the Contract Release Committee. This Committee will review the written documentation and notify the student by phone and/or mail of the Committee's decision. The Contract Release Committee's decision is final.

Damage/Loss
Charges

Room Damage/Loss - The resident (and roommate(s) where assigned) is respon-

sible 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 for any damage or loss to the premises caused by their guests. This responsibility extends until they are officially checked out by a Residence Life staff member. 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, replacement 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. Students should assure that all windows and doors to the room are locked and secured before their final departure at checkout.

Common Area Damage/Loss - It is 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. 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.

Procedures for appealing damage charges:

In the event the resident wishes to contest the charges for damages or loss, 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 Assistant Director of Residence Life for Operations.
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 fall classes.

Only registered and currently enrolled William and Mary students, including research graduates, are eligible to reside in College housing. 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.

- a. All freshmen are required to reside in College housing, except those who commute daily within a 30-mile radius from the homes of their parents or legal guardians.

Eligibility

- b. Freshmen for the purpose of this policy is defined as first time, full time student status.
- 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 extenuating 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.

Extermination

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.

**Furnishings/
Fixtures**

The following is provided in each room: one bed, mattress (typically 36 X 80), chest of drawers, closet/wardrobe, desk, and chair per student, and one telephone per room (one per apartment in Ludwell). Other furnishings will vary according to the individual residence hall. College furniture may not be removed from a resident's room or apartment. In addition, window screens shall not be removed unless approved by the Residence Life Office.

Guests/Visitation

Guests on the Hall - Guests are expected to abide by all rules and regulations of the College, Residence Life Office, and individual building's Community Agreements. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities.

Guests in the Room - In order to have a guest(s), residents must have the consent of the roommate(s)/apartment mates on each occasion. Extended visits are not permitted, nor is cohabitation (residency with someone other than your officially assigned roommate).

**Housekeeping/
Trash Removal**

Residence Life housekeepers are responsible for routine cleaning of public areas, such as hallways, stairwells, public bathrooms, and lounges only. No housekeeping services are provided for apartments, Lodges or suite/private bathrooms. Students are expected to maintain their rooms in an orderly and sanitary condition, this includes removal of personal trash to a College dumpster and recycling to designated recycling areas.

**Inspections/
Room Entry**

- 1) Authorized personnel may enter the room for the purpose of assuring fire protection, life safety, sanitation or scheduled maintenance and use of the College's furnishings, fixtures and facilities. Any such inspections or entry, 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.
- 2) 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.
- 3) In order to secure the buildings, Residence Life staff will enter and check all resident rooms during the Thanksgiving and semester breaks with visible violations of College policy resulting in College judicial action.
- 4) If a roommate moves out of a room, a member of the 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.
- 5) 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" found in the *Student Handbook*).

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 recom-

mended that personal property insurance be obtained by each student.

Maintenance

While the College will be responsible for the routine maintenance, the resident is responsible for reporting maintenance concerns. The College will provide electrical power, heat and water and maintain these utilities under controllable conditions. Residents must understand that, as a condition of this Contract, 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 Contract 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.

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 resolve the problem.

Rent Rebates - If after a reasonable amount of time, repairs are not made or sufficient reason for the delay provided, the resident may appeal to the Assistant Director of Residence Life for Operations 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 Assistant Director concerning the rebate may be appealed to the Residence Hall Association (RHA) Appeals Board, who will make the final decision on the matter.

Prohibited Items in the Residence Halls

Some examples of items not permitted in the residence halls are listed here; however, this list is not necessarily all-inclusive: animals (excluding fish), outside antennas, bread machines, burning candles, ceiling fans, chain locks, crockpots, dead-bolt locks, explosives, firearms, fireworks, gasoline and other combustible liquids, hotpots that are not thermostatically controlled, immersion coils, incense, oil lamps, open flames, space heaters, torchere-style (pole) halogen lamps, waterbeds and weapons.

Prohibited Items in Student Rooms - The following kitchen appliances are prohibited in student rooms, but may be used in residence hall kitchens: hot plates, toaster ovens, broilers and electric skillets/woks.

Rates

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.

Refund/ Forfeiture Policies

If the resident withdraws from College during the course of the semester, refunds of the room rent will be prorated based on the number of weeks in residency. 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 Contract or for other reasons, who withdraw after the first 60 days of the semester, who are removed from the residences, or who, while remaining enrolled at the College, move out of the residence halls.

Room Changes

Residents may not move from one room to another without prior written consent from the Residence Life Office. 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 Contract. Requests for room changes will not be accepted until two weeks from the first day of classes at the beginning of each semester.

Direct Room Switches - A direct switch is when two residents of the same residence hall area exchange room assignments. Area Directors may approve direct switches.

Room changes into vacant spaces or into another residence hall area must follow the Open Room Change guidelines.

Open Room Changes - Changes are typically approved on a first-come, first-served basis, but may be made based on the individual circumstances involved. Once a change has been granted, students should complete their move within 48 hours. Exceptions to the 48-hour provision may be authorized for good cause by the Assistant Director of Residence Life.

End of Fall Semester Room Changes - At the end of the Fall semester, there are a substantial number of room changes. Individuals who change rooms must officially check-out of their old assignment before the halls close for the semester break.

Room Change Dates - The last day to request a room change for the Fall semester is December 1. The last day to request a room change for the Spring semester is March 16. Room change requests beyond these ending dates must be approved by the Assistant Director of Residence Life.

Room Damage Deposit

As a condition of room occupancy, all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of this Contract, 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. The resident shall be responsible for all costs of repair/restoration in excess of the \$75 deposit. 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 Assistant Director of Residence Life according to the procedures set forth in "Damage/Loss Charges."

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Contract 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, (c) withholding of registration materials/transcripts, (d) disciplinary sanctions, and/or (e) civil suit.

Room Reservation Deposit

The \$200 Room Reservation Deposit will be credited toward the Fall room rent charge due to the College.

Currently Enrolled Students - To request a room in a College residence for the following academic year, 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, transfers (must submit copy to Residence Life Office of acceptance letter), academically dropped, selected to participate in an approved overseas study program, unable to enroll due to illness, or eliminated from the Room Selection 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 and apply by the stated deadline.

The Residence Life Office 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 the contract and refund the \$200 deposit. If notification is not received by the first day of classes, the \$200 deposit shall be forfeited and other charges may apply.

Transfer and Returning Students - Once a student has received an offer of campus housing, he/she must submit a signed Housing Contract and a \$200 NON-REFUNDABLE deposit to secure the Housing assignment.

Safety and Security

General Safety

- 1) The College cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within College facilities.

- 2) Computerized ID 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 controlled to restrict access to residents and guests. The 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.
- 3) 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.
- 4) 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.
- 5) Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police.

Electrical Safety

- 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. Lamp shades must also meet manufacturers specifications for the specific fixture.
- d. Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.

Fire Safety

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 (e.g. paneling, wallpaper, etc.) cannot be installed by occupants.
3. Wall hangings cannot cover more than one half of any room wall. Tapestries, pennants posters, fishnet, 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.
4. 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.

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 Contract 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.

Storage

Academic Year Storage- The College will not store College furnishings outside the resident's room. Personal belongings in stackable containers may be stored in approved 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, express 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 - Summer storage is very limited and restricted to certain areas, as designated by the Residence Life Office. All stored items must be in stackable containers labeled 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. No carpets, rugs, sofas or chairs (or any other furniture items) may be stored. Absolutely no combustible, flammable or explosive items are permitted in storage areas. The College will discard or auction items not removed from these areas by the publicized date in the Fall semester and the owners will be charged for the removal of such items.

Subletting

Students may not transfer this Contract or sublet the assigned room to another party.

Vacancies

The Residence Life Office reserves the right to fill all vacancies. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Residence Life Office 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 the cost of the current rate plus the prorated amount of one-half the cost of the remaining half of the room.

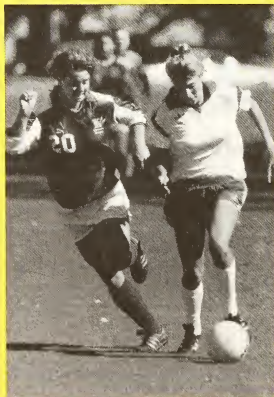
Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to judicial action.

Vacation Periods

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 Residence Life Office. Only selected buildings are open at that time.

Additional 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 Residence Life Office 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**

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 rules, 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.

**Student Involvement
in Self Determination**

Students in residence halls exercise the responsibility of self-governance through the Residence Hall Councils. The residents develop rules and 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.

**Resident's Rights
and Responsibilities**

- (1) Each resident shall have freedom of movement in or out of his/her residence hall at all times.
- (2) Each visitor to a residence hall must be a welcomed guest of a resident of that hall.
- (3) Residents are responsible for the behavior of any guest(s) visiting.
- (4) Residents must have the consent of the roommate(s)/apartment mates in order to have a guest(s).
- (5) 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.

**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; Vice President; Secretary; Programming Chairperson; representative to campus-wide RHA (Residence Hall Association) and Floor/Unit Representative. The Head Resident, Hall Director, or Complex Director 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:

- (1) ratify old rules and guidelines or develop new rules and guidelines
- (2) determine how frequently meetings will be held
- (3) set meeting attendance policy
- (4) determine what constitutes quorum
- (5) decide what voting percentage is required to pass resolutions

- (6) determine 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 guidelines governing common areas, both those rules and guidelines 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, rules and guidelines developed during the preceding academic year will be in effect. The Residence Life staff will be responsible for making these policies known.
 - a) No rule or guideline 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 Student Housing Contract 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 guidelines established by the Residence Hall Council must be approved by a majority vote of the Council.
 - c) Any rule or guideline 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 guidelines established by the Residence Hall Council will be reviewed by the Residence Life staff. Copies of all rules and guidelines shall be posted in the residence hall and also be on file in the Residence Life Office.
- 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, kitchen and hallway space, smoking regulations, in buildings where smoking is permitted, 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 Residence Life Office 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.





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.

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.

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.

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.

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 substance 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

Controlled Substances and Illicit Drugs

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

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

**Campus Consultation
and Treatment**

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—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. 220-3200

Williamsburg Place, Substance Abuse Treatment Center for Adults—They provide free, on-site, confidential evaluations for the community, and are licensed by State of Virginia (JCAHO approved). 565-0106 or 1-800-582-6066

Williamsburg Community Hospital, Substance Abuse Unit—Inpatient, outpatient treatment programs are available. 253-2818

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 end	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 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.	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		
II	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.	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 \$8 million individual, \$20 million other than individual.
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		
	Drug	Quantity	First Offense		Second Offense		
	Others ²	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.		

¹Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

²Does 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	Marijuana 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	Marijuana 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	Marijuana	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	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana	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	Marijuana		
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

Controlled Substances - Uses & Effects

USUAL METHODS OF ADMINISTRATION
DURATION (Hours)
TOLERANCE

DEPENDENCE
Physical Psychological

MEDICAL USES

TRADE OR OTHER NAMES

DRUGS/CSA SCHEDULES
NARCOTICS

POSSIBLE EFFECTS

EFFECTS OF OVERDOSE

WITHDRAWAL SYNDROME

DRUGS/CSA SCHEDULES NARCOTICS	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Opium	Raw's Powder, Paragoric					
II III IV	Propoxyphene	Analgesic, antidiarrheal	High	Yes	Slow	Widely eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, chills and sweating
III III	Codeine	Analgesic, antitussive	High	Yes	Slow and shallow breathing, clammy skin, convulsions, possible death	
II III IV	Hydromorphone	Analgesic, antitussive	Moderate	Yes	Euphoria, drowsiness, respiratory depression, constricted pupils, miosis	
II	Heroin, Smack	None	High	Yes		
II	Diazid	Analgesic	High	Yes		
II	Meperidine (Pethidine)	Analgesic	High	Yes		
II	Methadone	Analgesic, antidiarrheal	High	Yes		
II III IV V	Other Narcotics	Analgesic, antidiarrheal, antitussive	High-Low	Yes		
DEPRESSANTS						
IV	Chloral Hydrate	Hypnotic	Moderate	Yes	5-6	
IV	Barbiturates	Hypnotic, sedative, anxiolytic, anticonvulsant, anesthetic, veterinary anesthetic agent	High-Mod.	Yes	1-16	
IV	Benzodiazepines	Sedative, hypnotic	Low	Yes	4-8	
I	Methaqualone	Sedative, hypnotic	High	Yes	4-8	
III	Glutethimide	Sedative, hypnotic	High	Yes	4-8	
III IV	Other Depressants	Sedative, hypnotic, anxiolytic, anesthetic	Moderate	Yes	4-8	
STIMULANTS						
II	Cocaine ^a	Local anesthetic	High	Yes	1-2	
II	Amphetamines	Attention deficit disorder, narcolepsy, weight control	High	Yes	2-4	
II	Phenmetrazine	Weight control	High	Yes	2-4	
II	Mephentermine	Weight control	Possible	Yes	2-4	
III IV	Other Stimulants	Weight control	Possible	Yes	2-4	
HALLUCINOGENS						
I	LSD	None	None	Yes	8-12	
I	Mescaline and Peyote	None	None	Yes	8-12	
I	Amphetamine Variants	None	None	Yes	Variable	
I	Phencyclidine	None	High	Yes	Days	
I	Phencyclidine Analogues	None	High	Yes	Days	
I	Other Hallucinogens	None	None	Possible	Variable	
CANNABIS						
I	Marijuana	None	Unknown	Yes	2-4	
I	Tetrahydrocannabinol	None	Moderate	Yes	2-4	
I	Hashish	None	Moderate	Yes	2-4	
I	Hashish Oil	None	Moderate	Yes	2-4	

^aNot designated a narcotic under the CSA. ^bNot 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						

Fall 1998 Undergraduate Examination Schedule

	First Period 8:30-11:30	Second Period 1:30-4:30
December 7 Monday	3:00-5:00 MWF BUS 432/343	10:00 MWF
December 8 Tuesday	12:00 MWF BUS 323	Modern Languages 101,102,201,202
December 9 Wednesday	Reading Day	Reading Day
December 10 Thursday	8:00 MWF BUS 203	11:00 TR
December 11 Friday	BUS 361 Math 111, 112, 211	2:00 MWF
December 14 Monday	12:30 TR Bus 311	1:00 MWF
December 15 Tuesday	9:30 TR	2:00 TR BUS 362
December 16 Wednesday	Reading Day	Reading Day
December 17 Thursday	11:00 MWF	8:00 TR BUS 301
December 18 Friday	9:00 MWF	3:30 TR BIO 203

Exams for classes which meet at 4:30 p.m. or later will be held at the scheduled class time on the first regular meeting day during the week of December 7, 1998, 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 p.m. December 4, 1998. Requests for rescheduling 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 with different final examination periods have the option of taking the exam in either period (with the consent of the instructor and department). Requests for taking an exam with a different section may be made on forms available in the Office of the Dean of Undergraduate Studies 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 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 periods for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements, including the room to be reserved for the examination, must be reported in writing to the Office of the Dean of Undergraduate Studies of Arts and Sciences and the Office of the University Registrar.

Dates are subject to change.

March, 1998

<i>A Gallery of Writing</i>	61
Abusive Behavior, Computer	98
Academic and Administrative Offices	13
Academic Advising, Office of	12
Academic Freedom	76
Academic Organizations	18
Academic Probation and Continuance	30
Academic Progress	29
Academic Support Services	20
Admission, Office of	12, 13
Affirmative Action	80
Alcohol	138
Alpha Lambda Delta	18
Alumni, Society of	15
Amicus Curiae	61
Appeal	104, 105, 110, 118, 125
Appeals	12
Arts and Crafts	63
Assault or Battery	86
Associate Vice Provost for Enrollment Management	12
Associate Vice Provost for Information Technology	12
Athletics, Intercollegiate	57
Attendance	31
Banners	92
Battery	86
Bicycles	67
<i>Bill of Rights Journal</i>	61
Biological Psychology	39
Black Studies	39
Bookstore	51
Bursar, Office of	14
Busch Gardens	63
Buses	49
Business Administration, School of	13, 33
Campus Center	50
Campus Mailbox Unit	47
Campus Ministries United (CaMU)	19
Campus Police	15
Career Services, Office of	24
Catering	46
Changes in final examinations	29
Charter Day Convocation	63
Class Attendance	31
Classics Library	51
Cleaners	67
Club Council	59
Code of Conduct, Student	80
<i>Colonial Echo</i>	61
Colonial Williamsburg	63
Combustibles, Prohibited	95
Committee on Academic Status	29, 35
Complaints of Misconduct	103
Computer Labs	44
Computer Policies	98
Computer Utilization	98
Computers, Network Services	44
Computers, Purchasing	44, 68
Computers, Training	44
Computing Services	44

Concerts	63
Conduct Infringing on Others	86
Continuance	30
Copying	48
Council of Chairs	119
Counseling Center	22, 141
Credentials File	26
Damage to Property	95
Dean of Students 79, 80	
Dean of Students, Office of	20, 29, 33, 105, 120
Dean of the Faculty of Arts and Sciences, Office of	12, 33
Dean of Undergraduate Studies	29, 33
Dean's List	31
Declaration of concentration	32
Degree requirement exceptions	32
Demonstrations	86
Dining Services	44
Disability Services	21
Discrimination	73, 79, 80
Dismissal, Contingent	107
Disruptive Conduct	87
Distribution of Literature	86
Domiciliary status	32
Driver's License	65
Drop-Add 32	
Drugs	88, 138
Duplicating Services	48, 55
Duties, Honor Code	118, 119
Education, School of	33
Elections	60
Emergency Equipment	89
Emergency, Health	22
Emergency Loan Funds	48
Emergency Loans	15
Employment	68
Employment, Student	15, 47, 53
Endangering Health or Safety	88
<i>Environmental Law and Policy Journal</i>	61
Environmental Studies	39
Equal Opportunity and Affirmative Action	15
Escort Program	27
Executive Council	59
Experiential Programs	26
Explosives, Prohibited	95
Express Account	43, 55
F.I.S.H. Bowl	23
Facilities	51
Facilities, Recreational	52, 58
Facilities, Use of	96
Faculty of Arts and Sciences, Dean of	80
Failure to Comply	108, 110
Failure to Comply with Directions	88
Fax Transmissions	49
FED-EX	48
FERPA	75
Films	63
Final Examinations	29
Final Exams and Tests During the Last Week of Class	33
Financial Aid, Office of	12

Fine Arts Society	51
Firearms, Prohibited	95
Fires/Emergency Equipment	89
Fireworks, Prohibited	95
<i>Flat Hat</i>	61
Florists	69
Freshman Honor Societies	19
Fund-Raising	94
General Education Requirements	33
Grade review	33
Grades, Reporting of	35
Grading system	33
Graduate Councils	59
Graduate School Planning	26
Graduation Requirements	33
Greek Organizations	18
Green and Gold Christmas	64
Handbills	86
Harassment	80, 89
Harassment, Computer	99
Hazing	89
Health Center	21
Health Education	23
Health Insurance	65
Hearing	104, 107, 109, 122
Help Desk	49, 98
History of the College	11
Hold	104, 108, 110
Holds	54
Homecoming	64
Honor Code	54, 109, 110, 115
Honor Council	100, 103, 104, 119, 138
Honor Societies	18
Honor System	115
ID Cards	43
Information Technology	98, 100
Insurance	65
Interdisciplinary B.A. Degree Programs	41
Interdisciplinary Concentrations and Minors	39
Interdisciplinary Courses	39
International Student Services	48
International Students	27
International Studies	40
Internships	25
<i>Journal of Women and the Law</i>	61
Judicial Affairs	20
Judicial Council	103, 104
Judicial Panel	105
Judicial Procedures	103
Judicial System	103, 122, 138
<i>Jump!</i> magazine	61
Keys, Mailbox	48
Language House Program	40
Laundries	69
Law, School of	13
Law, Violations of	95
Leadership Development	18
Legal Services	27
Libraries	51, 53, 56

Libraries, Williamsburg	68
License Plates	65
Linguistics	39
Literary and Cultural Studies	39
Loans	15, 48
Mailboxes, Campus	47
McCormack-Nagelson Tennis Center	53
Medical Underload	34
Medieval and Renaissance Studies	39
Menu Line	46
Military Science	42
Mock Interviews	24
Mortar Board	64
Movies	63
Multicultural Affairs, Office of	24, 64
Muscarella Museum of Art	51
Museums	51
National Student Leadership Conference on Race	64
Newspapers	70
Normal Load	34
Off-Campus Housing	65
Omicron Delta Kappa	18, 64
Organizations	74
Organizations, Student	113
Orientation	20
Overload	34
Parking	91
Parking Services	15
Part-time Students	31
Pass/Fail Option	34
Penalties, Disciplinary	80, 100, 112
Performance Organizations	19
Personal Development	20
Pharmacies	70
Phi Beta Kappa Society	18
Phi Eta Sigma	18
Pianos	49
<i>Pillory</i>	61
Pizza	44, 45
Plagiarism	117
Postal Services	68
Postal Services, College	47
Posters, Banners, and Signs	92
President of the College	12
Printing	48
Privacy, Computer	98
Proficiency requirements	35
Provost, Office of the	12
Publications Council	61
Publications, Student	77
Rallies	86
Recreational Sports	57
Refunds	35, 38
Registrar, Office of	12, 32
Registrar, Office of the	14
Registration	35
Reinstatement to Good Standing, Academic	35
Religious Accommodations	36
Religious Organizations	19

Residence Hall Association	59
Residence Life, Office of	17
Residency, In-state	32
Resident Assistants	17
Reves Center for International Studies	40
Right of Appeal	74
Right to associate	74
Right to Due Process	74
Right to Hold Meetings	74
Right to Inspect Records	75
Right to Privacy	75
Rights	73
Rights and Responsibilities, Statement of	73
Rights, Honor Code	117, 119
Rights of Media	77
ROTC	42
Roy R. Charles Center	39
Scholarships	39, 42
School of Business Administration, Dean of	80
School of Education, Dean of	80
School of Law, Dean of	80
Searches	75
Security, Computer	98
Self-Determination	80
Services, College	43
Sexual Misconduct	94
Sexual Misconduct, Hearing Procedures	107
Shared Experience Internship Program	40
Shoe Repair	70
Shopping	66
Signs	92
Smoking	94
Solicitation	94
Sport Clubs	19, 57
Sports, Recreational	52, 57
Stamp Machines	47
Statement of Rights and Responsibilities	73
Stealing	95
Storage	70
Student Activities, Office of	18
Student Affairs, Office of the Vice President for	17
Student Affairs Offices and Student Services	17
Student Assembly	59
Student Code of Conduct	80
Student Counsel	105, 110, 117
Student Government	59
Student Hearing Board	105
Student Identification	95
Student Legal Services	27
Student Recreation Center	52
Students' X-Change	51
Study Abroad	41
Study Skills	20
Substance Abuse Assistance	140
Substance Abuse Education	23
Substance Abuse Educator	140
Summer School	36
Summer School at Other Institutions	36
Swem Library	53

Technology Help Desk	43
Telephone Directories	49
Telephone Services	48
Tennis Courts	53
Testing	21
Theatres	63
Tickets, Athletic	57
Tours	13
Transcript	113, 121
Transcripts	14, 37
Transfer Credit	37
Travel Agencies	70
Twentieth Century Gallery	52
Typewriters	71
Unclassified Students	31
Undergraduate Academic Policies and Regulations	29
<i>Undergraduate Catalog</i>	29, 30, 32, 33, 35
Undergraduate Council	59
Underload	34
University Center	50
UPS	48
Vandalism, Electronic	99
Vehicles	65
Vehicles, College	49
Vice President for Student Affairs	80
Vice-President for Student Affairs	79
Vigils	86
VoiceMail	49
Volunteer Services	19
Washington Program	40
WCWM-FM	61
Weapons, Prohibited	95
Web Pages, Student	101
William and Mary Express Account	43
<i>William and Mary Review</i>	61
Withdrawal	109, 120
Withdrawal from the College, Required	36
Withdrawal from a Course	38
Withdrawal from the College	38, 43
Women's Studies	39
Word-Processing Services	71
World Wide Web	101
Writing Resources Center	28
Yule Log Ceremony	64

