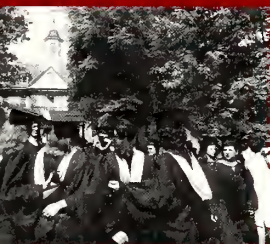
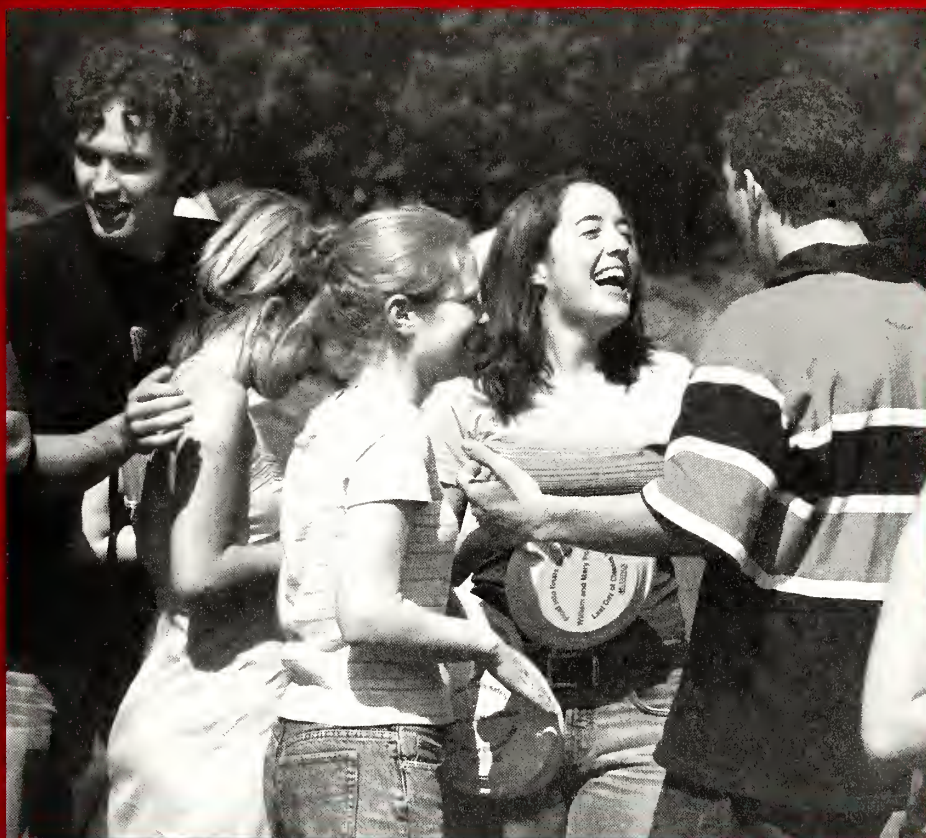


# William & Mary



## STUDENT HANDBOOK

2003-2004

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

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

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## History of the College

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 that 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 BBA and MBA degrees and also offers part-time and weekend programs for specially admitted candidates. From the Law School, both JD 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.

## Undergraduate Academic Calendar

### *2003 Fall Semester*

August	22-26	Friday-Tuesday	Orientation (New Undergraduates)
August	27	Wednesday	Beginning of Classes: 8 a.m.
October	11-14	Saturday-Tuesday	Fall Break
November	26	Wednesday	Begin Thanksgiving Holiday: 8 a.m.
December	1	Monday	End Thanksgiving Holiday: 8 a.m.
December	5	Friday	End of Classes
December	6-7	Saturday-Sunday	Reading Period
December	8-9	Monday-Tuesday	Exams
December	10	Wednesday	Reading Period
December	11-12	Thursday-Friday	Exams
December	13-14	Saturday-Sunday	Reading Period
December	15-18	Monday-Thursday	Exams

### *2004 Spring Semester*

January	17-20	Saturday-Tuesday	Orientation (New Undergraduates)
January	21	Wednesday	Beginning of Classes: 8 a.m.
March	6-14	Saturday-Sunday	Spring Break
April	30	Friday	End of Classes
May	1-2	Saturday-Sunday	Reading Period
May	3-7	Monday-Friday	Exams
May	8-9	Saturday-Sunday	Reading Period
May	10-12	Monday-Wednesday	Exams
May	13-15	Thursday-Saturday	Senior Appreciation Days
May	16	Sunday	Commencement

### *2004 Summer Sessions*

May 31-July 2	Session I (Monday-Friday)
July 5-August 6	Session II (Monday-Friday)

## Combined Graduate Academic Calendar for Fall 2003

<b>FALL 2003</b>	Arts & Sciences & Bus. Admin (UG)	Graduate School of Arts & Sciences	School of Law	School of Education	Graduate School of Bus. Admin.	Graduate School of Marine Science
International Students Arrive on campus	Aug. 18-19	Aug. 13-14			Aug 13-14	
International Student Orientation (Multicultural Affairs)	Aug 20-21	Aug. 15-16	Aug 15-16		Aug 15-16	
Freshmen arrive on campus	Aug. 22					
Transfer Students arrive on campus	Aug. 22-26					
New Student Orientation	Aug. 22-26	Aug. 24	Aug. 18-22	Aug. 26 (SPACE & EPPL)		
Orientation & Foundations for 1st yr MBA					Aug 18-29	
Orientation for 2nd Yr MBA					Aug 22	
New Student Orientation-Evening MBA					Aug 15-16	
Returning Students arrive on campus	Aug. 23-26					
New and Continuing Student Registration	Aug. 25	Aug 14-Sept 5		Aug. 25		Aug. 25
Add/Drop period begins	Aug 26	Aug. 26	Aug. 25	Aug. 27	Aug 25	Aug. 26
UG Seniors and Juniors may elect Pass/Fail Option	Aug. 27					
Unclassified Student Registration	Aug. 27	Aug. 27		Aug. 25		Aug. 27
Classes Begin	Aug. 27	Aug. 27	Aug. 25	Aug. 27	Aug 25	Aug. 27
Labor Day (classes meet)	Sept. 1	Sept. 1	Sept. 1	Sept. 1	Sept. 1	Sept. 1
Last day to Add/Drop (and change to audit or pass/fail for UG)	Sept. 5	Sept. 5	Aug. 29	Sept. 10	Aug 29	Sept. 5

## Combined Graduate Academic Calendar for Fall 2003 - Cont.

<b>FALL 2003</b>	Arts & Sciences & Bus. Admin (UG)	Graduate School of Arts & Sciences	School of Law	School of Education	Graduate School of Bus. Admin.	Graduate School of Marine Science
Withdrawal Period begins	Sept. 8			Sept. 11	Sept. 8	Sept. 8
Family Weekend	Sept. 26-28	Sept. 26-28	Sept. 26-28	Sept. 26-28	Sept. 26-28	Sept. 26-28
Last day to file for May or August Graduation	Oct. 3	Oct. 3	Oct. 3	Oct. 3	Oct. 3	Oct. 3
Begin Fall Break (begins after last class meets) Residence Halls open	Oct. 11-14	Oct. 11-14	Oct. 13-14	Oct. 11-14	Oct. 11-14	Oct. 11-14
Classes Resume	Oct. 15	Oct. 15	Oct. 15	Oct. 15	Oct. 15	Oct. 15
Homecoming	Oct. 30-Nov. 2	Oct. 30-Nov. 2	Oct. 30-Nov. 2	Oct. 30-Nov. 2	Oct. 30-Nov. 2	Oct. 30-Nov. 2
Last Day to Withdraw (see catalog for complete withdrawal policy)	Oct. 31	Dec. 5	NA	Dec. 9	Oct. 31	Oct. 31
Advance Spring Registration for Continuing Students	Nov. 10-Dec. 5	Nov. 3-Dec. 5 Nov. 15-Dec. 5	Oct. 27-28	Nov. 17-28 Dec. 1-5**	Oct. 27-Nov. 9 Nov. 15 -Dec 5	Nov. 3-Dec. 5 Nov. 15-Dec. 5
Begin Thanksgiving Break (Residence Halls closed)	Nov. 26	Nov. 26	Nov. 26	Nov. 26	Nov. 26	Nov. 26
Classes Resume	Dec. 1	Dec. 1	Dec. 1	Dec. 1	Dec. 1	Dec. 1
Last day of Fall classes	Dec. 5	Dec. 5	Dec. 5	Dec. 16	Dec. 5	Dec. 5
Reading Period	Dec. 6-7	Dec. 6-7	Dec. 6-8		Dec. 6-7	Dec. 6-7
Exams	Dec. 8-9	Dec. 8-9	Dec. 9-19	Dec. 10-16	Dec. 8-12	Dec. 8-9
Reading Period	Dec. 10	Dec. 10				Dec. 10
Exams	Dec. 11-12	Dec. 11-12				Dec. 11-12
Reading Period	Dec. 13-14	Dec. 13-14				Dec. 13-14
Exams	Dec. 15-18	Dec. 15-18				Dec. 15-18
Fall semester grades due	Jan. 5, 2004	Jan. 5, 2004	Jan. 16, 2004	Jan. 5, 2004	Dec. 18, 2004	Jan. 5, 2004
End Make up of Spring 2002 "I's" (change to "F" after this date)	Dec. 19	Dec. 19	Dec. 19	Dec. 19	Dec. 19	Dec. 19

## Undergraduate Final Exam Schedule Fall 2003

	First Period 8:30-11:30 a.m.	Second Period 1:30-4:30 p.m.	Third Period 6:30-9:30 p.m. for late afternoon and evening classes
<b>December 6-7</b> Saturday-Sunday	READING DAYS		
<b>December 8</b> Monday	MATH 104, 106, 108, 111, 112, 221 BUS 343	2:00 MWF	5:00 or later T or TR
<b>December 9</b> Tuesday	12:30 TR	1:00 MWF	5:00 or later R
<b>December 10</b> Wednesday	READING DAYS		
<b>December 11</b> Thursday	9:30 TR	2:00 TR	4:30 or later F
<b>December 12</b> Friday	11:00 MWF	8:00 TR BIO 203	4:30 or later W
<b>December 13-14</b> Saturday-Sunday	READING DAYS		
<b>December 15</b> Monday	9:00 MWF	3:30 TR	4:30 or later M or W
<b>December 16</b> Tuesday	3:00 or 4:00 MWF	10:00 MWF	No exams scheduled
<b>December 17</b> Wednesday	12:00 MWF	MODERN LANGUAGES 101, 102, 201, 202 BUS 362	No exams scheduled
<b>December 18</b> Thursday	8:00 MWF	11:30 TR	No exams scheduled

### Notes and Instructions

**Rescheduling Examinations.** No changes in this schedule will be permitted to individual students except under the following circumstances:

1. If a student is taking a course in which there are two sections taught by the same professor with different final examination periods, the student will have the option of taking the exam in either period (with the consent of the instructor).
2. If a student has three schedule examinations in three consecutive examination periods on consecutive days, one exam may be rescheduled.
3. If a student has a conflict between scheduled examinations, one exam may be rescheduled.

Such cases should be discovered as early as possible and proper arrangements made to resolve them by 5:00 p.m. on the last day of classes. Requests for rescheduling in these cases must be made on forms available in the Office of the Dean of Undergraduate Studies 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.

**Deferred Examinations.** The Office of the Dean of Students handles requests from students unable to take their examinations at the time scheduled on account of documented illness or other extenuating circumstances (such as 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.

Please visit the Registrar's web site at [www.wm.edu/registrar](http://www.wm.edu/registrar) for more information.



## Administrative and Academic Offices

### **PRESIDENT OF THE COLLEGE - 221-1693**

**Timothy J. Sullivan**

**Brafferton 5**

**Web site:** [www.wm.edu/PRESIDENT](http://www.wm.edu/PRESIDENT)

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

### **OFFICE OF THE PROVOST - 221-1993**

**P. Geoffrey Feiss, Acting Provost**

**Brafferton 2**

**Web site:** [www.wm.edu/PROVOST](http://www.wm.edu/PROVOST)

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 Vice Provost, Associate Provost for Enrollment (including the offices of Admission, Financial Aid, and the Registrar), and the Associate Provost for Information Technology. The Provost is responsible for the resolution of appeals of Honor and Judicial cases.

### **OFFICE OF THE DEAN OF THE FACULTY OF ARTS AND SCIENCES**

**Barbara Watkinson, Interim Dean of the Faculty - 221-2470**

**([www.wm.edu/FAS/faculty/](http://www.wm.edu/FAS/faculty/))**

**Edward Pratt, Dean of Undergraduate Studies - 221-2469**

**Ewell Hall ([www.wm.edu/FAS/undergradoffice/](http://www.wm.edu/FAS/undergradoffice/))**

**David Finifter, Dean of Research and Graduate Studies - 221-2468**

**Graduate House ([www.wm.edu/graduate/gradoffice/index.html](http://www.wm.edu/graduate/gradoffice/index.html))**

As administrative head of the Faculty of Arts and Sciences, the Dean is responsible for the educational and fiscal resources critical for 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 Research and Graduate Studies.

### **SCHOOL OF BUSINESS ADMINISTRATION**

**Lawrence B. Pulley, Dean – 221-2891 – Tyler Hall Room 204**

**John F. Boschen, Associate Dean – 221-2885 – Tyler Hall Room 204**

**Howard J. Busbee, Assistant Dean, Undergraduate Program and Master of Accounting Program – 221-2875 – Tyler Hall 241**

**John Dittrick, Jr., Assistant Dean, MBA Programs – 221-7603 – Blow Hall 264**

**Kathy W. Pattison, Director, MBA Admissions – 221-2900 – Blow Hall 264**

**Franklin E. Robeson, Director, Executive MBA Program – 221-2913 – Blow Hall 264**

**Tony Somers, Director, MBA Career Services – 221-2956 – Blow Hall 328**

**Web site:** [www.business.wm.edu](http://www.business.wm.edu)

The School of Business Administration administers the undergraduate business curriculum, the Master of Business Administration Program (resident and evening), and the Master of Accounting Program. The School of Business also offers a joint MBA-JD in conjunction with the School of Law and a joint MBA-MPP in conjunction with the Thomas Jefferson Program in Public Policy.

## **SCHOOL OF EDUCATION**

**Virginia L. McLaughlin, Dean - 221-2315**

**Jones Hall 212**

**Thomas J. Ward, Associate Dean for Academic Programs - 221-2317**

**Christopher R. Gareis, Associate Dean for Professional Services - 221-2319**

**Jones Hall 100**

**Web site: [www.wm.edu/education](http://www.wm.edu/education)**

The School of Education administers the undergraduate curriculum leading to certification in elementary, secondary and physical education and all graduate curricula at both the masters and doctoral degree levels. The School's Office of Academic Programs 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 provide information about student financial assistance from the School of Education, assist students in obtaining licensure for K-12 education and coordinate field placements for students in elementary, secondary, physical education, and special education programs.

## **SCHOOL OF LAW**

**W. Taylor Reveley III, Dean - 221-3790**

**Lynda Butler, Vice Dean - 221-3843**

**Lizbeth Jackson, Associate Dean for Administration - 221-3782**

**Faye Shealy, Associate Dean for Admissions - 221-3784**

**Robert Kaplan, Associate Dean for Career Services - 221-3804**

**Marshall-Wythe Hall**

**Web site: [www.wm.edu/law](http://www.wm.edu/law)**

The School of Law offers both the JD and LL.M. degrees, a joint JD-M.A. in conjunction with the American Studies Program, a joint JD-MBA with the Graduate School of Business Administration and a joint JD-MPP in conjunction with the Thomas Jefferson Program in Public Policy.

## **UNDERGRADUATE ADMISSION OFFICE**

**Dr. Karen R. Cottrell, Dean of Admission and Associate Provost for Enrollment-  
221-3980**

**Blow Memorial Hall**

**Office hours 8:00 am-5:00 pm weekdays, 9:00 am – 12:00 noon Saturdays**

**September through May.**

**E-mail: [admiss@wm.edu](mailto:admiss@wm.edu)**

**Web site: [www.wm.edu/admission](http://www.wm.edu/admission)**

The Admission Office makes admission decisions for approximately 10,000 freshman and 600 undergraduate transfer applicants each year. 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, Day/Overnight Visitations and the Monroe Scholar program. Details can be found on the web site. Campus tours and information sessions are offered throughout the year.

## **OFFICE OF ACADEMIC ADVISING**

**Randolph A. Coleman, Director - 221-2476**

**Sharon Reed, Associate Director - 221-2817**

**Tracey Howell, Assistant Director - 221-2823**

**Ewell Hall 127**

**Web site: [www.wm.edu/ADVS](http://www.wm.edu/ADVS)**

The Office of Academic Advising functions as the central resource for academic advising. Staff in the office are responsible for recruiting and training faculty advisors who advise students prior to their declaration of concentration, assigning (and reassigning) faculty advisors to students, processing declarations and change of concentrations, granting students permission

to take summer courses at other U.S. institutions, and helping students plan their academic schedules. The Director 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 direction in choosing a concentration or career path. The Associate and Assistant Directors are responsible for evaluating transfer credit from other U.S. institutions and foreign institutions if taken before matriculation at William & Mary. They also assist students in planning their academic progress through 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 OF THE BURSAR - 221-1217**

**Bert Brummer, Director**

**Pam Johnston, Bursar**

**Barbara Heberling, Manager Student Accounts**

**Janet Balentine, Manager Receivables & Collections**

**Linda Nicely, Cashier**

**Blow Memorial Hall 101**

**E-mail: [bursar@wm.edu](mailto:bursar@wm.edu)**

**Web site: [www.wm.edu/OFSX](http://www.wm.edu/OFSX)**

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, account collections, and cashiering. Student payments of tuition, fees, meal plans, housing, telephone charges, miscellaneous late fines and fees are all collected in this office. Payments made by check should be made payable to the College of William & Mary.

The Student Accounts section of the office is responsible for the financial management of student accounts and issuing 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.

All College invoices are due by the payment due date published on each bill. Initial semester billings are sent to students' home addresses or third party addresses, as identified in the College's Student Information System. Students are responsible for the accuracy of address information. 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 and/or withholding of student grades, transcripts, and diplomas. In the event a student's past-due account is referred to an external collection agency, collections costs will be included in the outstanding amount. The Receivables & Collections section of the Bursar's Office is responsible for the disbursement and management of federal Perkins loans. (Students must review and sign loan documents before proceeds can be distributed and all borrowers must participate in mandatory loan counseling sessions prior to graduation.) Student emergency loans authorized by the Financial Aid office are also disbursed and repaid in this office and miscellaneous delinquent receivables are collected and monitored by this section of the Bursar's Office.

The Cashier's section of the Bursar's Office handles the collection and deposit of all funds received at the College.

## **OFFICE OF STUDENT FINANCIAL AID - 221-2420**

**Edward P. Irish, Director**  
**Patricia Kelly, Associate Director**  
**Blow Memorial Hall 218**  
**E-mail: [finaid@wm.edu](mailto:finaid@wm.edu)**  
**Web site: [www.wm.edu/financial\\_aid](http://www.wm.edu/financial_aid)**

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

## **OFFICE OF THE UNIVERSITY REGISTRAR - 221-2800**

**Carolyn Boggs, University Registrar**  
**Blow Memorial Hall 108**  
**E-mail: [regist@wm.edu](mailto:regist@wm.edu)**  
**Web site: [www.wm.edu/registrar](http://www.wm.edu/registrar)**

The Office of the University Registrar implements and administers the academic regulations and policies of the College. The primary functions of the office include coordinating and managing the registration process for the College, processing and reporting grades, maintaining permanent student academic records, and issuing academic transcripts. The office is also responsible for certifying student enrollments to requesting agencies, maintaining the automated degree audit system and certifying students for graduation, coordinating and scheduling course offerings, managing academic space on campus, processing requests for name and address changes, determining domicile status for in state privileges, and certifying veterans for educational benefits. In addition, the office provides ad hoc reports to academic departments; assists students when declaring majors; and evaluates transfer credit from other institutions, Advanced Placement exams, and International Baccalaureate programs.

## **WILLIAM AND MARY ALUMNI ASSOCIATION**

**Barry Adams, Executive Vice President – 221-1842**  
**Alumni Center**  
**Web site: [www.wmalumni.com](http://www.wmalumni.com)**

The William and Mary Alumni Association, a separately incorporated nonprofit organization, is dedicated to serving the interests of the College's more-than 70,000 alumni. The Alumni Association brings together current students, parents, faculty and administrators through activities of alumni chapters, councils and constituent groups, as well as Association-sponsored class reunions and continuing education programs including national and international educational travel programs and academic symposiums each year during Homecoming. The Association publishes the William and Mary Alumni Magazine, and offers the Alumni Center as a meeting place for alumni and university gatherings, award dinners, reunions, business meetings, continuing education programs, workshops, seminars and tailgate parties. The Alumni Center is also home of the Alumni Gift Shop, which is stocked with a wide array of quality W&M memorabilia available on-site, by catalog and on its own secure Web site at [www.alumnigiftshop.com](http://www.alumnigiftshop.com). Additional affiliate benefits available through the Association include group life and health insurance, auto insurance and credit cards. The Association's new Web site, [www.wmalumni.com](http://www.wmalumni.com), is a resource which allows alumni to set up a permanent forwarding e-mail account, post their own personal news, photographs and business cards, as well as update their records, and register for reunions and events.

## **OFFICE OF EQUAL OPPORTUNITY**

**Susan Grover, Director – 221-2615**  
**Hornsby House**  
**Web site: [www.wm.edu/eo](http://www.wm.edu/eo)**

The Office of Equal Opportunity assumes the role of leadership in the development, dissemination, implementation, and monitoring of the College's equal opportunity programs. Guidance is provided to students, faculty, and staff on these issues and matters involving sexual harassment.

## Student Affairs Offices

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

**W. Samuel Sadler, Vice President for Student Affairs - 221-1236**

**Virginia Ambler, Assistant Vice President - 221-1234**

**Campus Center 219**

**Web site: [www.wm.edu/OSA/index.html](http://www.wm.edu/OSA/index.html)**

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

### **OFFICE OF THE DEAN OF STUDENTS - 221-2510 (TDD 221-2302)**

**Patricia M. Volp, Dean of Students**

**C. Susie Mirick, Associate Dean of Students**

**Lisa Bickley, Assistant Dean of Students**

**Beth Anne Pretty, Assistant Dean of Students**

**Danny Shaha, Assistant Dean of Students**

**Campus Center 109**

**E-mail: [doscom@wm.edu](mailto:doscom@wm.edu)**

**Web site: [www.wm.edu/deanofstudents](http://www.wm.edu/deanofstudents)**

The Office of the Dean of Students assists all students, graduate and undergraduate, from their initial orientation to the College through the successful completion of their academic and personal goals. Staff members of the Office of the Dean of Students advocate for student needs, act as liaisons between students and academic departments, and work to enhance personal growth and a sense of personal authority and responsibility in each student. The Dean of Students staff members are involved in facilitating and guiding community standards related to student success and leadership. They deliver a new student orientation program, academic support services, services for students with disabilities, a learning assistance program, and the student judicial system. The Counseling Center & Career Services Offices report to the Dean to provide a seamless support system for the personal development of all students.

#### **General Assistance**

Staff members are available to consult with students who are experiencing unexpected or difficult circumstances, such as class absences resulting from illness or personal emergency. Staff members can also assist when students have questions related to an academic regulation, deadline or procedure and when students wish to petition for exceptions to academic policies.

#### **Academic Support Services**

Services provided include personal advising and counseling for academically at-risk students and other students seeking special consideration from the Committee on Academic Status. Staff members provide information about petitions to the Committee on Academic Status and guidance to students regarding academic policies and procedures.

**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 by considering reasonable accommodation on an individual and flexible basis. The decision to request accommodation is voluntary and a matter of individual choice. Students seeking accommodation are strongly encouraged to notify the College and submit all supporting documentation early to allow adequate time for planning.

#### **Documentation of Disability:**

In general, documentation should not be older than three years from the date of the first accommodation request. As appropriate to the disability, the College expects documentation to include the following six elements:

- A diagnostic statement identifying the disability, the date of the most current diagnostic evaluation, and the date of the original diagnosis.
- A description of the diagnostic tests, methods, and/or criteria used.
- A description of the current functional impact of the disability which includes specific test results and the examiner's narrative interpretation.
- Treatments, medications, or assistive devices/services currently prescribed or in use.
- A description of the expected progression or stability of the impact of the disability over time, particularly the next five years.
- The credentials of the diagnosing professional if not clear from the letterhead or other forms. The diagnosing professional may not be a family member.

Documentation of a cognitive impairment such as a specific learning disability, an attention deficit disorder, or a physical, medical, or psychological disorder that affects cognitive abilities must include a comprehensive report of psycho-educational or neuropsychological assessment that complies with guidelines set forth by the Association on Higher Education and Disability. For more information concerning these specific documentation guidelines, please refer to the Dean of Students web site at [www.wm.edu/deanofstudents](http://www.wm.edu/deanofstudents). Documentation is expected to demonstrate the impact of disability upon major life activities and to support all recommended accommodations. Documentation of disability is confidential and will not be released without the student's written consent.

**Judicial and Honor Systems** at the College exist to promote a living and learning environment that reflects the values of the College community, especially those of personal responsibility and integrity. All students and student groups are expected to know and respect the College's high behavioral standards. An Assistant Dean of Students works to educate students, faculty and staff on the Student Code of Conduct and Honor Code, meets with students who have violated the Student Code of Conduct and/or the Honor Code and advises members of the honor and judicial councils. Students, faculty and staff may download a copy of the Campus Community Incident Report Form from [www.wm.edu/judicial](http://www.wm.edu/judicial) in order to submit reports of possible violations.

#### **Learning Assistance Program**

Assistance is delivered through workshops, presentations and individual counseling on a variety of topics including the learning process, time management, note-taking, textbook reading, exam preparation, money management, and communication skills.

#### **Undergraduate Student Orientation**

Orientation occurs in August just before the Fall semester and in January just before the Spring semester. The program of activities introduces new students to many aspects of the College including academic policies, the conduct and honor codes, student services, and student activities. The purpose of orientation is to assist new students with the transition to William & Mary by addressing in an intentional way their academic, personal and social needs in this new environment.

## **OFFICE OF RESIDENCE LIFE - 221-4314**

**Deb Boykin, Director**

**Allison Wildridge, Associate Director**

**Chris Durden, Assistant Director for Operations**

**Katrina Pawvluk, Assistant Director for Administration**

**Holly Alexander Agati, Assistant Director for Programming**

**Campus Center 212**

**E-mail: [living@wm.edu](mailto:living@wm.edu)**

**Web site: [www.wm.edu/OSA/res/reslife.htm](http://www.wm.edu/OSA/res/reslife.htm)**

The Office of Residence Life seeks to provide a safe and secure living and learning community that 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.

In addition to the staff of the central Residence Life Office, seven live-in Area Directors are responsible for the day to day management and administration of the seven residential areas. Their responsibilities include counseling, referrals, programming, community development, crisis intervention, and adjudication of judicial cases. These Area Directors also recruit, select, train, supervise and evaluate the student Resident Assistants (RAs) who live in their areas.

## **OFFICE OF STUDENT ACTIVITIES**

**Mark Constantine, Assistant Vice President for Student Affairs - 221-3300**

**Anne Arseneau, Assistant Director of Student Activities for Greek Life - 221-3273**

**Colleen Carpinelli, Assistant Director of Student Activities for Programming - 221-3254**

**Drew Stelljes, Coordinator of Student Volunteer Services - 221-3263**

**Campus Center 201**

**Web site: [www.wm.edu/OSA/activ/Studact.htm](http://www.wm.edu/OSA/activ/Studact.htm)**

The Office of Student Activities provides advisement and support services for student organizations, student activities programs, leadership development, volunteer community service 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-letter organizations, UCAB (University Centers Activities Board), performing arts organizations, political and issue-oriented groups, and clubs 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, leadership development programs, and retreats. The Office also administers the allocation and distribution of the Student Activities Fee funds, which subsidize student government, student publications, community service programs, cultural activities, and clubs & organizations.

### **Campus Organizations**

William and Mary students enjoy the benefits of membership in more than 300 student organizations. Some are affiliated with national organizations and have been recognized for years, but many are added to the roster each year when students find others with common goals or interests, organize, and seek recognition. The organizations open to students can generally be described as:

### **Academic Organizations**

These may be encouraged and supported by faculty or academic departments, or they may be auxiliaries or otherwise associated with larger professional or academic discipline related organizations.

## **Fraternities and Sororities**

Twenty-six Greek organizations (twelve sororities and fourteen fraternities) are chartered and recognized at the College. All of the College's Greek-letter organizations are members of the National Panhellenic Conference, the North American 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**

These often selective groups promote interest in special fields of learning or recognize students for their outstanding scholastic achievements or leadership.

## **Performance Organizations**

Including dance groups and musical groups. The Department of Music also supports a variety of bands, ensembles, orchestras, choirs, chamber singers, and numerous chamber music groups.

## **Religious Organizations and Campus Ministries**

Several religious or faith based groups and organizations are active on or near the campus and invite student participation.

## **Service Organizations**

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 associations and honor societies, the College recognizes more than 20 service-oriented organizations.

## **Sport Clubs**

Professional staff in recreational sports actively encourage and support 42 student-run clubs, including badminton, crew, cricket, cycling, judo, men's and women's lacrosse, martial arts, racquetball, men's and women's rugby, sailing, men's and women's soccer, surfing, tennis, ultimate Frisbee, field hockey, ballroom dance, golf, running, men's and women's volleyball, and many more.

## **Volunteer Services**

The Office of Student Volunteer Services (OSVS) exists to promote a culture of service at the College, increase participation in public and community service and develop service involvement as an educational experience. The Office assists departments and student organizations with integrating service-learning concepts and developing meaningful service initiatives.

This office is responsible for coordinating on-going programs such as College Partnership for Kids, a tutoring program at fourteen local schools and Project Phoenix, a community partnership for middle school youth. In addition, OSVS coordinates several one-time service events such as Make a Difference Day and Spring Into Action.

The Office serves as a clearinghouse for local, national, and international volunteer opportunities and sponsors a volunteer fair, volunteer training, reflection groups, and recognition programs. OSVS coordinates Service Council, a network of campus service organizations, which meets regularly to collaborate on projects and share ideas and Service Leaders Corps, a series of classes for rising leaders in service organizations.

Office staff assist students volunteering with over eighty local community agencies in areas of advocacy/self-sufficiency, community health, cultural and recreational programs, housing and emergency needs, mental health services, senior citizen services, and youth and children's programs.



## **STUDENT HEALTH CENTER - 221-4386**

**Dr. Gail Moses, Director**

**Fall/Spring Hours: Monday, Tuesday, Thursday, Friday 8:00 am – 5:00 pm;**

**Wednesday 10:00 am – 5:00 pm and Saturday 12:00 – 4:00 pm (limited service only)**

**Summer Hours: Monday, Tuesday, Thursday, Friday 8:00 a.m. – 4:00 p.m.;**

**Wednesday 10:00 a.m. – 4:00 p.m.; No weekend hours**

**E-mail: [sth1th@wm.edu](mailto:sth1th@wm.edu)**

**Web site: [www.wm.edu/OSA/shc/stuhealth.htm](http://www.wm.edu/OSA/shc/stuhealth.htm)**

The Student Health Center provides high-quality, primary medical care for students who become ill or experience minor emergencies while away from home. The Health Center delivers a wide variety of services, 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 except in the case of life threatening situations, medical emergencies, severe emotional or psychological distress, or when required and/or permitted by law, information will not be released without the student's written consent.

Virginia State law requires all full-time students enrolling for the first time in a four-year public institution to provide a health history and an official immunization record. The College of William & Mary further requires ALL full-time students (including previously matriculated students) to submit the results of a physical examination performed within the twelve months preceding the student's enrollment or re-enrollment, as well as providing documentation of appropriate immunization requirements. Previously enrolled students re-entering as full-time students after an absence from campus of greater than 10 years, must also revalidate their immunization records. This information **MUST** be submitted on William & Mary's Health Evaluation Form. Students who do not fully comply with these requirements will be referred for judicial action, prevented from registering for classes, and may be evicted from the residence halls and/or removed from campus (depending on the medical issue).

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, graduate and undergraduate students must have paid a Health Fee for the current semester and met the Health Evaluation Form requirements including a physical examination and submission of an official immunization record.

Students choosing to seek care at an off campus site are responsible for charges incurred. Likewise, if medical necessity requires a Health Center staff member to refer a student to an off campus specialist, costs associated with the off campus services become the student's financial responsibility. Students are strongly encouraged to carry health insurance to assist with the cost of health care.

## **HEALTH EDUCATION**

**Michelle Alexander, Health Educator**

**Student Health Center - 221-2195**

**Hours: 8:00 am – 5:00 pm Monday through Friday (varied evening hours)**

**E-mail: [mmalex@wm.edu](mailto:mmalex@wm.edu)**

The College Health Educator's office serves as an on-campus clearinghouse for general health information and serves as a catalyst for health promotion events for the College 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.

## **H.O.P.E. (Health Outreach Peer Educators)**

**Michelle Alexander, Health Educator**

**Student Health Center – 221-2195**

**E-mail: [mmalex@wm.edu](mailto:mmalex@wm.edu)**

Health Outreach Peer Educators (H.O.P.E.) consists of a group of student volunteers for the Student Health Center, Office of Health Education. They are trained to provide the William and Mary community with in-depth and interactive educational programs on a variety of health issues pertinent to college students. These topics include nutrition, fitness, body image, alcohol and other substances, mental health and sexual health. Students interested in becoming members of H.O.P.E. should contact the Office of Health Education at 221-2195.

## **SUBSTANCE ABUSE EDUCATION**

**Mary Crozier, Coordinator of Substance Abuse Services - 221-3631**

**Campus Center 153**

**Hours: 9:00 am – 5:00 pm Monday through Friday (varied evening and weekend hours)**

**E-mail: [mkcroz@wm.edu](mailto:mkcroz@wm.edu)**

The Substance Abuse Educator offers comprehensive substance abuse services that promote awareness, prevention, education, early intervention, and individual and group education. The Substance Abuse Educator acts as consultant to the following: the student run resource center known as the F.I.S.H. Bowl (Free Information on Student Health), individuals, student groups, the Office of Residence Life, the Athletic Department, faculty, and others in the campus community. Consultation topics include alcohol and other drugs, helping friends with drinking problems, family alcoholism, ways to make low risk choices, tobacco prevention, T.I.P.S. (Training for Intervention Procedures for Serving of Alcohol), Alcohol 101 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.

## **F.I.S.H. BOWL (Free Information on Student Health)**

**Campus Center 152**

**E-mail: [FISHBL@wm.edu](mailto:FISHBL@wm.edu)**

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. The F.I.S.H. Bowl is staffed by trained 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’s and birth control, sexual assault, stress management, low-risk decision making and ways to help a friend. Resources in the F.I.S.H. Bowl include health-related videos, books, and journals available for loan, as well as free informational brochures. The F.I.S.H. Bowl is funded by the Student Health Center and is coordinated by the Substance Abuse Educator.

## **COUNSELING CENTER – 221-3620**

**R. Kelly Crace, Ph.D., Director**

**Janice A. Pattis, Ed.S., Assistant Director**

**Blow Memorial Hall 240**

**Hours: 8:00 am – 12:00 noon and 1:00 – 5:00 pm Monday through Friday**

**Counselors can be reached after hours for crisis intervention by calling Campus Police at 911 or 221-4596.**

**Web site: [www.wm.edu/OSA/counsel/couns.htm](http://www.wm.edu/OSA/counsel/couns.htm)**

The Counseling Center offers a wide range of psychological and counseling services free of charge to enrolled students seeking assistance with personal concerns, interpersonal issues or crisis intervention. Staff members are available to discuss a student’s concerns and work with that student to develop new ways to resolve the problem or manage the concern. Students are initially seen by an individual counselor, and continuing services, if needed, may be offered in the form of individual, couples, or group meetings, depending on staff availability and a student’s needs. Psychiatric consultation can be arranged if needed.

The Counseling Center staff includes both male and female psychologists and counselors, as well as a social worker and sport psychologist. All are trained and experienced in dealing with the problems of college students. Counseling is confidential. Because therapy is most effective when a student can be direct and honest with a counselor without fearing personal information will be inappropriately shared, 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 or visiting the Counseling Center in person and will be scheduled as soon after a request as possible, depending on the urgency of the situation and staff time available. After an initial evaluation, a student continuing in counseling will be assigned to a counselor. If appropriate, students may be referred to other sources of help after an initial evaluation.

### **OFFICE OF MULTICULTURAL AFFAIRS**

**Chon Glover, Director - 221-2300**

**Jessica Ranero, Assistant Director - 221-2155**

**Campus Center 107**

**J. Leeanne Johnson, Director of International Student Services - 221-7768**

**Sareh Hamrick, International Student Advisor**

**Campus Center 157**

**Web site: [www.wm.edu/OSA/msa/multi.htm](http://www.wm.edu/OSA/msa/multi.htm)**

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 advising the many cultural organizations on campus. Staff members in the Office of Multicultural Affairs serve to educate the campus community about issues of diversity and serve as the administrative liaison to numerous student organizations. The Assistant Director 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 College of William and Mary includes among its student body over 300 students from other nations. Special orientation programs for international students are sponsored by the Office of International Student Services. The ISS Office provides immigration-related services; specifically information, updates, and assistance with maintaining legal status and employment matters. In addition, the ISS staff provides counseling, programming, and general support services to include monthly newsletters, potluck dinners, a Global Friends Host Program, and semester trips to local and regional areas of interest. The office website is a valuable resource for additional information, <http://www.wm.edu/OSA/msa/intstud.htm>.

### **OFFICE OF CAREER SERVICES - 221-3231**

**Mary Schilling, Director**

**Karen Young, Associate Director**

**Wendy Webb-Robers, Assistant Director**

**Camiel Sims, Assistant Director**

**Trasi Miller, Assistant Director**

**Pam Garrette, Recruitment Coordinator**

**123 Blow Memorial Hall**

**Monday-Friday 8:00 am-5:00 pm**

**E-mail: [career@wm.edu](mailto:career@wm.edu)**

**Web site: [www.wm.edu/career/](http://www.wm.edu/career/)**

The Office of Career Services provides quality services and programs that facilitate the career development process for William & 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 office professional staff to discuss a broad range of career issues. Appointment topics range from comprehensive career counseling, including the use of career interest inventories, 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 telephone 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 Senior and Junior Orientation, Resume and Cover Letter Writing, Interviewing Skills, Internships, and Graduate School Application Process. This office also coordinates a number of seminars and presentations 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 the 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 published at the beginning of each semester and is also available on the comprehensive web site.

### **Breaking into Careers Program Series**

Each semester this series features ten or more programs, bringing to campus alumni and friends of the College to talk with students about their career paths, present information on their career field, and offer advice to interested students. These events provide valuable information and support for students and offer the opportunity to network with professionals.

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

William & Mary's mix of recruiting opportunities includes both on-campus and off-campus events and includes school systems, businesses, non-profit and government organizations searching for students in all majors for entry-level, summer and internship opportunities. The Office sponsors a Fall Career Fair, a Spring Career Fair and an Education Recruitment Day in the spring. Off-campus recruitment programs include MetroLink NYC and MetroLink DC, the Minority Career Fair at the University of Virginia, and access to a variety of off-campus job fairs.

All on-campus recruitment for both jobs and internships is managed through eRecruiting.com, and students should get acquainted with the system early. (The system is also used for accessing Alumni Connections as well as the comprehensive internship data base.)

For various reasons, a number of organizations interested in interviewing William and Mary students do not visit campus. To assist these employers, a resume referral program is offered enabling students to submit resumes electronically. Announcements of available opportunities are made through eRecruiting.com, the office's listserv and bulletin boards.

### **Wall Street Program NYC**

Investment banking internships and careers are featured through a 2 day program in NYC, available to juniors interested in exploring investment careers. Alumni are featured prominently in this program, and students learn the art of networking.

## **Ferguson Blair Publishing Seminar and Scholarship**

Biennially, Career Services sponsors a weekend seminar on publishing, with sessions featuring alumni and other professionals from NYC's publishing houses. In addition, the office sponsors an annual competition for a scholarship to a graduating senior already accepted to participate in one of the nation's prestigious summer publishing institutes.

## **Graduate School Planning**

Recognizing the number of students who go directly to graduate or professional school after graduation, Career Center offers workshops on the applications process. Staff members are prepared to assist students and alumni in registering for admission tests and applying for admission.

The office houses testing materials for the GRE, LSAT, GMAT, MCAT, and DAT, the six-volume set of Peterson's Guides to Graduate Schools, and a comprehensive list of Internet links to various graduate programs, guides on writing personal statements, financial aid, and standardized testing (available on the web site). About 120 graduate and professional schools participate in the Graduate and Professional School Day offered on campus each fall.

## **Credentials File**

Students may establish a credentials file in the Office of Career Services to hold letters of recommendation important for applying to graduate and professional schools, seeking teaching positions and applying for work in higher education. Procedures for establishing and accessing credentials files are explained in handouts available in the Center. Files are maintained for five years.

## **Alumni Connections**

Students can access Alumni Connections on-line through our eRecruiting.com software and make contact with alumni who have volunteered to offer career advice and support. The data base provides a wonderful resource for conducting informational interviews and networking with alumni in a broad range of careers.

## **Experiential Programs: Internships, Local Internship Program and Externships**

Experiential programs can help participating students decide on career options and sometimes lead 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. It collaborates with 37 other universities by posting internship opportunities on the eRecruiting.com, making information on more than 8,000 internships available through the web site. While many internships are unpaid, some internships involve salary, stipends or academic credit (credit must be arranged formally with Academic Advising and a faculty member before the beginning of the internship). The Local Internship Program offers fall and spring internships in the Williamsburg area. The application process begins within the first two weeks of each semester. Through Shadowing Opportunities, an externship program, students can apply to shadow volunteers at their place of work for one to five days during winter and spring breaks.

With the help of Career Services staff, pre-med and pre-law externships with area physicians and lawyers can be arranged to allow students to shadow members of these professions at work for one to five days during the semester, or during school breaks.

Career Services partners with the William & Mary Washington Office is sponsoring a DC Summer Internship Program, featuring career-related programs and a Mentoring Program, matching DC summer interns with alumni in the DC area.

## **Career Resources**

The career library houses 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-line at the Career Services Home Page.

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

A Multicultural Networking Social is scheduled the evening preceding the Fall Career Fair, and a Multicultural Career Forum is included in the spring program schedule. The Career Services Office participates in the Minority Career Fair at the University of Virginia, an event attended by more than 100 employers.

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

The Career Services Office sends e-mail announcements twice weekly to a listserv of subscribed students. Information on programs and special events is also kept current on the web site at [www.wm.edu/career/](http://www.wm.edu/career/)

### **RECREATIONAL SPORTS**

**Linda Knight, Director - 221- 3312**

**Franklin Harrison, Assistant Director for Fitness, Wellness & Student Development - 221-3313**

**Joe Tighe, Assistant Director for Intramurals - 221-3314**

**Recreation Center**

**E-mail: [wrec@wm.edu](mailto:wrec@wm.edu)**

**Web site: [www.wm.edu/rec](http://www.wm.edu/rec)**

Through facilities supervision, equipment check out, instruction, organization and promotion of educational programs, activities and scheduled competition, the recreational sports program staff provides opportunities for students to become involved in intramural sports, sport club activities, informal recreation, fitness/ wellness, and outdoor programs.

The staff publishes an annual calendar, and maintains a 24 hour hotline and web site where students can obtain up to date information about facility hours, event schedules and deadlines. The Department offers over 210 student employment opportunities for office managers, ID checkers, aerobic instructors, fitness attendants, facility supervisors, sport supervisors, lifeguards and sports officials. Employment information and application instructions are available from the Assistant Director.

### **UNIVERSITY CENTERS**

**Robert C. Knowlton, Director - 221-3431**

**Richard Thompson, Associate Director for Operations – 221-3432**

**Robin DeSantis, Assistant Director for Technical Services – 221-1355**

**Jeff Herrick, Assistant Director for Technical Services, University Events – 221-2404**

**Vacant, Assistant Director for Operations – 221-1356**

**Beverly Tyler, Business Manager, Campus Center – 221-3435**

**Web site: [www.wm.edu/OSA/centers](http://www.wm.edu/OSA/centers)**

The University Center and the Campus Center are William and Mary's equivalents to student unions on other campuses. These two multi-purpose operations provide facilities, services and equipment for meetings, social events, performances, and a variety of other activities in addition to being a place to just "hang out". Other services include a games area, lounges, the campus Post Office, food service, a candy desk, an information desk, a combination auxiliary bookstore/convenience store, an ATM, a TV lounge, student organization offices, and Lodge 1, the campus pub. Adjacent to the University Center is The Daily Grind, a coffeehouse.

The University Centers employ a large staff of students in a variety of positions. For further information, check our web site or call 221-3433

## Special Academic Opportunities

### THE ROY R. CHARLES CENTER - 221-2460

Joel Schwartz, Director

Lisa Grimes, Associate Director

Tucker Hall B-2

Web site: [fswb.wm.edu/charles](http://fswb.wm.edu/charles)

The Charles Center was established to enhance the quality of undergraduate teaching and learning through academic programs or initiatives, which are not naturally accommodated in the structure of a single department in the College of Arts and Sciences.

#### James Monroe Scholars

Joel Schwartz is the Director of the James Monroe Scholar program, and Center staff are responsible for recruiting and providing special academic, co-curricular, and scholarship resources for Monroe Scholars.

#### Interdisciplinary Studies

The College recognizes seven Interdisciplinary majors. Each of these has a faculty coordinator:

Neuroscience	(Pamela Hunt, Psychology and John Griffin, Biology)
Black Studies	(Jacqueline McLendon, English)
Environmental Science/Studies	(J. Timmons Roberts, Sociology)
Linguistics	(Talbot Taylor, English)
Literary and Cultural Studies	(Simon Joyce, English)
Medieval and Renaissance Studies	(Philip Daileader, History)
Women's Studies	(Nancy Gray, Women's Studies)

To declare an Interdisciplinary major, interested students must meet with the appropriate faculty coordinator and submit declaration forms (available on the Charles Center's web site). Women's Studies forms are available in the Women's Studies office, Morton 322. Environmental Science/Studies forms are available from the Program Coordinator. Students interested in designing a major to satisfy unique intellectual interests may obtain forms and more information from the Charles Center.

There are eight possible Interdisciplinary minors: Biochemistry, Black Studies, Environmental Science/Studies, Film Studies, Italian Studies, Literary and Cultural Studies, Medieval and Renaissance Studies, and Women's Studies. Minor declaration forms are available on the Charles Center web site (for Women's Studies, see the Office of the Registrar, for Environmental Studies, see the Program Coordinator).

#### Interdisciplinary Courses

Each year the Charles Center offers several interdisciplinary courses taught by faculty from a number of disciplines. In 2003-2004, these will include the multi-sectioned Introduction to Film Studies, Revolution in Science and Civilization, Idea of Wilderness, Introduction to Black 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, Truman, Mitchell, Gates, Luce, and Goldwater, the Charles Center oversees a number of scholarships that are available exclusively to William and Mary stu-

dents. These include the Batten Scholarships for Pre-Honors Research, the Charles Center Domestic and International Scholarships, and the Jacobs Scholarship for Study or Travel in Israel.

The Charles Center also serves as a clearinghouse for many other scholarships. Associate Director Lisa Grimes advises students on preparing their applications and offers workshops on such topics as essay writing and preparing for interviews.

### **Department Honors**

The Department Honors program is administered by the Charles Center for the Committee on Honors and Interdisciplinary Studies. Applications for Admission to Honors Study are now available on the Honors page of the Charles Center web site ([fsweb.wm.edu/charles](http://fsweb.wm.edu/charles)) and they must be filled out and submitted to the Charles Center for approval. The Charles Center staff will notify approved students of the appropriate section of Honors.

Prospective candidates for the honors program in Arts and Sciences should first familiarize themselves with the provisions of the honors program as described in the College Catalog, and with any additional requirements or deadlines applicable in specific departments or programs. Please direct questions concerning Department Honors to the Charles Center (221-2460).

### **Multimedia Viewing Lab**

The Charles Center houses a three-station multimedia viewing lab and a collection of over 2,500 films on video, DVD, and laserdisc. Students are not allowed to check out films but may view them in the lab. Faculty often put items for classes on reserve in the lab for student viewing.

## **GRADUATE ARTS AND SCIENCES 221-2467**

**Graduate House - 234 Jamestown Road**

**Web sites: [www.wm.edu/graduate](http://www.wm.edu/graduate), [www.wm.edu/graduate/center](http://www.wm.edu/graduate/center)**

The offices of the Dean of Research and Graduate Studies, Arts and Sciences, the Graduate Center and the Graduate Ombuds Office are located in the Graduate House.

The mission of the Graduate Center is to support and promote the culture of advanced study at the College of William and Mary. The Graduate Center provides students with up-to-date advice and interdisciplinary opportunities to develop the professional skills needed to take charge of their own careers. Functioning as a focal point between the University and the surrounding community, the Graduate Center will also promote greater public understanding of the role of graduate studies in the life of the University. Student participation in all Graduate Center programs is voluntary. Workshops, seminars and courses are open to all William and Mary graduate students. A listing of courses can be found in the Graduate Arts and Sciences catalog or on the web site.

The Ombuds Office is a confidential venue for Arts & Sciences graduate students seeking information or answers to questions about graduate education, and for those students seeking to raise a concern or discuss a problem regarding graduate studies in Arts and Sciences.

Call 221-1843 for office hours, as they will vary by semester. Students may come by during the set office hours, but it is recommended that they make an appointment. When necessary, the Ombudsperson will make special arrangements to see a student outside of normal business hours.



## **LANGUAGE HOUSE PROGRAM - 221-3635**

**Department of Modern Languages and Literatures**

**Washington Hall 210**

**E-mail: [aanem@wm.edu](mailto:aanem@wm.edu)**

**Web site: [www.wm.edu/FAS/modlang/](http://www.wm.edu/FAS/modlang/)**

Language Houses are special residence halls that provide opportunities for residents to speak foreign languages and to learn about other cultures. The Chinese, French, German, Arabic, Japanese, Russian and Spanish Houses house approximately 21 students each and are staffed by native-speaking Resident Tutors who help students enhance proficiency in the host language and knowledge of related cultures. Students of each house design their own programs and activities under the sponsorship of the Department of Modern Languages and Literatures.

## **THE LOCAL INTERNSHIP PROGRAM - 221-3231**

**Office of Career Services**

**123 Blow Memorial Hall**

This internship program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. The Local Internship Program roster of sponsors includes social service agencies, educational institutions, physicians, government agencies, museums, and private businesses. Academic credit may be available for a student's learning experience if arranged for in advance with appropriate Academic Advising and the academic department offices. Enrolled students must apply to the Local Internship Program through the Office of Career Services at the beginning of the fall or spring semester.

## **THE WASHINGTON PROGRAM - 221-2368**

**Thomas Jefferson Program in Public Policy**

**Morton Hall 140**

**Web site: [www.wm.edu/tjppp/](http://www.wm.edu/tjppp/)**

The Washington Program, is a series of two-day seminars scheduled throughout the year designed as an opportunity for students 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 or on the web site.

## **THE WENDY AND EMERY REVES CENTER FOR INTERNATIONAL STUDIES – 221-3590**

**Mitchell B. Reiss, Center Director and Dean of International Affairs**

**Ann Marie Stock, Associate Dean**

**Guru Ghosh, Director of Global Education**

**Reves Center**

**Hours: 8:00 a.m. – 5:00 p.m. Monday through Friday**

**Web site: [www.wm.edu/academics/reves](http://www.wm.edu/academics/reves)**

The Reves Center for International Studies coordinates academic programs in international studies, supports students and faculty members with international interests, provides services to international exchange students and scholars, and administers programs abroad. The Reves Center is the primary resource for students interested in the College's international studies concentrations, study abroad, overseas internships, and other activities pertaining to international education.

### **Interdisciplinary International Studies**

The Reves Center coordinates seven interdisciplinary B.A. programs in international studies, including African Studies, East Asian Studies, European Studies, International Relations, Latin

American Studies, Middle Eastern Studies, and Russian Studies. Minors are available in International Relations and several regional specializations. The Center also sponsors lectures, conferences, film series, seminars, and other activities that supplement its academic programs.

### **Study Abroad**

William and Mary has long recognized its responsibility to provide a global perspective to its curriculum so students gain the international understanding necessary to be informed citizens. The College encourages students to view study abroad as an educational objective. When planned in advance and integrated with a student's on-campus program, study abroad can be integral to the liberal arts, providing cultural enrichment, personal development and intellectual challenge.

William and Mary sponsors programs and exchanges in Asia, Australia, Europe, the Middle East, and Latin America, with students attending such prestigious institutions as Oxford and Cambridge Universities in England, Keio University in Japan, and Yonsei University in Korea. Summer, semester, and academic year options are available, depending on the individual program. In addition, students are free to participate in programs sponsored by other U.S. institutions, or to enroll directly in the foreign university of their choosing.

Students interested in learning about foreign study opportunities should contact the Global Education Office (GEO) at the Reves Center. All students who plan to earn credit abroad must register with the Reves Center. Advisors in the GEO are available to assist students at any stage in their study abroad plans, from choosing a destination to processing transfer credits when they return to campus.

### **Resource Library**

The Center's resource library contains foreign university catalogs as well as information on scholarships, internships, and study abroad programs sponsored by other U.S. universities and consortia. A collection of books and magazines provide information on international travel, and opportunities for working or volunteering abroad.

## **RESERVE OFFICERS TRAINING CORPS (ROTC) - 221-3600**

**Department of Military Science  
125 Richmond Road**

The U.S. Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degrees while earning a commission as an Army officer and developing leadership and management skills.

Freshmen and sophomores who are not receiving ROTC scholarship benefits may register for Military Science classes without incurring any military service obligation. Military Science classes and labs can be taken for a letter grade only. Scholarships paying tuition, a living stipend, and book fees are available to undergraduate and graduate students who have no less than two years to complete before graduating. Interested students should begin the application process in the fall semester.

## **WRITING RESOURCES CENTER - 221-3925**

**Tucker Hall 115A**

**Hours: Monday-Friday, 10:00 am-12:00 pm and 1:00-4:00 pm;**

**Sunday- Thursday 7:00 - 10:00 pm**

**Web site: [www.wm.edu/CAS/english/WRC/](http://www.wm.edu/CAS/english/WRC/)**

The Writing Resources Center (WRC) staff offers the College community assistance with writing and oral communication at no charge. Assistance is available on an individual basis at all stages of the writing and oral communication processes, including generating ideas. 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.

### **ACADEMIC REGULATIONS and PRIVACY**

Each College publishes information regarding academic and curricular requirements. Students are responsible for obtaining these requirements and adhering to the guidelines and procedures contained within. Undergraduate students can find relevant information in the *College Catalog*. In addition, information regarding confidentiality and privacy of students' educational records can be found in the *College Catalog* under the Academic Records, Confidentiality and Privacy section or on the Registrar's web site at [www.wm.edu/registrar](http://www.wm.edu/registrar).

### **THE COLLEGE OF WILLIAM AND MARY BOOKSTORE- 253-4900**

**345 Duke of Gloucester Street**

**Please call for store hours.**

**E-mail: [wmtext@wm.edu](mailto:wmtext@wm.edu)**

**Web site: [wm.bkstore.com](http://wm.bkstore.com)**

Located on Merchants Square in Colonial Williamsburg, The College of William & Mary Bookstore, by Barnes & Noble, offers both new and used textbooks, as well as over 125,000 general book titles, school and dorm supplies, and William & Mary clothing and gifts. New and used textbooks can be sold back to the store through the buyback program and the Bookstore is also the source for official class rings, graduation regalia and announcements. Additionally, the Bookstore features a vast selection of magazines and periodicals, a diverse music and DVD section, an extensive children's department and a cyber-café featuring Starbucks coffee. A variety of author appearances, book signings, book clubs, children's occasions and other special events are held throughout the year. The Bookstore accepts cash, personal checks with a valid ID, the William and Mary Express Card, Visa, Master Card, Discover, American Express, and Barnes & Noble gifts certificates. Students can enjoy a 20% discount on all William and Mary clothing everyday with a valid student ID.

### **BUS SYSTEM – 259-4093 (Information) 259-4115 (Operations/Lost and Found)**

**Williamsburg Area Transport**

**109 Tewning Road**

**Web site: [www.williamsburgtransport.com](http://www.williamsburgtransport.com)**

The bus services for the College of William and Mary are provided by Williamsburg Area Transport. The service provides daily transportation throughout campus for students, faculty and staff during the academic year. Students, faculty and staff may also use any of the Williamsburg Area Transport buses year-round and fee-free by showing their W&M ID card. Two buses travel routes which include the Dillard Complex, Ludwell Apartments and the Law School, passing stops approximately every half hour from 7:00am – 1:00am, Monday through Friday. On Saturday and Sunday, one bus runs every hour from 8:00am – 12:30am. Bus schedules are available at the University Center Information Desk, on the buses and at the web site listed above.

### **THE CAMPUS CENTER**

The Campus Center, on Jamestown Road across from the Wren Building has been a meeting place for students, faculty and staff since its construction in 1958. It houses several Student Affairs offices, including the Vice President for Student Affairs, the Dean of Students, Student Activities, Multicultural Affairs, and Residence Life. Student organization suites are located on the second floor and provide office space, meeting rooms and support services for clubs and organizations. Other services and operations located in the building include the ID Office, a

centrally located candy counter and information desk, an electronic bulletin board, bank teller machine (ATM), self-service photo-copier, stamp machine, the F.I.S.H. Bowl as well as Dining Services' food court known as "The Marketplace."

## **THE DAILY GRIND - 221-2918**

### **Lodge Two**

**Hours: Monday - Thursday, 7:00 am – 3:00 am, Friday - Sunday, open 24 hours**

Adjacent to the University Center is The Daily Grind, a coffeehouse. It offers specialty coffees, teas, and other non-alcoholic drinks, as well as a light menu. Comfortable, informal seating is available as well as tables and chairs.

## **DINING SERVICES -221-2110**

### **William and Mary Dining Services**

**E-mail: [dining@wm.edu](mailto:dining@wm.edu)**

**Web site: [www.wm.edu/auxiliary/dining](http://www.wm.edu/auxiliary/dining)**

William and Mary Dining Services provides a comprehensive dining program featuring a variety of meal plan options to meet the needs of each student. There are three full-service dining facilities on campus: The Commons Dining Hall features RFOCsm, Real Food on Campus the newest food philosophy in the country. With RFOCsm, you will find an attractive food selections in exciting menu combinations that create a restaurant atmosphere of quality, variety and freshness. The Center Court in the University Center provide "unlimited seconds" style dining and the Marketplace in the Campus Center, an A la carte food court. There are also four "grab-n'-go", Flex Point locations: Lodge One in the University Center, Tribe on the Go at the Commons Dining Hall, J. Hardy's Hideaway at the Dillard complex, and The Dodge Room, located at PBK Hall.

William and Mary Dining Services offers students a total of eight meal plans to choose from. The Gold Plus and Gold meal plans provide a guaranteed number of meals per day. The Gold 10 provides any ten meals per week with an increased flex balance. The Green meal plan provides a guaranteed number of meals per week. The Block meal plans provide a guaranteed number of meals per semester. All of the meal plans include Flex Points. Flex Points are additional, non-taxable dollars included in the meal plan to provide flexibility and convenience. The amount of Flex Points varies according to the meal plan selected. Additional Flex Points may be purchased in increments of \$10 and added to your meal plan at anytime during the semester. Not only can Flex points be used in the many dining locations on campus but they can be used to purchase items at the Student Exchange and to have pizza delivered to your resident hall.

Freshmen are required to purchase one of two meal plans, the Gold Plus and the Gold meal plan. For meal plan purposes, a freshman is defined as any student in his or her first year of residence at the College and housed in a residential facility. All meal plans are non-transferable.

To select a meal plan prior to the official add/drop period, August 25 through September 5, you may enter the Banner system at, [my.wm.edu](http://my.wm.edu) using your pre-approved password and enter the survey section for meal plans. This can be done beginning April 7 and continue through August 8. At this time you may make a selection and choice a meal plan. If you decide later that you would want to change your original meal plan selection after completing the survey in Banner, this can be done by emailing the ID office at [meals@wm.edu](mailto:meals@wm.edu). Students may also change or cancel their meal plan through the official add/drop period at the beginning of each semester. Changes and/or cancellations will not be permitted after the add/drop period. You can purchase a prorated meal plan and/or additional Flex Points at any time during the semester. If you purchase a prorated meal plan, you will not be permitted to cancel or make any changes to the meal plan for the remainder of the semester. Refunds or charges

for adding, changing or canceling a meal plan are prorated weekly. Refunds are not permitted on additional Flex Point purchases. Prorated meal plans may be purchased by visiting the Bursar's office in Blow Hall. Additional Flex Points may be purchased in increments of \$10.00 at the ID Office in the Campus Center.

## Meal Plans

**The Gold Plus Plan:** (Unlimited meals per week) This plan allows Unlimited Access to The Commons Dining Hall and Center Court in the University Center. This meal plan is not subject to the meal zone restriction at our two "unlimited seconds" dining facilities. Should you choose to dine at the Marketplace in the Campus Center, you may use Flex Points or exchange a meal for a pre-determined meal option (limited to 1 exchange per meal zone). The Gold Plus Plan also provides you with \$125 in Flex Points which can be used at an additional four "grab-n'-go" locations, at the Student Exchange and for pizza delivery. It is a great value for the busy student who enjoys eating through out the day.

**The Gold Plan:** (All 19 meals per week) This plan provides all 3 meals per day Monday-Friday and 2 meals on Saturday and Sunday, 1 per meal zone at The Commons Dining Hall and Center Court in the University Center. Should you choose to dine at the Marketplace in the Campus Center, you may use Flex Points or exchange a meal for a pre-determined meal option (limited to 1 exchange per meal zone). The Gold Plan also provides you with \$100 in Flex Points which can be used at an additional four "grab-n'-go" locations, at the Student Exchange and for pizza delivery.

**The Green Plan:** (Any 14 meals per week) This plan provides any 14 meals per week, limited to 3 meals per day Monday-Friday and 2 meals on Saturday and Sunday, 1 per meal zone at The Commons Dining Hall and Center Court in the University Center. Should you choose to dine at the Marketplace in the Campus Center, you may use Flex Points or exchange a meal for a pre-determined meal option (limited to 1 exchange per meal zone). The Green Plan also provides you with \$100 Flex Points which can be used at an additional four "grab-n'-go" locations, at the Student Exchange and for pizza delivery. The meal plan week begins at breakfast on Wednesday and ends after dinner on Tuesday.

### The Block Plans:

- Block 150 + \$150 Flex Points: 150 total meals/semester
- Block 125 + \$175 Flex Points: 125 total meals/semester
- Block 100 + \$200 Flex Points: 100 total meals/semester
- Block 75 + \$275 Flex Points: 75 total meals/semester

Block Plans are not limited to the number of meals used in a given meal zone, day or week. Block meals can be used at our 2 "unlimited seconds" dining facilities. Should you choose to dine at the Marketplace in the Campus Center, you may use Flex Points or exchange a meal for a pre-determined meal option. Block plans also provide varying amounts of Flex Points which can be used at an additional four "grab-n'-go" locations, at the Student Exchange and for pizza delivery.

### All Meal Plans:

Remaining meals do not transfer from Fall to Spring. Flex Points will transfer from Fall to Spring with the purchase of a Spring meal plan. Remaining meals and Flex Points will be forfeited at the end of the Spring semester.

## Meal Zones and Prices

Breakfast 7:00 am-10:45 am; Brunch 10:00 am-4:29 pm (offered Saturday and Sunday); Lunch 10:45 am-4:29 pm; Dinner 4:30 pm-10:00 pm. These hours are campus-wide and may not always coincide with hours of operation or concept hours at each location. Flex Points may be used to purchase an "unlimited seconds" meal at the Commons Dining Hall and Center Court in the University Center for the following door prices: Breakfast \$4.25; Brunch/Lunch \$6.40;

Dinner \$7.50. Tax is applied to the door price when using cash or William & Mary Express at the Commons Dining Hall and Center Court in the University Center.

## Dining Locations

(All dining locations accept Flex Points, William & Mary Express, and Cash. The Marketplace and Student Exchange excepts Master Card Visa.)

**The Commons Dining Hall:** The Commons referred to as "The Caf," is one of two residential dining facilities offering "unlimited seconds" style dining and features RFoCsm on Campus. The Commons is open Monday-Thursday from 7:00 am-7:30 pm; Friday from 7:00 am-7:00 pm; Saturday from 9:00 am-7:00 pm; and Sunday from 10:00 am-7:00pm.

**The Marketplace:** The Marketplace, located in the Campus Center, features Bene Pizza, Burger King, Chick-fil-A, Belly-up, Pan Geos Wraps & Salads, Montague's Deli, Freshens Yogurt & Smoothies, Starbucks Coffee and an wide verity of fresh baked items from the campus bake shop, pre-packaged, convenience items. The Marketplace accepts Flex Points, cash and Visa/Master Card however, pre-determined meal options are available as a meal exchange. The Marketplace is open Monday-Thursday from 7:00 am-8:00 pm.; Friday from 7:00 am-2:00 pm; closed on Saturday; and open on Sunday from 4:30 pm- 8:00 pm.

**Center Court:** The Center Court located in the University Center, is one of two residential dining facilities offering "unlimited seconds" style dining. Center Court also provides a carry-out option which is limited to one per meal zone when using a meal. Center Court is open Monday-Thursday from 7:00 am-10:00 pm; Friday from 7:00 am-7:00 pm; and Saturday and Sunday from 10:00 am-7:00 pm.

**Lodge One:** Lodge One which is located on the lower level of the University Center, features Pizza Hut Express, a variety of salads and sandwiches, and an assortment of pre-packaged, convenience items for purchase using Flex Points. Lodge One is open Monday-Thursday from 10:30 am-12:00 Midnight; Friday from 10:30 am-1:00 am; Saturday from 7:00 pm-1:00 am; and Sunday from 7:00 pm-12:00 Midnight.

**Tribe on the Go at the Commons Dining Hall:** TOTG offers a menu of to-go items including salads, sandwiches, fresh fruit, homemade baked goods from our campus bake shop and Starbucks Coffee. TOTG accepts Flex Points. Open Monday-Thursday from 7:30 am-7:30 pm; Friday from 7:30 am-6:00 pm.

**J. Hardy's Hideaway:** J. Hardy's is located in the basement of Munford Hall, and offers those students living at the Dillard Complex a place to purchase convenience items using Flex Points. In addition, a pre-determined meal option is available as a meal exchange. J. Hardy's is open Sunday-Thursday from 7:00 pm-11:00 pm.

**The Dodge Room:** This quick stop is located at the PBK Hall, offers Starbucks Coffees and Specialty Drinks, sandwiches and baked goods from our campus bake shop for purchase using flex points and cash. In addition a predetermined meal option is available at lunch as a meal exchange. The Dodge Room will be open Monday - Thursday from 7:30 am- 10:00 pm and Friday 7:30 am - 1:30 am.

**The Student Exchange:** The Student Exchange is the campus convenience store located in the lower level of the University Center between Lodge I and the game. This mini grocery store features a full line of healthy and vegetarian products along with a complete grocery selection, bottles beverage, snacks and ready to heat meals. The store also is the on campus location for your blue books, school supplies cards and magazines. The Student Exchange is open Monday through Friday 10:00 am to 10:00 pm, Saturday and Sunday 12:00 pm to 6:00 pm.

## Other Options

**Catering Services:** William and Mary Catering, located on the lower level of the University Center, offers a variety of student oriented, cost efficient catering options for individuals and/or organizations. Call (757)221-3702 for more information, or e-mail [caters@wm.edu](mailto:caters@wm.edu).

**Dine with the Director:** A complimentary dinner is held monthly to provide students a casual atmosphere to speak with the Director of Dining Services. The dinner is the perfect opportunity to address any questions or concerns regarding the dining program. Dine with the Director dates are advertised at all dining locations. Everyone is welcome!

**Menu Line:** Call our 24-hour menu line at (757)-221-MENU for a listing of the lunch and dinner menus at the Commons Dining Hall, the Marketplace and Center Court.

**Restricted Diets or Food Allergies:** Students with special dietary needs should contact Dining Services upon arriving on campus. Dining Services will make every effort possible to accommodate any special needs.

**Sick Meals:** If you are ill and unable to get to a dining hall, Dining Services will be more than happy to put together a meal to go for you. An Under the Weather Form can be found on line at [www.wm.edu/auxiliary/dining](http://www.wm.edu/auxiliary/dining), ( see table of contents). This form should be filed out and brought to one of the dining halls by a friend, please send along your id. A meal will be put together for them to take back to the resident hall.

**Something From Home:** A unique gift program that allows both parents and students the opportunity to remember that special someone on his or her birthday, at exam time, or for any other special occasion during the year. Surprise gift packages are a great way to say, "Thinking of You," "Good Luck!" or "Love from Home." Dining Service offers 15 separate selections of Something From Home packages through out the year. For further information call (757)-221-2110 or visit our web site at, [www.wm.edu/auxiliary/dining](http://www.wm.edu/auxiliary/dining).

**Vegetarian Meals.** Each of the three full-service dining facilities on campus feature a verity of Vegetarian selections through out their menus. From soups to stir fries, pastas to sizzling salads there is a wide selection of healthy and vegetarian friendly selections.

**Contact Information.** For more information regarding William and Mary Dining Services, please call (757) 221-2110, e-mail: [dining@wm.edu](mailto:dining@wm.edu), or visit our web site at [www.wm.edu/auxiliary/dining](http://www.wm.edu/auxiliary/dining).

## DUPLICATING SERVICES - 221-3116

Swem Library – 1<sup>st</sup> Floor

Fax: (757) 221-2518

E-Mail: [copyco@wm.edu](mailto:copyco@wm.edu)

Web Site: [www.wm.edu/auxiliary/duplicating/index.php](http://www.wm.edu/auxiliary/duplicating/index.php)

Duplicating Services is a full service printing operation serving the College community with photocopies, full color copies, printing, microfilms printing, course readers, binding, fax services and a William and Mary Express card deposit location. Walk-up photocopiers are available and located throughout the library. We accept the following forms of payment – cash, MasterCard, VISA, checks, and the W&M Express card.

## EMERGENCY LOAN PROGRAM - 221-2420

Blow Memorial Hall, 218

The Emergency Loan Program allows students to borrow up to \$500 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.

### **ESCORT SERVICES - 221-3293**

**Alpha Phi Omega  
Commuter Student House  
404 Jamestown Road**

Alpha Phi Omega, a service organization for students, provides an escort home for students who do not wish to walk alone at night. This service is available Monday through Thursday 7:00 pm - 1:00 am and Friday through Saturday from 8:00 pm to 2:30 am.

### **WILLIAM AND MARY EXPRESS ACCOUNT -221-2105**

**ID Office - Campus Center 169  
Monday-Friday, 8:00 a.m.-5 p.m.  
E-mail: [wmexps@wm.edu](mailto:wmexps@wm.edu)  
Web site: [www.wm.edu/auxiliary/idoffice](http://www.wm.edu/auxiliary/idoffice)  
Online deposits: [wmexpress.wm.edu](http://wmexpress.wm.edu)**

The William and Mary Express Account is a debit account linked to every student's ID card. When deposits are made to the account, students can use their ID cards to purchase a variety of goods and services on campus and off-campus. Deposits to the Express account may be made at the ID Office, Office of the Bursar, Parking Services, the Student's X-Change in the University Center, Swem Library Duplicating Services, the Value Transfer Station (VTS) machine located in the lobby of Swem Library, and now online at [wmexpress.wm.edu](http://wmexpress.wm.edu). The Express Account provides a secure method of handling transactions without the concerns associated with carrying cash. The card can be used to make purchases at the Bookstore, the Student's X-Change, the Candy Counter, Dining Services, the Tennis Center, the Student Recreation Center, Swem Library, Telecommunications, and Parking Services, and at 21 locations off campus. No cash withdrawals may be made. For the protection of your Express account, vending readers will only display up to \$10 of your account balance. Any amount over \$10 will not display on readers. Full balances are shown on printed receipts.

### **GALLERIES**

Andrews Hall displays artwork by students of the Department of Art and Art History as well as art from outside the College. Exhibitions range from paintings to ceramics and are open to students and the general public with no admission charge. Tangelo, a student organization devoted to the visual arts, traditionally sponsors lectures, workshops and exhibitions.

### **STUDENT ID CARDS – 221-2105**

**ID Office-Campus Center 169  
Monday-Friday 8:00 a.m.-5 p.m.  
E-mail: [wmexps@wm.edu](mailto:wmexps@wm.edu)  
Web site: [www.wm.edu/auxiliary/idoffice](http://www.wm.edu/auxiliary/idoffice)**

The William and Mary student identification card is the College's official form of identification prepared by the ID Office for each student. It functions as a campus meal card, library card, a door access card to residence halls, recreational facilities, academic buildings and the Student Health Center. Student ID cards are not transferable and are intended for the sole use of the student to whom it is issued. An ID used by anyone other than its owner may be confiscated and the person using the ID may be subject to disciplinary action. Because cards provide access to secured buildings and financial accounts, lost cards should be reported immediately to the ID Office during business hours, and to Campus Police evenings and weekends. These offices can issue temporary replacement cards at no charge to allow students time to search for misplaced ID's without losing access to accounts and buildings. This process also ensures that misplaced cards cannot be used by others. Temporary replacement cards must be returned to re-activate a new or found ID card and a \$15 charge is assessed for lost or



damaged cards and temporary cards not returned. If an ID card has been stolen and a police report has been filed, the replacement charge is \$2.00.

## **INFORMATION TECHNOLOGY (IT) - 221-4357 (221-HELP)**

**Jones Hall, 6**

**E-mail: [support@wm.edu](mailto:support@wm.edu)**

**Hours: During academic year**

**Monday - Thursday 8:00 am – 9:00 pm; Friday 8:00 am – 5:00pm; and**

**Sunday 5:00 – 9:00 pm**

**When classes are not in session, Monday - Friday 8:00 am – 5:00 pm**

**Web site: [www.wm.edu/IT](http://www.wm.edu/IT)**

### **Security**

All students attending William and Mary must read and understand the computer security policies and guidelines available at [www.wm.edu/IT](http://www.wm.edu/IT).

### **Technology Support Center**

The Technology Support Center (TSC) provides a single point of contact for answers to questions about computing, telecommunications, cable television and audio-visual technology services. Student and professional consultants and analysts can answer questions, provide warranty repair, training, and offer purchasing recommendations.

### **Computer Labs**

Over 300 computers are available in Public Access Computing Labs (PAC Labs) throughout campus. Each of these computers is equipped to offer users an internet browser, email, Microsoft and Corel Office, course-required software, Internet access and laser printing capability. The PAC Labs in Jones, Swem, Tyler and Morton halls also have scanning stations.

### **Computer Purchases**

Information about and general recommendations on hardware and software that will meet minimum requirements for academic computing at the College is available through IT's web address.

### **Network Services**

Students living on campus will be provided a 100Mb ethernet connection to connect their computer to the College network and the Internet. This connection requires an ethernet card (not a modem) installed inside the student's computer.

### **Use of Computing Resources (see also Computing Resources, page 61)**

Information Technology is responsible for providing, promoting and servicing a modern technology infrastructure for The College of William and Mary.

### **Systems**

The College maintains a sophisticated data, voice and video network. This includes local area networks, the campus backbone, the residence hall network, and Internet access. In addition, the following services are available to every William and Mary student for non-commercial purposes:

1. electronic mail, supporting both IMAP and POP protocols, on which each user has server side mail storage;
2. networked disk space for file storage, which is accessible from the residences, the labs, and UNIX server;
3. web home space, as part of this networked disk space;
4. UNIX shell access and ftp access, with the mentioned networked disk space available as the home directory;

5. over 300 publicly accessible computers across campus with network, productivity, and class-specific software.
6. access to a complete USENET news feed;
7. high speed residential Internet access for students living in on-campus housing;
8. voicemail is available to all students;
9. telephone service provided for residential students;
10. cable television including a movie channel for residential students;
11. and use of Blackboard for classes that employ this tool as an instructional resource.

The Technology Support Center (221-4357, in 7 Jones Hall, [support@wm.edu](mailto:support@wm.edu)) is available to the College community for all issues related to accounts, support, and other requests related to computing, telephones, and the campus cable television services.

### **Accounts**

In order to use the services available to students, several accounts are required. These include a public access computing lab account, a UNIX and ftp account and an electronic mail account. These accounts share the same user ID and will also be used for access to the William and Mary portal, myWM at <http://my.wm.edu>. This portal is used for access to course registration, Blackboard, webmail and many other resources. In addition, students have a voicemail password and a long distance authorization code.

Students are responsible for all activities that are undertaken using their accounts. As a result, account sharing of any kind is a violation of College policy. Students' passwords must never be communicated to anyone. If a password is forgotten, it must be reset. This activity will only be performed if the identity of the account owner is verified, with a valid student ID, at the Technology Support Center.

### **Account Security**

Leaving lab computers unattended is dangerous to system security and the users' personal files. People have taken advantage of such unwary users by erasing files and sending rude mail to third parties. Obviously, such actions are unacceptable; however, punishment of the malicious user comes after the damage is done.

To further prevent unauthorized account access, account passwords should be changed frequently.

### **Account Privacy**

To protect the interests of the College community, it is necessary for College officials to reserve the right to access and/or examine individual personal files on maintained systems if and only if there is evidence that those files compromise the security of the system involved or the files themselves constitute a violation of any prohibited item in this policy document.

Investigations of suspected security or policy violations which require the examination of files must receive prior approval from the Associate Provost of Information Technology or his designee. In such situations, College officials will inform the users whose files required examination of the reasons that required the search.

No computer security system, no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, while IT makes every attempt to provide a reasonable level of confidentiality for information stored on the network, we cannot guarantee the privacy or confidentiality of any information stored on it. Therefore, if there is any information that the user absolutely does not want another person to see or access, then it should not be stored on a computer network.

## **PROGRAMS & SERVICES FOR INTERNATIONAL STUDENTS - 221-2300**

**Office of Multicultural Affairs**

**Campus Center Room 158**

**Web site: [www.wm.edu/OSA/msa/multi.htm](http://www.wm.edu/OSA/msa/multi.htm)**

More than 250 students from other nations are part of William & Mary's student body. Special orientation programs for international students are sponsored by the Office of Multicultural Affairs. The Director of International Student Services and an International Student Advisor advise international students on an individual basis and distribute a handbook for international students.

## **STUDENT LEGAL SERVICES - 221-3304**

**Campus Center 155**

**Hours: Monday - Friday, 9:00 am to 5:00 pm**

**E-mail: [Legser@wm.edu](mailto:Legser@wm.edu)**

Student Legal Services, a service of volunteer law students, offers free legal assistance to William & Mary students, faculty, staff and organizations. Law student volunteers provide information and help about the law, the legal profession, criminal matters, landlord-tenant relations, contracts, insurance, and any other legal issue. Student Legal Services can also assist with any disciplinary charges and proceedings. As the Virginia State Bar prohibits law students from practicing law, members of the college community who need legal representation will be referred to an attorney.

## **THE EARL GREGG SWEM LIBRARY – (757) 221-INFO**

**Connie Kearns McCarthy, Dean of University Libraries**

**Web site: [www.swem.wm.edu](http://www.swem.wm.edu)**

### **Mission and Services.**

The Earl Gregg Swem Library actively participates in the teaching and research missions of the College of William and Mary by providing services, collections, staff, and facilities that enrich and inform the educational experience.

The library fulfills this mission by helping students, faculty, staff, and visitors find information and learn research skills; selecting and acquiring the best resources for the College's curricular and research needs; and organizing, preserving, and providing access to these resources efficiently and effectively.

### **Collections.**

Swem Library's collection includes 1,249,073 cataloged volumes; 1,461,553 microforms; 588,806 government publications; 23,119 maps; 5,724 print periodicals and serials; 28,436 multi-media materials; and 11,816 linear feet of manuscripts and archives. In addition to the main library, Swem Library has separate libraries for Biology, Chemistry, Geology, Music, and Physics.

Additional William and Mary libraries serve the Schools of Education, Business Administration, Law, and Marine Science.

The library offers many electronic resources, including an online catalog (LION) and access to more than 200 databases and 10,000 electronic journals. These are available through Swem's home page ([www.swem.wm.edu](http://www.swem.wm.edu)). For more information, visit the library's home page or contact the Reference Department at (757) 221-3067 or [sweref@wm.edu](mailto:sweref@wm.edu).

### **Reference Services.**

Reference librarians, available most hours that the library is open, can help identify library resources that are potentially useful for a particular project, explain the use of specific information tools, assist with searching electronic databases, offer group instruction

to classes, and provide general advice on using the library. Contact the Reference Department at (757) 221-3067, [sweref@wm.edu](mailto:sweref@wm.edu), or by selecting "Ask Earl" on Swem's home page.

### **Government Information Services.**

The Government Information Department provides access to federal, state, and international documents. Swem Library is a depository for publications issued by the United States and Virginia governments. Access to electronic government information on the World Wide Web is provided at the Government Information Department's home page: [www.swem.wm.edu/GOVDOC/docpage.html](http://www.swem.wm.edu/GOVDOC/docpage.html). Specialized indexes for microform collections of government titles are available in the department. Contact the Government Information Department at (757) 221-3064 or [swedoc@wm.edu](mailto:swedoc@wm.edu).

### **Circulation Services.**

All of the library's collections are available for use within the library, and most items can be borrowed for use outside the building. Undergraduates may borrow most items for thirty days; graduate students, staff, and faculty receive longer loan periods. 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. More information about Circulation services can be found at [www.swem.wm.edu/Services/Circ/index.html](http://www.swem.wm.edu/Services/Circ/index.html).

Library users may check their own records to see lists of items they currently have checked out, renew items, and view holds and fines. Please visit [www.swem.wm.edu](http://www.swem.wm.edu) and click on "Your Records." Contact the Circulation Department at (757) 221-3072 or [swcirc@wm.edu](mailto:swcirc@wm.edu).

### **Reserve Readings.**

The library operates a reserves service to assure equitable access to items that professors assign as class readings. For more information, contact the Reserves Department at (757) 221-3072 or [swresv@wm.edu](mailto:swresv@wm.edu).

### **Interlibrary Loans.**

If a book, journal article, or other item is not available at William and Mary, it can usually be borrowed from another library. Requests for such materials may be submitted to the Interlibrary Loan Department's office or at [www.swem.wm.edu/Services/ILL/index.html](http://www.swem.wm.edu/Services/ILL/index.html). Students should allow a minimum of two weeks for an interlibrary loan request to be filled. Contact the Interlibrary Loan Department at (757) 221-3089 or [sweill@wm.edu](mailto:sweill@wm.edu).

### **Library Hours.**

During the regular academic year, Swem Library is open Monday through Thursday 8:00 a.m. to 12:00 midnight, Friday 8:00 a.m. to 6:00 p.m., Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 12:00 midnight. Hours for departments within Swem Library and for branch libraries may vary. Call (757) 221-INFO twenty-four hours a day for more information or to confirm hours, especially during interim periods. Library hours may also be found at [www.swem.wm.edu/Guide/hours.html](http://www.swem.wm.edu/Guide/hours.html).

### **Special Collections.**

Swem Library's Special Collections Division includes the University Archives and the Manuscripts and Rare Books Department. The University Archives documents the history of the college from its founding in 1693 to the present. The department 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 LION, Swem's online catalog.

Due to the library's expansion and renovation, Special Collections is temporarily located at 8105 Richmond Road, Suite 207, in Toano, a 20-minute drive from the main campus. For the latest information on Special Collections' location and hours, call (757) 253-4841 or visit [www.swem.wm.edu/SpColl/index.html](http://www.swem.wm.edu/SpColl/index.html).

### **Study Areas and Facilities.**

Swem Library provides a variety of settings for individual and group study.

### **Swem Departmental Libraries:**

- Biology Library, 112 Millington Hall. Contains current issues of biology journals.
- Chemistry Library, 204 Rogers Hall, (757) 221-2559. Contains approximately 12,000 volumes and 80 current periodical subscriptions.
- Geology Library, 219 McGlothlin-Street Hall, (757) 221-2094. Contains 17,000 volumes, 86 current periodical subscriptions, and over 21,000 maps.
- Music Library, 250 Ewell Hall, (757) 221-1090. Contains more than 18,000 sound recordings, 10,000 pieces of printed music, and video recordings of musical performances and musical instruction.
- Physics Library, 161 Small Hall, (757) 221-3539. Contains over 30,000 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.

For more information about Swem's departmental libraries, please visit [www.swem.wm.edu/Guide/generalinfo.htm](http://www.swem.wm.edu/Guide/generalinfo.htm).

Other William and Mary libraries include the Business/Professional Resource Center (757) 221-2916, Education/Learning Resource Center (757) 221-2311, Law (757) 221-3255, and Marine Science (804) 684-7114.

### **CLASSICS LIBRARY**

**Morton 340**

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

### **PARKING SERVICES - 221-4764**

**Thelma Morgan, Manager**

**204 South Boundary Street**

**Hours: Monday - Friday, 7:45 a.m. to 4:30 p.m.**

**Enforcement Hours: 24 hours a day**

**E-mail: [parked@wm.edu](mailto:parked@wm.edu)**

**Web site: [www.wm.edu/auxiliary/parking/](http://www.wm.edu/auxiliary/parking/)**

All motor vehicles operated or parked on College property, including motorcycles, motorbikes and vehicles with handicapped plates or hang tags, must be registered with Parking Services. A registration decal is required to park on campus 24 hours a day, beginning Monday at 7:30 a.m. through Friday at 5:00 p.m. except in metered spaces as posted.

### **The Motorist Assistance Program (MAP)**

Offers assistance to stranded motorists on College property 8:00 am to 4:00 pm Monday - Friday.

### **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 to practice in the electronic piano lab also located in the basement of Ewell Hall.

## **CAMPUS POLICE DEPARTMENT - 221-4596 (In an emergency dial 911)**

**Richard McGrew, Director**

**Campus Police Station**

**Hours: 24 hours a day, seven days a week.**

**Web site: [www@wm.edu/wmpd](http://www@wm.edu/wmpd)**

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 & Mary.

## **COLLEGE POSTAL SERVICES - 221-4491**

**University Center 110**

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. 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.

### **Campus Mail Boxes**

Every undergraduate student is required to have a campus mailbox unit for U.S. mail and important College-related communications. A student's campus mailbox assignment or CSU address does not change as long as the student is actively enrolled as an undergraduate student at the College. Undergraduate students are expected to check their campus mailboxes regularly and will be presumed accountable for College communications and notices sent to this address. To ensure proper delivery, mail should be addressed using the following format:

University Center Mailboxes

Student's Name

College Station Unit (or CSU #)

P.O. Box 8793

Williamsburg, VA 23186 (4 digit CSU number)

Graduate Complex Mailboxes

Student's Name

Grad-Complex Unit # (or GSH #)

P.O. Box 8705

Williamsburg, VA 23187-8705

College Postal Services does not accept any mail that is not mailed through the U.S. Mail service. To ensure delivery of parcels from United Parcel Service (UPS), Federal Express (FED-EX), or other carriers, they should be addressed using the following address format:

Student's Name

Student's Residence Hall Name

Student's Room Number

Williamsburg, VA 23185

All students leaving the College for graduation, summer break, study abroad, or withdrawal must submit a Mail Forwarding Card to the Postal Services Office. Mail is forwarded only in summer, not during any other break in classes. Students who graduate or withdraw must return mailbox keys. Failure to return a mailbox key will result in a \$25.00 replacement fee. Past-due accounts are referred to an external collection agency, and the cost of collections will be added to the balance due.

## **Outgoing Mail**

For outgoing mail, United States Post Office collection boxes are located outside Old Dominion Hall, at the bus stop near the Commons Dining Hall, and in front of Morton Hall. Hours for pickup are Monday - Saturday at 4:15 pm.

## **Package Delivery Services**

United Parcel Service (UPS) and Federal Express (FedEx) pickup boxes are located in the University Center Post Office window area. UPS pickup is at 6:30 pm Monday - Friday, and FedEx pickup is at 5:30 pm Monday through Friday. Additional information about these services is available by phone, toll free 1-800-PICK-UPS for United Parcel Service and 1-800-Go-FEDEX for Federal Express Information.

## **PRINTING & PHOTOCOPYING – 221-2690**

**The College Print Shop  
Trinkle Hall**

The College Print Shop is a full service printing operation serving the College community with photocopies, full color copies, printing, course readers, and binding.

## **Copy Machines**

In addition to a full service printing operation in the Campus Center, Duplicating Services is located on the ground floor of Swem Library and Self-service photocopy machines are available in the main lobby, ground floor, second and third floors of the library as well as the Bookstore, the Law Library, the Swem Library, the Campus Center, and the University Center.

## **SPECIAL TRIP SERVICE – 259-4115**

**Williamsburg Area Transport  
109 Tewning Road  
Fax: 220-6268**

**Web site: [www.williamsburgtransport.com](http://www.williamsburgtransport.com)**

The Williamsburg Area Transport provides special trips for official College business, academically related programs, departmentally sponsored programs and student groups. Special trip requests for student groups must be pre-approved by the Office of Student Activities (221-3269, [Itwill@wm.edu](mailto:Itwill@wm.edu)). Official College academic and departmental programs may submit charter requests directly to Williamsburg Area Transport using the on-line form at the web site listed above. Rates for 2003/2004 are also available at the web site listed above.

## **STUDENT EXCHANGE - 221-1289 or**

**Dining Services Phone -221-2110  
University Center**

**E-mail: [dining@wm.edu](mailto:dining@wm.edu)**

**Web site: [www.wm.edu/auxiliary/dining](http://www.wm.edu/auxiliary/dining)**

**Hours: Monday - Friday 10:00 AM to 10:00 PM, Saturday - Sunday 12:00 PM to 6:00 PM**

The Student Exchange, located on the ground floor level of the University Center, is a student-staffed convenience store featuring bulk candy and dried fruits, bottled beverages, school supplies, magazines, household goods, greeting cards, frozen meals, mailing supplies and a full line of health foods. The Student Exchange accepts cash, Flex points, personal checks, William and Mary Express and Master Card and Visa.

## **TELEPHONE SERVICES - 221-4357 (HELP)**

**7, Jones Hall**

**Web site: [www.wm.edu/IT](http://www.wm.edu/IT)**

**Local Calling.** Telephone services are provided through a College-operated system including on-campus and local calling capabilities. Resident students are required to provide their own telephones for residence hall rooms. (Cordless phones may not work at all locations.)

**Long Distance.** Long distance calling is available through the use of an authorization code. You will be billed each month for long distance calls using your authorization code. You can access your monthly bill on-line at <https://it.wm.edu/studentbill>. Payments may be made at the Cashier's Office Monday through Friday between 8:00 am and 5:00 pm. A drop box is also available at the Cashier's Office for after hours.

**Voicemail.** As part of the telephone system, the College provides an automated voice messaging system. A box number, password and operating instructions are provided to each resident student at the beginning of the school year. The College voicemail system is often used by College officials to communicate with individual students and to broadcast critical and/or urgent messages to students. For this reason, students are encouraged to check their voicemail boxes regularly.

**Facsimiles (FAXES).** Students may send or receive a facsimile (fax) for a fee at Duplicating Services in the Swem Library.

**Campus Directories.** Campus telephone directories are distributed in late October through the Campus Post Office. The directory includes local and permanent address information for students, faculty and staff, as well as references to student organizations, College departments and many local businesses. Students who do not want directory information to be published should contact the Office of the Registrar.

**College Telephone Information.** College telephone number information is available Monday through Friday between 8:00 am and 5:00 pm by dialing "0" from any College phone or (757) 221-4000 from off-campus.

## **THE UNIVERSITY CENTER**

Located at the south end of Zable Stadium, the University Center was opened in January of 1994, to provide a wide range of activities and services. A games lounge, the Campus Post Office, a combination auxiliary bookstore/ convenience store, and Lodge 1, a dining area/pub, are located on the building's first floor. The second floor houses The Center Court dining area, the Main Lounge, meeting rooms, a study lounge, an information desk, an automatic bank teller machine (ATM), a television lounge and administrative offices.

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

### **The Commonwealth Auditorium**

This 463-seat facility located in the University Center features 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, Lodge 1 hosts a different activity or event every night of the week including dance nights, comedy clubs, coffeehouses, video nights, and special sports broadcasts. Dining services staffs a "flex point" or cash snack counter.

### **The Daily Grind**

Adjacent to the University Center is The Daily Grind, a coffeehouse. It offers specialty coffees, teas, and other non-alcoholic drinks, as well as a light menu. Comfortable, informal seating is available as well as tables and chairs.



## Activities & Events

### Charter Day Convocation

February 7, 2004 the Charter Day Convocation will commemorate the granting of the Royal Charter of 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.

### College Night at Busch Gardens

For several years, Busch Gardens, the local amusement and entertainment complex has invited William & Mary's students, faculty and staff (and their families) to enjoy access to the park at a discounted, all-inclusive admissions price. Free bus transportation from campus has traditionally been provided. This fall, the event is scheduled for October 3, 2003.

### Concerts

The College generally hosts a wide range of concerts each year, including rock and roll and comedy performances. Recent artists have included Pat McGee, Ben Folds, Jon Stewart, and Jimmy Fallon. Tickets for events at William & Mary Hall may be purchased at its box office and often in the University Center.

Other concerts are regularly presented in Norfolk, Hampton, Virginia Beach, and Washington, D.C.

### Family Weekend

Family Weekend September 19-21, 2003 is sponsored by the Association of Parents, an organization for all parents or guardians of William & Mary students. On the Friday of Family Weekend, selected 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 & Mary Concert Band, Choir and Orchestra traditionally present a free concert on Friday and the weekend normally concludes with another performance Saturday evening.

More information, registration materials and schedules are available from the Vice President for Student Affairs 221-1236.

### Films and Movies

The University Center Activities Board (UCAB) presents feature films of interest throughout the academic year. Tickets may be purchased by William & Mary students, staff and faculty members with a current ID at the University Center. More information is available on the UCAB Web site ([www.wm.edu/uc/ucab](http://www.wm.edu/uc/ucab)) or by phone at 221-2132.

In addition to local theaters, 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.

## **Green and Gold Christmas**

Green and Gold Christmas, a Christmas party on December 6, 2003 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. The Office of Student Volunteer Services (221-3263) has more information.

## **Homecoming**

Homecoming brings many alumni and friends to the William & Mary campus for a week-end of events. Major attractions include the Homecoming Parade where campus groups vie for cash prizes and awards in the float competition, and a Saturday football game where the President of the College presents the Homecoming court. Homecoming events are scheduled for October 31-November 2, 2003. The Society of the Alumni (221-1165) has 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 before winter break. The ceremony includes lighting a tree on the rear portico, lighting the menorah, songs, scripture reading, sharing the Kwanza traditions, a brief history of the Yule Log Ceremony, refreshments, and of course, a visit from Santa! This year's ceremony is scheduled for December 13, 2003.

## Publications

### **PUBLICATIONS COUNCIL**

Established in 1971, the Publications Council provides guidance and financial supervision for undergraduate and graduate student publications. The voting members of the Council consist of four student members, two faculty members and one member of the administration. The Assistant Vice President for Student Affairs, the editors of the student publications, and the station manager of WCWM are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media, and each spring, the selection 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 (221-3284) is a literary magazine 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.
- The Amicus Curiae (221-3582) 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 Bill of Rights Journal (221-3706) contains articles by students and professionals on issues of constitutional law and public policy. The journal is supported by 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 Colonial Echo (221-3317) is the College yearbook, which is published annually by a student staff. The cost of the yearbook is partially covered by the Activities Fee, is included in the Tuition and General Fee paid by each student.
- The William and Mary Journal of Environmental Law (221-3279) 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 law students by offering an opportunity to assist in the production of a law journal.
- The Flat Hat (221-3281) written and edited by students, is a weekly newspaper, 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. Web site: [flathat.wm.edu/](http://flathat.wm.edu/)
- The William and Mary Journal of Women and the Law (221-3134) 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.
- Jump! (221-3686) is a magazine usually published no less than twice a school year. It contains reviews, essays, and feature articles of interest to students. Web site: [www.wm.edu/so/jump](http://www.wm.edu/so/jump)
- Pillory (221-1556) is a humor and satire magazine dealing with topics of College, national, and international interest.
- The William and Mary Review (221-3290) 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.
- WCWM-FM (90.7) (221-3287) 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. Web site: [www.wm.edu/so/wcwm](http://www.wm.edu/so/wcwm)

## **THE WILLIAM AND MARY LAW REVIEW - 221-3860**

### **William and Mary Law School**

The 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 unit of academic credit is earned for each semester a student serves on the staff.

## **THE WILLIAM AND MARY NEWS - 221-2639**

### **Public Information Office**

### **312 Jamestown Road**

The William and Mary News is published biweekly 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 contains a calendar of events and classified advertising section.

## **THE STUDENT INFORMATION NETWORK (SIN)**

**E-mail: [sin@wm.edu](mailto:sin@wm.edu)**

**Web site: [sin.wm.edu](http://sin.wm.edu)**

The Student Information Network (SIN) serves as an interactive web portal for William & Mary students. SIN houses a comprehensive events calendar, ride board, virtual market, job center, housing center, surveys, and other dynamic posting services for students. SIN's staff, comprised wholly of students, posts information concerning local restaurants, stores, and services, provides a service called "WebMail," allowing students, faculty, or staff the ability to check their William & Mary e-mail account from any computer with Internet access.

SIN maintains the Virtual Visit, a robust project with the Office of Admissions, allowing prospective students the ability to view life at William & Mary virtually from anywhere in the world.

SIN facilitated the nation's first web-based student elections during the 1999-2000 school year and plans to further its partnership with the Student Assembly in the future. SIN News covers events and happenings concerning student life, while SIN Radio covers local bands from Richmond to Hampton Roads. SIN also broadcasts a live feed from WCWM across the Internet.

## Student Government

### **STUDENT ASSEMBLY (SA)**

**Campus Center 162**

**Phone: 221-3302**

**Email: [stuasm@wm.edu](mailto:stuasm@wm.edu)**

**<http://www.wmstudentassembly.org>**

Student government power at William and Mary is vested in the Student Assembly. The SA is not just another student organization, but 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:

#### **To provide a voice for student opinion.**

The Student Assembly is a forum through which students express their opinions about all aspects of college life. Since the Assembly consists of both graduate and undergraduate members, it is the one body at the College authorized to speak on behalf of all students. 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, all Senate, Council, and Executive meetings are open to the entire student body.

#### **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 Department of Student Activities.

#### **To allocate fairly and equitably the student activity fee.**

The Student Assembly plays a central role in determining and allocating student activity fees at William and Mary. Through the Department of Finance and with approval from the Senate, the SA determines yearly allocation of student activities fees to student organizations, programs, and services.

#### **To support cultural and social programming and student services.**

The Student Assembly actively seeks to expand the campus-wide social and cultural options for all students. The Assembly initiates and sponsors a limited number of activities on its own authority and in cooperation with other student and college organizations (especially the University Center Activities Board (UCAB)) 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 SA also offers a number of services to students living both on and off campus.

The Constitution of the Student Assembly, as ratified in January of 2003 and later amended, lays out three separate and equal branches of government. The branches are held in both opposition and cohesion by a system of checks and balances, which provide for the careful and effective expression of the views of the students.

## 1. The Legislative Branch

**The Senate:** The Senate represents all students and is the sole legislative authority of the Student Assembly. It consists of 23 members: 16 undergraduate senators (4 per social class), 6 graduate senators (apportioned among the graduate schools as determined by the Graduate Council), with the Vice President of the Student Assembly serving as Presiding Officer. The Senate has the power to control the allocation of funds in the Student Activities budget, express the will of the students of the College on matters concerning the College, and pass resolutions that direct the work of student government. The President can veto Resolutions passed by the Senate, and they can in turn override vetoes with a three-fourths majority.

**The Undergraduate Council:** The Undergraduate Council consists of 25 members: 5 officers per social class (President, Vice President for Advocacy, Vice President for Social Affairs, Secretary, and Treasurer), a delegation of 4 non-voting senators, and the Vice President of the Student Assembly (serving as a member ex officio). The Undergraduate Council deals with concerns specific to undergraduate students as well as planning events and projects for the entire campus (such as Homecoming, the Ring Granting Ceremony/Charter Day Gala, and the King and Queen Ball).

**The Graduate Council:** The Graduate Council consists 20 members and has the ability to create additional council seats as they deem necessary. Each of the five graduate schools elects a President, Vice President, Secretary, and Treasurer that together form the council. The Graduate Council has legislative authority only on matters internal to the graduate schools and must comply with all Senate legislation.

## 2. The Executive Branch

The entire student body popularly elects a President and Vice President of the Student Assembly, on the same ticket, to serve as leaders of the Executive Branch and carry out Resolutions passed by the Senate. A Secretary, appointed by the President and confirmed by the Senate, heads each Department, which are charged to work on behalf of the students' interests in areas such as: College policy and its reform, relations with the Board of Visitors and the government of Virginia, the promotion of student health and safety, and preparing the budgets of student organizations funded through the student activities fee. The President also appoints directors of Independent Agencies which include the Elections Commission, First Year Council, Agency for Information Technology and Assembly Archivist.

## 3. The Judicial Branch

**The Review Board:** The judicial powers of the Student Assembly are vested in a single Review Board, composed of 6 members and 1 chairman. Members of the Board are appointed by the President and confirmed by the Senate. The Board meets only when cases are before them concerning interpretation of the Constitution and the implementation and adjudication of Resolutions. However, the jurisdiction of the Board does not infringe upon that of the Honor or Judicial Councils or Codes.

### Elections

Elections to all positions in the Student Assembly (excluding freshman elections) are held on the second Thursday after Spring Break. Candidates for office must be full-time, degree-seeking students, may not run for more than one office and must not be abroad for any of their term. No one on Judicial or Honor probation may run without consent of the Elections Commission. The SA uses the Instant Runoff System in elections, excluding senate positions which use the plurality system.

### Graduate and Professional Student Associations and Organizations

Graduate associations act as liaisons between students, faculties, and administrators within 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.

### **INTERCOLLEGIATE ATHLETICS**

**Terry Driscoll, Director of Athletics - 221-3330**

**Barbara Blosser, Associate Athletics Director - 221-3361**

**William & Mary Hall**

**E-Mail: [ecdris@wm.edu](mailto:ecdris@wm.edu)**

**Web site: [www.tribeathletics.com](http://www.tribeathletics.com)**

The William & Mary Athletic Department supports over 500 student athletes who participate in 23 intercollegiate sports. These student athletes compete with success at the highest level of collegiate athletics: NCAA Division I in the Colonial Athletic Association and the Atlantic 10 for I-AA Football, producing several conference champions and NCAA team and individual qualifiers each year. The College fields men's and women's teams in basketball, cross country, golf, gymnastics, soccer, tennis, swimming and diving, and indoor and outdoor track and field. The College also sponsors women's field hockey, lacrosse and volleyball teams and men's baseball and football teams. Other teams on campus function as club sports under the direction of Recreational Sports. Schedules, scores, rosters and other information are available through the Sports Information Office or the Athletic Department web site, [www.tribeathletics.com](http://www.tribeathletics.com).

### **Student Tickets to Athletic Events**

Payment of the athletic and recreational fee entitles all full-time William & 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 & Mary Hall. Specially discounted "date" or "guest" tickets may also be purchased by students at the box office during the week prior to games, but they are not available on game day.

The box office in William & Mary Hall sells tickets to all athletic events and special events held in the facility. The box office (221-3340) is open Monday through Friday from 10:00 a.m. to 5:00 p.m.

### **RECREATIONAL SPORTS AND INTRAMURALS**

#### **The Sport Club Program**

William & Mary's sport club program consists of more than 30 self-supported, self-governing clubs, including badminton, cycling, rowing, judo, fencing, men's and women's lacrosse, martial arts, racquetball, men's and women's rugby, rowing, scuba, men's and women's soccer, Shotokan karate, Tae Kwon Do, synchronized swimming, ultimate Frisbee, men's and women's volleyball, and many more.

#### **Intramural and "Free Play" Activities**

There are more than 25 types of intramural activities offered to William & Mary students throughout the school year. Most activities fall into one of three categories, men's activities, women's activities and co-rec activities for co-educational participation. Informal or open recreation considered "free play" is offered in aerobics, swimming, racquetball, squash, basketball, weightlifting, canoeing, and many other sports.

## **Fitness Classes**

Participate in a wide variety of dynamic fitness classes at the FitWell Studio in William and Mary Hall. Classes are designed for beginning, intermediate, and advanced exercisers. Join us throughout the year for step aerobics, kickboxing, hip hop, sculpting, Cycle Reebok, yoga and much more! You may get a copy of the group of fitness class schedule on the web site, [www.wm.edu/rec](http://www.wm.edu/rec), or at the Student Rec Center.

## **Recreational Facilities**

Facilities available for these activities include the Recreation Center, Adair Gymnasium, William & Mary Hall, Lake Matoaka, and other outdoor facilities. Facilities are open every day during the academic year and on a modified schedule during break periods. Facility schedules are available at any recreational facility or the Campus and University Centers. Most equipment can be checked out with a William & Mary ID card. Outdoor equipment such as canoes, backpacks, tents, cooking equipment, tarps, and sleeping bags are available for a nominal rental fee.

## **Outdoor Recreational Areas**

Recreational areas or facilities available to students with a valid student ID include six lighted tennis courts adjacent to Adair Gymnasium and eight lighted courts opposite William & Mary Hall, intramural fields on Campus Drive, the Bush fields behind William & Mary Hall, and fields located in front of the Dillard housing complex. Recreational areas may be reserved for special sport club or intercollegiate events through Recreational Sports or the campus facilities coordinator.

## **Lake Matoaka**

The lake bordering the College woods at the West end of campus offers canoeing to all students with an appropriate ID. Students may also reserve the Matoaka Shelter for picnicking through the Office of Student Activities. Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.

## **William & Mary Hall**

The home of the Athletic Department offices and the College's Basketball arena, contains the FitWell Studio, a Fencing/Martial Arts room, a main arena floor for occasional recreational use, and other areas primarily used for athletic functions.

## **MCCORMACK-NAGELSEN TENNIS CENTER - 221-7378**

**705 South Henry Street**

**Hours: seven days a week, 9:00 am – 9:00 pm**

**Web site: [www.wm.edu/auxiliary/mntc/mntc.htm](http://www.wm.edu/auxiliary/mntc/mntc.htm)**

The McCormack-Nagelson Tennis Center is a state-of-the-art, indoor tennis facility available to all students and their guests. 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 Center houses the International Tennis Association Women's Collegiate Hall of Fame and is home to the William & Mary men's and women's tennis teams. Spectator seating for over 500 is available for matches and tournaments.



## 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, 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 and 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 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 Rights and Privacy Act of 1974, as amended, and information about other members of the College community which is a matter of public record (for more information on FERPA, please refer to the Registrar's web site at [www.wm.edu/registrar](http://www.wm.edu/registrar)).
    - b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the individual concerned. Such decisions shall be made by the President or his/her designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.
    - c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I.C.1.c.
    - d. To minimize the risk of improper disclosure from records, the academic record shall be maintained separately from other necessary student

records. Transcripts of academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

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

## II

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

- A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings is preserved and respected, an atmosphere which includes, without limitation, the following specific rights:
1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the Board of Visitors and set forth in the Faculty Handbook.
  2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.
  3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however, that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards of evaluation.
  4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.
  5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.
  6. Right to hear and study unpopular and controversial views on intellectual and public issues.
  7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor or counselor of the student be held in confidence to the extent permitted by law.
- B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:
1. Right to be free from prior censorship or advance approval of copy.
  2. Right to develop editorial policies and news coverage.
  3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic

status of a student editor or manager shall not be affected, provided, however, that he/she shall remain subject to the provisions of Article I, Sections C.3 and D.3.

4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.
- C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of their associates.

### III

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

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

- A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.
- B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.
- C. The College has the responsibility to ensure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly defined means should be available to ensure this opportunity.
- D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:
  1. To make, from time to time, a clear statement of its purpose and goals.
  2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.
  3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, Section E.2a., or by the advice of legal counsel in instances involving possible litigation.
- E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means including, but not limited to, the following:
  1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.
  2. The College has a right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.
  3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes,

provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or its office equipment for any political or other purpose.

#### IV

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors. Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

### Interpretation Procedure

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

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

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

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

In the Statement of Rights and Responsibilities, it is the responsibility of the President or an 'appropriate College authority designated by him' to determine when an exception to a specific section of the Statement should be made. The Statement also provides that members of the College community 'should enjoy the same fundamental rights and privileges...except in those rare cases where . . . the rights or privileges...would be in conflict...with the goals and purposes of the College as an institution of higher education.'

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

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

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

The Statement of Rights and Responsibilities guarantees to members of the university community the "right in his or her dealing with the institution and with members of the College community in the performance of their official duties to nondiscriminatory treatment." It further states that "each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, state, or federal law, College regulations or agreement 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 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. Students alleging failure to comply with federal and state non-discrimination laws and policies shall contact the Dean of Students or the 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.

### General Policies

#### Address of Record

Students are responsible for maintaining and updating current local, campus, and permanent addresses with the College Registrar and, in the case of undergraduates, for regularly checking their college station unit box for mail. Mail sent to a student's address in the Registrar's records or to a campus box shall constitute proper notification. Students are also expected to maintain and regularly check their IT accounts, including e-mail, voice mail, Blackboard and myWM.

#### Discrimination and Harassment

Federal and state laws prohibit 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 and/or harassment statutes may be obtained from the Director of Equal Opportunity, Hornsby House, 221-2615. The following individuals are also available to receive complaints or to provide information regarding compliance with the conditions set forth in this legislation:

#### Complaints Against Students

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

#### Complaints Against Faculty

Barbara Watkinson, Interim Dean, Faculty of Arts & Sciences, Ewell Hall 134, 221-2470  
Lawrence Pulley, Dean, Business Administration, Tyler 214, 221-2891  
Donelson Wright, Dean, Marine Science, Watermen's Hall 230, (804) 684-7103  
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**

Earleen O'Roark, Director, Human Resources, Thiemes House, 221-3153  
(For student regulations concerning sexual harassment see also p. 68).

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

Routine inspections may be held for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings and other facilities. Any such 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 or around College facilities.

### **Medical and Emotional Emergencies**

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, harm or attempt to harm him or herself, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, 221-2510; Residence Life Staff, 221-4314; or Campus Police, 221-4596 to alert the counselor on call.

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, any personal belongings that are brought to the Center by or for the student are subject to search and/or confiscation by Health Center staff or police personnel.

When the College medical/emotional emergency procedures are initiated, a student may not attend classes or activities or return to a residence hall until he or she has been given clearance to do so by the Dean of Students or a designee or the Vice President of Student Affairs or designee. Failure to comply with the provisions of the College medical/emotional emergency procedure may result in judicial action. A complete summary of the Medical and Emotional Emergencies Protocol may be obtained from the Office of the Dean of Students.

### **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 a written license to do so has been obtained prior to such usage.

### **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. For a list of reportable diseases to which this policy may apply, please consult the Virginia Department of Health web site at [www.vdh.state.va.us](http://www.vdh.state.va.us).

### **Student Intellectual Property Rights**

The Commonwealth of Virginia requires that all State colleges and university have patent and copyright policies. These policies define the ownership of patents and copyrights, collectively "intellectual property (IP)," created by State university employees and students. For the purposes of this policy, a student is defined as a person enrolled in courses at the College.

Students can act in two capacities: as students, or as employees. When acting as employees, students can be agents of either the College or an individual College employee (their "principal"). When they act in the capacity of students, they own the IP rights to the contributions to works and inventions accords with the rules of the policy that would apply if their principal had created the works and inventions (for specific examples of how the policy would apply under different circumstances see <http://www.wm.edu/ip/index.php>).

Students who believe the College may own Intellectual Property they have developed must report it by submitting an invention disclosure form found on the website noted above. When the College does not own the intellectual property, the creator of intellectual property has two options:

- 1) To pursue investment in the intellectual property without the involvement of the College and retain all revenues received; or
- 2) To seek assistance from the College in finding a commercial licensing partner and share any revenues received.

If the creator desires to seek assistance from the College, the process will be initiated by the submission of a disclosure form completed by the creator to the College. The disclosure form will be accompanied by a written petition to the College requesting assistance in finding a commercial licensing partner. If more than one individual participated in the creation and/or development of the invention or work, the disclosure form will list and be signed by all of the creators. (For additional information contact the Office of Technology Transfer, ext. 1-1751.)

### **Use of Campus Facilities**

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

groups may be given permission to use specific College facilities through a written, conditional, revocable contract. Such groups may not state or imply College sponsorship of the organization or its program unless the College specifically authorizes such statements or implications in writing.

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, in the determination of the College's administration, enhance the educational, social, cultural, recreational and intellectual environment of the students, faculty and staff of the College. College facilities 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**

- A. Activities of recognized College organizations and groups shall have priority over those of outside organizations.
- B. 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.
- C. 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.
- D. Organizations and individuals conducting activities for profit shall be charged commercially comparable usage fees to be established by the Assistant Vice President for Student Affairs. An activity shall not be regarded as conducted for profit where all net proceeds are for the use of a charitable organization, or where fees and prices are reasonably calculated to merely defray expenses, or where the group sponsoring the event derives substantially all proceeds from members. Also, all activities sponsored by the Student Assembly, 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.
- E. 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.
- F. 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.
- G. 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 appli-

cable 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.

- H. 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 Assistant Vice President for Student Affairs. Noise levels must be maintained at a reasonable level as determined by the Campus Police. All amplified music must end at midnight. Failure to comply with this noise regulation will result in the closing of the event as well as possible loss of future scheduling privileges.
- I. 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.
- J. The College reserves the right to deny the use of its facilities to any outside organization seeking to rent or use College space.
- K. 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.
- L. 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, may, where appropriate, be denied for that reason.

### **III. Administration**

- A. The Administrator of the scheduling system operative under these policies and guidelines shall be the Assistant Vice President for Student Affairs.
- B. 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.
- C. 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.

## Student Code of Conduct

Unless otherwise stated, sanctions for violations of the code of conduct range from warning to dismissal for individuals, and from warning to termination for organizations. Attempted or uncompleted violations may be sanctioned as completed violations. Acting as an accomplice, aiding or abetting may result in disciplinary action.

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

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### 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.

Through this policy, the College seeks to decrease drinking that poses a high risk of physical, mental, or emotional harm. In the short term, high-risk drinking involves over consumption at one event until one no longer has physical or mental control over oneself. Long-term high-risk drinking is a pattern of behavior where alcohol begins to affect various facets of one's life, including academics, social relationships, and health and personal safety. These types of drinking do not simply affect the drinker but hurt the College community as a whole.

**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.
7. No person may drive a vehicle under the influence of alcohol or with a blood alcohol level (as shown by a lawfully administered blood or breath test) in excess of that permitted for drivers by Virginia law.
8. No person shall participate in progressive drinking parties.

**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, and residents may be subject to disciplinary action.
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. For “Events Where Alcoholic Beverages are Served,” please see Appendix I**

### **Attempting or Causing Injury or Unwanted Contact**

Attempting to cause or actually causing injury to an individual is prohibited. Causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative is prohibited.

## **Breaching Campus Safety or Security**

Behavior that breaches or has the reasonable likelihood of breaching campus safety or security is prohibited. Such behavior includes but is not limited to the following: unauthorized access to College facilities; intentionally damaging door locks; unauthorized possession of College keys or access cards; duplicating College keys or access cards; or propping open of residence hall exterior doors.

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.

## **Computing Resources**

The following activities are prohibited:

- Transmitting unsolicited messages which contain obscene, indecent, lewd or lascivious material or other material which explicitly or implicitly depicts, encourages or solicits illegal or indecent sexual conduct;
- Transmitting unsolicited messages which contain profane language or which pander to bigotry, sexism or other forms of discrimination;
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of the controlling authority of the computer facility to which it belongs;
- Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing or retransmitting any computer program or instructions with the intent to gain unauthorized access to, or make unauthorized use, of a computer facility or software.
- Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
- Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility;
- Making unauthorized copies of licensed software;
- Communicating any credit card number or other financial account number, or any social security number without the permission of its owner;
- Effecting or receiving unauthorized electronic transfer of funds;
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose;
- Using the computer facilities in a manner inconsistent with the College's license agreements or contractual obligations to suppliers or with any published College policy;
- Using College information systems for commercial gain;
- Illegally using copyrighted software and materials, storing such materials on College information systems, or transmitting such materials over William and Mary network facilities;
- Knowingly engaging in any activity harmful to the College's information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type);
- Circumventing or subverting any College system or network security measures (see [www.wm.edu/IT](http://www.wm.edu/IT));
- Using College network or information systems to harass another person.

## **Policy Violation Response**

The following guidelines will be used when users are accused of violating computer policies:

- An attempt to violate policy will be considered the same as an actual policy violation.
- An "attempt" is any act beyond mere preparation carried out with the intent to engage in conduct that is in violation of College policies.

## **Disciplinary Actions**

Depending on the nature and severity of the violation, the College may take one or more of the disciplinary actions listed under Administration of Student Life Policies, Section VI. The College may also temporarily deny access to the server and/or may refer the case to the appropriate local, state or federal authority for further disposition.

Also See Web Page Requirements (page 70).

## **Conduct Infringing on Others**

Conduct which infringes upon the rights of other individuals is prohibited. Such conduct includes, but is not limited to, disorderly conduct, 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 playing outdoor sports indoors.

## **Damage to Personal and/or College Property**

No student shall destroy, damage or litter, attempt to destroy, damage or litter, or assist another student in destroying damaging or littering any property of the College or of another.

## **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.

### **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 duties.



## 2. 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 violations of general law and of law particularly applicable to students.
- b. Conduct which obstructs or disrupts normal functions and activities, 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 or activity of the College; or any conduct that the student knows, or would know, will disrupt or interfere with normal College functions or activities.
- 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 College 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 a 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. Any behavior which disrupts the normal living or work environment of those who live and work around him/her.

## 3. Distribution of Literature

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 I, 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.

#### **4. Demonstrations/Handbills/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 that violate this regulation may lose the opportunity to schedule events in the future and may face College sanctions.

### **Drugs**

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

1. Manufacturing or providing drugs to others is prohibited. The sanction for violation of this regulation shall range from suspension to dismissal from the College.
2. Possession or use of drugs is prohibited. 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, ecstasy, 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 120)

### **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 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 sanctions 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. Failing to comply with proper and authorized written instructions from College officials or any published College policies also constitutes 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.

Refusal or intentional failure on the part of a student to give identity in situations involving alleged violations of Federal or State law or College regulations upon the request of a Campus Police officer or other College officials who identify themselves as such is also a violation of this regulation.

## **Fires/Emergency Equipment**

Under no circumstances may fires be ignited in student rooms. 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. 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 also prohibited. (See *Housing Contract*, page 100)

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 prohibited. In addition, tampering with or damaging emergency or safety equipment including emergency telephones or safety lights is a violation. Falsely summoning emergency help is a violation. Violation of this regulation may result in the removal of the student from College housing in addition to other sanctions.

## **Harassment**

Personally harassing or threatening another person, including racial or sexual harassment (see Page 68 for the College definition of sexual harassment), or threats is prohibited. Conduct that is sufficiently severe, persistent or pervasive enough so as to threaten an individual or limit the ability of an individual to work, study, or participate in the activities of the College is prohibited. Prohibited conduct also includes, but is not limited to, stalking (repeated conduct directed toward another person including following that person or acts that harass that person), contacting witnesses or any other party to an incident to intimidate them or to get them to change their testimony, and unwanted obscene, abusive or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or similar communications with intent to harass.

## **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 of another. It includes any act that endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Tradition, intent of such acts, or consent or cooperation of any party will not suffice as a justifiable reason for participation in such acts.

The Code of Virginia (Section 18.2-56) addresses hazing, which it identifies 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 College'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.

## **Motor Vehicles, Bicycles and Pedestrians**

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

Students may not have motor vehicles 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 sanction 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.

### **Possession of Property without Authorization**

Possession of the property of another, of the College or of another institution without proper authorization is a violation of this policy.

Stealing is a violation of the Honor Code, and complaints of stealing will be referred to the appropriate Honor Council.

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

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

- A. 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.)
- B. Posters may be placed on campus bulletin boards provided that:
  1. They may not exceed 14 inches by 22 inches in size.
  2. They must carry the name of the sponsoring organization and the date (week) of posting.
  3. Posters must be removed at the end of two weeks unless an extension is granted.
  4. No advertisement offering paid-for research may be posted on campus.The College reserves the right to remove information posted in violation of this regulation.
- C. Banners and signs in excess of 14 inches by 22 inches in size must be approved for size and form by the Assistant Vice President for Student Affairs prior to hanging and may be hung only in certain designated areas with the following provisions:
  1. They must carry the name of the sponsoring organization.
  2. Banners may be posted for no longer than two weeks unless an extension has been granted by the Assistant Vice President for Student Affairs.

3. 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.
- D. 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.
- E. 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.
- F. 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. Sanctions may range from restitution or compensation to disciplinary probation and may include the removal of recognition for the sponsoring organization.

### **Responsibility for Guests**

All guests are expected to abide by College regulations. Students are responsible for the behavior of their guests and may therefore receive sanctions from warning to dismissal for violations committed by their guests. The student's responsibility also includes restitution for damage to College facilities or other restitution which is necessary.

### **Self-Defense Items**

Mace and other such items are intended for self-defense purposes only. Use in other ways 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 unwelcome 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. Unwelcome 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 College policy for any member of the College 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 70. 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 54 or contact the Director of Equal Opportunity at (757) 221-2615.

### **Sexual Misconduct**

Sexual misconduct includes sexual intercourse, sexual contact, sodomy or object penetration of the anus or vagina without the victim's consent. A person who is mentally or physically helpless cannot give consent. Intoxication may produce such a state of mental or physical helplessness.

Sexual contact without the victim's consent 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. It also includes touching or fondling of the accused or a third party by the victim when the victim is forced to do so against his or her will. Violation of this section is punishable under College policy by sanctions ranging from probation to dismissal.

Sodomy, object penetration, or sexual intercourse without consent (whether by acquaintance or stranger), is prohibited and is punishable under College policy by either contingent or permanent dismissal.

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. 78 for information about these procedures. College regulations specifically prohibit the harassment, abuse, threat or intimidation of any witnesses or party to an incident (see Harassment, page 65). 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.

### **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 Assistant Vice President for Student Affairs. Non-students who violate this policy are subject to legal prosecution. Sanctions for violation of this regulation range from warning to suspension.

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 "Use of Campus Facilities" on page 56.

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

Violations of local, state, or federal law may also constitute violation of College regulations. Further, conduct leading to arrest, indictment, or conviction for violation of local, state, or federal law may also 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, for the safeguarding of the educational community, 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 sanction 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 or the conclusion thereof.

## **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, to hold those items for appropriate disposition, and to refer the possessor for judicial action.

## **Web Page Requirements – Using 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 Internet. Developing materials for the Internet is a significant learning opportunity which will help students prepare for the use of technology. Access is also provided in order that students may contribute to the continued operation and development of the Internet 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. By posting materials to the Web, students and an officer of each student organization must acknowledge their acceptance of these requirements.
3. Student pages will be linked to the College of William and Mary site through <http://people.wm.edu>. Pages posted at people.wm.edu express the views and opinions of only the page author and have not been reviewed or approved by the College of William and Mary.
4. 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.
5. 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 a course web site.
6. For more information on how to develop Web pages, go to <http://www.wm.edu/IT>.

## Administration of Student Life Policies

### 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.

### II. Judicial Authorities

#### A. Authority of the President

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 sanctions 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 that the President determines to be in the best interest of the institution.

#### B. Jurisdiction

All students and student organizations are expected to maintain a high standard of conduct both on and off campus. Students and student organizations that 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, during College sponsored activities, or when the conduct adversely affects the College community or its members. Questions of jurisdiction shall be decided by the Vice President for Student Affairs or his designee. "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 or apply for re-enrollment. "Student Organization" means any group of students that is recognized by the College through the procedures established by the Office of Student Activities.

#### C. Case Administrators

Upon receipt of a complaint of misconduct, the Assistant Dean of Students for Judicial Affairs or designee will assign to a staff member from the Division of Student Affairs the primary responsibility for the investigation and resolution of the complaint. The staff member will hereafter be referred to as the "case administrator." Case administrators include, but are not limited to, the Dean of Students, the Assistant Dean of Students, and Area Directors.

#### D. Judicial Council

- 1) Composition. The Judicial Council is a committee of student, faculty, and administrative members constituted as follows:
  - (a) Undergraduate Students – 13 students (5 seniors, 4 juniors, 4 sophomores) selected on an annual basis. Each year the Dean of Students office will coordi-

nate an application/selection process. A committee consisting of the Student Assembly Vice President, the Dean of Students or designee, 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, and two undergraduate council members will select Judicial Council nominees. The Student Assembly Vice President may vote in the event of a tie among the other voting members. 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. Undergraduate students may not serve concurrently on Honor Council and Judicial Council.

- (b) 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.
  - (c) 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 graduate schools.
  - (d) Administrative Staff – Four members of the administrative staff appointed on an annual basis by the Vice President for Student Affairs.
- 2) Duties. All members of the Judicial Council shall serve as panel members on Judicial Panels, and student members shall serve as panel members on Student Hearing Boards.
  - 3) Administration.
    - (a) On an annual basis, the undergraduate membership of the Judicial Council will elect two of its members to serve as chairs. Each graduate school governing body will designate one of its Judicial Council members to serve as chair for those hearings involving members of their academic unit.
    - (b) 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.
    - (c) The student members of each Judicial Council will be subject to bylaws approved on an annual basis by each Council.

#### **E. Appeals Committee**

- 1) Composition. The Appeals Committee consists of twenty-four members: four administrators (not members of the Student Affairs Division), four faculty members appointed annually by the Provost, and sixteen students (six 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).
- 2) Duties. Members of the Appeals Committee shall serve as panel members in Appeals Committee hearings.

#### **F. Appellate Authority**

- 1) Composition. The Provost or her designee.
- 2) Duties. The Provost or her designee shall serve as the final authority for appeal review.

### III. Judicial Procedures

#### A. Complaints of Misconduct

- 1) 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.
- 2) 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. The Campus/Community Incident report form may be downloaded from the Dean of Students website at <http://www.wm.edu/judicial>.
- 3) 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 Student Affairs administrator concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing.
- 4) When a written complaint of misconduct is received, the appropriate Student Affairs administrator shall determine if the alleged violation is unfounded or frivolous. Such allegations shall be dismissed.

#### B. Informal Conference

- 1) 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 a case administrator. 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 case administrator and respond on his or her behalf, or on behalf of a student organization, although a student is not required to make any statement.
- 2) After the informal conference and any appropriate investigation, the case administrator may dismiss the complaint if unfounded.
- 3) If a student fails to appear at the informal conference after being properly notified, the case administrator 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 (hereafter referred to as the "charged party") that he is required to appear for a hearing.

#### C. Adjudication Options

- 1) If a case of alleged misconduct is not dismissed after the informal conference, the student or student organization, through its official representative, may elect to resolve the case through one of the following three options:
  - (a) Informal Resolution: 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 case administrator shall assess a sanction and appropriately inform the student.
  - (b) Administrative Hearing: The student or student organization may elect to resolve the case through a hearing with the case administrator.
  - (c) Committee Hearing: The student or student organization may elect to resolve the case through a committee hearing.

If the case administrator determines that a case cannot be resolved through an informal process, the case administrator can mandate that a hearing take place. The type of hearing will still be the choice of the student or student organization (except in cases of Sexual Misconduct— see also Modified Hearing Procedures for Alleged Violations of Sexual Misconduct Policy, page 78)

- 2) **Timeline.** The student or student organization, through its official representative, will have up to two working days to decide upon an adjudication option unless the case administrator grants an extension for good cause. Once made, the election is irreversible. If the charged party does not inform the case administrator of his or her election, the case will be resolved informally with the sanction chosen by the case administrator.
- 3) **Level of Seriousness.** Regardless of the method of adjudication, each case is classified as a "less serious" case or a "more serious" case. 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. 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. Classification of a case's level of seriousness shall be determined by the case administrator.
- 4) **Appeal.** The right of appeal is assured regardless of the method of adjudication. Upon appeal, the file and material related to the student's previous violations of College regulations, if any, are forwarded to the appropriate appellate authority. Depending upon the method of adjudication, the grounds for appeal may be limited. (See "Appeals of Judicial Actions").

#### **D. Procedures for Committee Hearing and Administrative Hearing**

- 1) **Charges.** If a student or student organization, through its official representative, chooses to resolve a case through a hearing, the case administrator will prepare formal written charges and notify the student.
- 2) **Timeline.** 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 case administrator, or 2) the chair of the judicial committee to which the case has been assigned, or the administrator hearing the case, grants the accused a 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.
- 3) **Committee Hearing Procedures**
  - (a) **Types of Committee Hearings**
    1. A Student Hearing Board hears "less serious" cases when a student requests a committee hearing.
    2. A Judicial Panel hears "more serious" cases when a student has requested a committee hearing.
  - (b) **Procedures for Student Hearing Board**
    1. **Informal and Formal Procedures.** 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, with a summary of the principal facts underlying the charge to the knowledge of the case administrator, with opportunity to respond on his or her behalf, and to receive written findings.
    2. **Board Composition.** 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.

3. **Authority of the Board.** The Board is empowered to determine responsibility for the charges issued and to assess sanctions if the student is found responsible. Decisions will be reached by majority vote.
  4. **The case administrator** will ordinarily present the information supporting the charge and will recommend sanctions if a finding of responsibility is reached.
  5. **Hearing Records.** The recorder and the chair will summarize the evidence presented and the findings of the Board including the reasons for the finding and sanction 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.
  6. **Case Review and Notification.** The Office of the Dean of Students will return to the Board any finding and/or sanction that is inconsistent with College policy or practice. 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.
  7. **Appeal.** Appeals of Student Hearing Board decisions will be reviewed by the Dean of Students or designee in accordance with the principles outlined under "Appeals of Judicial Actions."
- (c) **Procedures for Judicial Panel**
1. **Panel Composition.** Five Judicial Council members will comprise a Judicial Panel: two students from the academic unit in which the accused student is enrolled, one other student member of the Council, one faculty member from the academic unit in which the student is enrolled, and one administrator. One of the three students will be an elected chair of the Council. 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. If the charged party is a graduate student enrolled in a degree program in two different schools, student members will be appointed to the panel from both schools. A sixth member of the Judicial Panel, 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. **Notification.** The case administrator will schedule a hearing with the Judicial Panel and inform the charged party 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 charged party. The case administrator will also provide the charged party with the principal information in support of the charges of which he is aware at the time.
  4. **Witnesses.** It is the responsibility of the charged party to secure the presence of witnesses desired at the hearing. If the charged party 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 charged party 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 case administrator will notify all available witnesses required to support the charges of the date, time, and place of the hearing.

5. **Postponement.** A charged party may request one postponement of the hearing, citing the reasons for the request in a written statement to the case administrator at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. The case administrator may grant a postponement for good cause.
6. **Conduct of the Hearing.** The conduct of the hearing is the responsibility of the chair and generally proceeds as follows:
  - The chair introduces the members of the Panel and summarizes any special situations pertinent to the case or the hearing.
  - The case administrator will brief the Panel on the charges and the nature of the case. The charged party will be asked to accept responsibility or deny responsibility for each charge and will be given the opportunity to make an opening statement.
  - The case administrator will introduce the evidence and question the witnesses present to support the charge. Following the questioning of each witness, the Panel and then the charged party will be invited to question the witness.
  - The charged party will then testify, introduce evidence, and present and question witnesses. The student may then be questioned by the Panel and the case administrator. Witnesses presented may be questioned by the Panel and by the case administrator.
  - At the conclusion of this presentation of evidence, the case administrator and the charged party will be given an opportunity to present summary remarks to the Panel.
7. **Determination of Responsibility and Burden of Proof.** The Panel will meet in closed session to determine whether or not the charged party has violated the regulation(s) as charged. For a charged party 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.

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 does not require that certainty.

8. **Determination of Sanctions.** Once a finding regarding responsibility is reached, the Panel reconvenes to notify the charged party and the case administrator of the decision. If the charged party is found responsible, the Panel will be briefed by the case administrator on any previous violations of College regulations by the student, any precedent for similar situations, any additional relevant information concerning the charged party's character and any administration recommendations concerning sanction. The charged party will be given an opportunity to make a statement concerning sanction, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair and is usually limited to one (1). The Panel will again meet in closed session to determine an appropriate sanction and will reconvene and announce its decision. The sanction imposed must be agreed to by four of the five members of the

hearing panel. The sanction imposed is not final until the Dean of Students issues a written decision to the charged student and any appeal procedure is complete.

9. **Hearing Records.** The recorder and the chair will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the finding and any sanctions assigned.
10. **The summary,** the tape(s), and all evidence normally will be filed within two working days in the Office of the Dean of Students.
11. **Case Review and Notification.** The Dean of Students or designee will review the case documents and will return to the Judicial Panel any finding and/or sanction that is inconsistent with College policy or practice. The Dean of Students will notify the charged party in writing of the finding of the Panel and any sanctions assigned within two working days after the Panel's summary is filed.
12. **Appeal.** 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 charged party and to review the appeal process. See the "Appeals of Judicial" Actions section in this publication.
13. **Reinstatement Hearing.** When a Panel assigns the sanction of contingent dismissal, a similar Panel of five persons will be appointed by the Vice President for Student Affairs or designee at the appropriate time to determine whether the charged party has met the conditions necessary for reinstatement.

The Panel will be given access to all file materials from the original hearing, may require the charged party 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 for reinstatement.

#### 4) **Administrative Hearing**

In those instances where a student is charged with a violation of a College regulation and elects to have the charges heard in an administrative hearing, the steps outlined under "Procedures for Student Hearing Board" or "Procedures for Judicial Panel" above shall be followed with appropriate allowances for the difference in structure.

#### E. **Modified Hearing Procedures for Alleged Violations of 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, the victim and the charged party are each entitled to declare their preference for a judicial panel or administrative hearing. Each will be consulted individually about the preferred type of hearing. If the victim and the charged party 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 victim 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 victim is permitted, but not required, to be present throughout the hearing. The victim may present the case in whole or in part, in lieu of the case administrator. The victim and case administrator may not ask repetitive questions of any witness. Upon prior consultation, either the victim or the case administrator may make summary comments in the hearing.
5. The victim and the charged party have a right not to have their unrelated past sexual histories discussed in the hearing. The hearing officers or chair of the judicial panel will make the determination.
6. The victim may choose to be separated from the charged party by a screen during hearing proceedings. This choice must be made at least 48 hours prior to the hearing.
7. The victim will receive written notification of the outcome of a judicial proceeding and any sanction imposed.

#### **F. 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 or designee, and the customary hearing procedures will be observed. Other than an informal resolution and an administrative hearing, 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 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.

### **IV. General Principles**

- A) **Failure to appear for appointments.** If a charged party fails to make an appointment with the case administrator within three working days after being 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 may be brought, and/or a hold may be placed on the student's records. In addition, disciplinary charges for alleged violations may be issued in writing and a resolution date set without the student's consultation.

Proper notification will consist of a written notice to the charged party 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 charged party's local or on campus address when classes are in session and to the charged party's home address when classes are not in session. Students are responsible for maintaining updated records with the Registrar's Office and, in the case of undergraduates, for checking their college station unit mailboxes frequently.

- B) **Failure to appear for a hearing.** If a charged party refuses to appear or to make him/herself available for a hearing without demonstrating justification for postponement (as determined by the chair of the scheduled committee or administrator handling the case) after having received proper notice of the date, time, and place of the hearing, the charged party will be deemed to have waived the right to appear, and the hearing may be held as scheduled. Absence of the charged party in such circumstances will not constitute sufficient grounds for an appeal.
- C) **Honesty and cooperation.** Students involved in disciplinary proceedings as the charged party 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, must so state.
- D) **Withdrawal during process.** The charged party who withdraws from the College after oral or written notification 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 or designee to discuss the action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.
- E) **Rules of evidence and "second hand" information.** 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 of responsibility will in no case be premised solely on such information.
- F) **Confidentiality and closed and open hearings.** Because the College considers the evidence, findings, and sanction confidential in disciplinary matters relating to individuals (but imposes no such restriction on the charged party), the judicial proceeding is normally considered confidential and it and any related proceeding is closed. However, upon the request of the charged party at least two working days in advance, when approved by the committee or administrator hearing the case and by the Vice President for Student Affairs, and when all parties sign a privacy release, 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. In cases involving an alleged crime of violence, the victim is not required to keep confidential the name of the accused, the charge or the outcome of the judicial proceeding. When such proceedings are closed, the victim shall not reveal the names of the witnesses or panel members involved.
- G) **Written decisions and findings.** Except in the instance of an oral warning, charged parties 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 the 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) **Combined or “joint” hearings.** 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) **Multiple charges and single hearing.** 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) **Multiple charges and same conduct.** 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 Student Code of Conduct.
- K) **Objectivity of hearing authorities.** Administrative officers, panel or board members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, a charged party or an accuser may request that an administrator or panel or board member be disqualified for bias. Any such request regarding an administrator 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 the panel or hearing board 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 panel or board.
- L) **Access to hearing records.** A student found responsible for a violation of College regulations or a victim who elects to pursue a victim appeal may have access during normal working hours to the materials in his or her case file. The student also may have access to copies of the taped recordings, if any, in the presence of an administrator, a Judicial Council member or Honor Council member. The student may have legal counsel or one other clearly identified advisor present. Copying of materials is not allowed.
- M) **Alleged violations of honor and judicial codes.** 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) **Advice and assistance of counsel.** The charged party may elect to be represented by a student of his or her choosing. This student must be from the charged party’s academic unit. The charged party may also elect to have one advisor present. The advisor may advise the charged party but may not participate in the proceedings.

The advisor may be legal counsel. Legal counsel may not participate in the proceedings unless the chair of the judicial body or administrator hearing the matter determines, when requested by the charged party, that the “interest of justice” require participation by legal counsel. Legal counsel shall participate only to the extent authorized and necessary. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a charged party decides to have legal counsel serve as his or her advisor during the judicial process, the College reserves the right to have its own legal counsel or advisor present.

The accused must inform the hearing administrator at least forty-eight hours prior to the hearing regarding the presence of an advisor.

No student shall be required to have student or legal counsel or an advisor. An advisor may not serve as a witness.

- O) **Failure to comply with a sanction issued.** A student who fails to fully comply with the terms of a sanction may be charged with Failure to Comply, and/or a hold may be placed on the student's records pending compliance.

## V. Appeals of Judicial Actions

### A) Right of Appeal

Only the student found responsible for a judicial violation has the right of appeal, except in disciplinary cases involving "crimes of violence," as currently defined in section 16 of title 18 of the U.S. Code. In cases involving "crimes of violence," the victim also 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.

### B) Timeline and Form of Appeal

- 1) A student found responsible for a judicial violation who wishes to appeal a judicial action must do so within five working days following written notification of the decision.
- 2) A victim who wishes to appeal a judicial action on a crime of violence must do so within five working days following written notification of the decision.
- 3) All appeals must be in writing and must clearly cite the grounds for the appeal and the evidence supporting it.

### C) Grounds for Appeal

#### 1) Informal Resolutions

Grounds for appeal of informal resolutions are limited to excessive or inappropriate penalty.

#### 2) Administrative or Committee Hearings

Grounds for appeal by the accused, except in appeals of informal resolutions, 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 sanction.

#### 3) Victim Appeals

Grounds for a victim appeal in a case involving a crime of violence 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 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 sanction which is too lenient or inappropriate.

**D) Procedures for Appeal by Charged Party**

**1) Appeals of Informal Resolutions**

- Appeals of informal resolutions in “less serious” cases follow the procedures outlined under “Appeals of Student Hearing Board Decisions” (see below), conditional on the more limited grounds for appeal of informal resolutions.
- Appeals of informal resolutions in “more serious” cases follow the procedures outlined under “Appeals of Judicial Panel Decisions” (see below), conditional on the more limited grounds for appeal of informal resolutions.

**2) Appeals of Student Hearing Board Decisions**

- Appeals of Student Hearing Board decisions are considered by the Dean of Students or designee.
- The Dean may decide the one of the following:
  - There is no basis for the appeal. The appeal is then dismissed, and the original decision stands.
  - An incorrect finding of responsibility was reached. The Dean will then dismiss the case.
  - The sanction administered is unfair or inappropriate. The Dean then determines a penalty fair to the facts of the case. The Dean is not empowered to increase the level of the sanction.

**3) Appeals of Judicial Panel Decisions**

- When an appeal of a Judicial Panel decision 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 charged party) 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 one of the following:
  - The appeal is without merit. A decision of no merit in an appeal by the accused is a final action.
  - The appeal has merit.
    - The finding of responsibility should be reviewed.
    - The sanction should be reviewed.
- If the panel decides that the appeal has merit, then the appeal is considered by the Provost or designee. The Provost or designee may
  - Reverse a finding of responsibility;
  - Order a rehearing before a new panel;
  - Modify the sanction to be fair to the facts of the case; and/or
  - Uphold the decision(s) of the original hearing body.
 The Provost or designee may not increase the level of the sanction.

**4) Appeals of Administrative Hearing Decisions**

- Appeals of administrative decisions in “less serious” cases follow the procedures outlined under “Appeals of Student Hearing Board Decisions” (see above).
- Appeals of administrative decisions in “more serious” cases follow the procedures outlined under “Appeals of Judicial Panel Decisions” (see above).

#### 5) **Continued Enrollment During Appeal**

- a. If the sanction 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. Where appropriate, the Vice President for Student Affairs may also restrict a student from parts of the campus or specific functions or activities during the appeal period.
- b. 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.

#### E) **Procedures for Victim Appeal**

- 1) Victim appeal decisions are made by an appointed panel of Appeals Committee members utilizing the same procedures prescribed for appeals of Judicial Panel decisions.
- 2) The Appeals Committee may decide one of the following:
  - The appeal is without merit. A decision of no merit in a victim appeal is a final action.
  - The appeal has merit. In those cases where a victim appeal is declared to have merit, the results of the first hearing will be void and a new hearing will be held using the method of adjudication originally selected.

#### F) **Notification and Access to Record**

- 1) 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 case administrator or the chair of the judicial committee whose decision is being appealed may also be invited to be present to respond to the appeal.
- 2) 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 part of the case file in the Office of the Dean of Students.

## VI. Sanctions

The sanctions listed below are categorized as primary and secondary. At least one primary sanction and any combination of primary and secondary sanctions may be imposed for any single violation. A due date will be given with any task and/or restitution penalty. All other sanctions are effective immediately upon completion of the appeal or appeal period, unless the Vice President for Student Affairs authorizes an exception. Students appealing a sanction of separation must comply with the restrictions noted in the Appeals section.

### Primary Sanctions

- **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 sanction of dismissal is permanently noted on the student's transcript.
- **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 or designee. The sanction of contingent dismissal is noted on the student's transcript but is removed if the student is reinstated to good standing at 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 or designee. 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 sanction of suspension is noted on the student's transcript but is removed once the period of suspension has been completed.
- **Probation with loss of privileges** – Continued enrollment but exclusion from participation in 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 will most likely result in the student's separation from the College.
- **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.
- **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 sanction. No student may receive more than two warnings in an academic year without more serious action being taken.

## Secondary Sanctions

- **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.
- **Educational requirements** – Requiring a student to complete a specific educational requirement directly related to the violation committed.
- **Task/service participation** – Requiring a student to participate in assigned tasks that are appropriate to the regulation violated or behavior displayed.
- **Restitution** – Requiring a student to reimburse the College, appropriate individual or organization for damage, personal injury, or misappropriation.

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

**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 55.

## VII. Records of Action 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 two weeks, and there shall be no reference to these proceedings in the student's official educational records.

Sanctions 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 sanctions 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 sanctions less than suspension is removed from the record following graduation except in those instances in the professional schools where the college is regulated by a licensing body to retain the information for professional certification/licensure.

## VIII. Special Regulations for Recognized Student Organizations

- A. **Accountability and Jurisdiction.** 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 College. 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 College 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 College 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, or for violations which occur off-campus if the conduct adversely affects the College community or its members.



## B. Procedures

- 1) In the case of alleged misconduct by a recognized organization, the charged party shall have the right to resolve a matter informally with a case administrator or to have a hearing with a case administrator or with the Judicial Panel. The same general procedures that apply to individual misconduct will be followed.

## C. Sanctions

The sanctions listed below are categorized as primary and secondary. At least one primary sanction and any combination of primary and secondary sanctions may be imposed for any single violation. A due date will be given with any task and/or restitution penalty. All other sanctions are effective immediately upon completion of the appeal or appeal period, unless the Vice President for Student Affairs authorizes an exception.

### Primary Sanctions

- **Termination** – Institutional recognition is removed. The organization is denied all of the privileges associated with College recognition including, but not limited to, the right to reserve space in College facilities or to use College property or resources, the right to receive student activity fee or other funding from College resources and the right to participate in or sponsor extracurricular or social activities on campus.
- **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.
- **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 violation of the terms of the probation will most likely result in a loss of recognition.
- **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.
- **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.

### Secondary Sanctions

- **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.
- **Educational requirements** – Requiring an organization to complete a specific educational requirement directly related to the violation committed.
- **Restitution** – Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.
- **Task Participation** – Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.

D. **Appeals.** See Section V of this document, which describes general procedures for appealing judicial actions.

# Honor System

*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 of men of honor. The students formed a small close 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.

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.

### **Section 1.1 Statement of Purpose**

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 attributed material is presented as if were the student's own work. In the absence of proof of the accused's intent, the hearing panel shall determine whether the amount of improperly attributed 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 proceed-

ings, 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.

### **Section 3.2 Duties of the Accused**

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) Graduate Student Association in Arts and Sciences, (3) the MBA Association in conjunction with the MAC Council in the Graduate School of Business, (4) the Graduate Students in Education Association in the Graduate School of Education, (5) the Student Bar

Association in the Law School, and (6) the VIMS Graduate Student Association in the School of Marine Science.

#### **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 given, report the violation to the appropriate Honor Council.

tion is received, personally accuse the student of a violation of the Honor Code and offer that student the option of, within twenty-four hours, resigning 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 resigned 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 a student chooses to resign from the College the student must certify in writing that he or she will never seek readmission or re-enroll to the program of study in which he or she was enrolled at the time of the alleged offense. 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 student'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.

### **Section 5.3 Determining Jurisdiction**

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 the 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, considering the impact of the delay on the integrity of the evidence and its availability to the accused. In determining jurisdiction, the council shall consider the effects that a lapse of time may have on the ability of the respective parties to proceed in an unprejudiced manner. This shall be determined at the same time as triviality.



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.

#### **Section 5.4 Investigations Of Alleged Honor Code Violations**

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 working 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 working 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. The sufficient evidence panel does not consider the guilt or innocence of the accused, but does consider the quality of evidence offered in support of the accusation. "Sufficient evidence," (1) supports and accusation, and in doing so, (2) presents a question that warrants 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 request 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 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 two full working days 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 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 no later than the end of the next full working day. 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 VI, Sanctions, of the Administration of Student Life Policies section 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 two full working days 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 working 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 the Students with the consent of the accused, to the Appeals Committee by filing a written notice of appeal and 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 work 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 work weeks (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 work 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 on appeal is final and no further proceedings or appeal shall occur.

## **SECTION 8: AMENDMENTS**

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.

## Housing Contract

*The student's signature on the Residence Life Housing Agreement indicates that the student agrees to and accepts the following terms and conditions:*

This is a legally binding contract and is specific to the room indicated on the Residence Hall 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, a parent 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.

### College Regulations

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, Assistant Dean of Students for Judicial Affairs, 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, Resident Assistants and Program Advocates) 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 a warning to the resident 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. Students removed from the residence halls for violations of the Contract will still be held to the financial obligations for the Contract period (Fall and Spring). 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.

### Checking into a Room

**Room Key** - Each resident will receive a room key and, where applicable, a front door key or the combination to their front door lock. I.D. 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/she should verify the accuracy of the check-in portion of the RCR. 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 within 48 hours of occupancy. After 48 hours, absent the documentation that this form provides, the resident may be held financially responsible for damages or loss to the assigned space, including those damages or losses the resident may claim were present at check-in.

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

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

### **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 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 RCR. 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 Residence Life Office.

**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 RCR.

**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, separates from the College or after the residence halls close in the Spring. A room-cleaning charge will be assessed against any student who fails to remove his/her items of personal property within 48 hours of withdrawal or separation.

### **Contract Period**

The term of this Contract is for both Fall 2003 and Spring 2004 semesters until 48 hours after completion of a resident's last regularly scheduled exam for non-graduating students and 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 current marriage certificate is required for verification); (2) is accepted in a William and Mary approved Domestic or 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); or (6) is released by the

Contract Release Committee. Refunds will follow the policies set forth in the Undergraduate Program Catalog 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, e-mail and/or regular mail of the Committee's decision. The decision of the Contract Release Committee is final.

**Special Interest House Allocation** - In the event a group loses its Special Interest House allocation, the Office of Residence Life reserves the right to reassign individuals to alternative spaces. If loss of Special Interest Housing for the succeeding year occurs after individual Housing Contracts are signed but prior to the annual lottery process, the individual Housing Contract will be canceled so that students will have the option of selecting a room in the lottery process.

## Damage/Loss Charges

**Room Damage/Loss** - The resident (and roommate(s) where assigned) is responsible for damages to his/her room, as well as damage and/or loss to the furnishings and fixtures the College has provided. 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 the resident is 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 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 another roommate's claim of wrongdoing. Students should assure that all windows and doors to the room are locked and secured before their final departure at check-out.

**Common Area Damage/Loss** - It is understood that the residents are responsible for any damage or loss caused or non-routine cleaning or trash removal required 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. Common Area Charges that are assigned by the Hall/Apartments Councils will be collected directly by Hall/Apartments Council representatives prior to the end of the semester. Residents are expected to provide payment to the Hall/Apartments Council representative. If at the end of the year charges assigned by the Hall/Apartments Council have not been paid, Residence Life will bill the student directly with the addition of a \$15.00 administrative charge. 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.



## **Eligibility**

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

All freshmen students are required to live in College housing. Freshmen student status, as defined by this policy is first-time, full-time college student status for two semesters (i.e., no full-time college experience after high school).

Exceptions to the freshmen residency requirement may be made for:

- (1) freshmen who commute daily within a 30-mile radius from the homes of their parents or legal guardians;
- (2) freshmen who are 21 years of age or older; or
- (3) married freshmen.

Freshmen who transfer to William and Mary before completing two full-time semesters at another college or university will be eligible to reside in campus housing, provided they have been admitted and a housing application is received in the Residence Life Office by May 1 for the Fall semester and December 1 for the Spring semester.

The movement of a first year student assigned to a first year student residence to an upper-level residence or off-campus is not permitted. The same policy applies to upper-level students requesting a move to first year student buildings.

## **Extermination**

Residents must take care in keeping their own rooms clean 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.

## **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 recycling container per room. Other furnishings will vary according to the individual residence hall. College furniture may not be removed from a resident's room or apartment and should not be switched between rooms or with lounge furniture. 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 mate(s) on each occasion. Extended visits are not permitted, nor is co-habitation (residency with someone other than the 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. 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 College approved 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. Visible violations of College policy will result 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 occupant.
- (5) All vacancies must be prepared for new occupants for the Spring semester. Judicial action and/or cleaning charges may be imposed on a resident if his/her room is not ready for a new occupant.
- (6) 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 recommended 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/ 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 the Facilities Management web site ([www.wm.edu/facilities/](http://www.wm.edu/facilities/)). If the repair is not made within a reasonable amount of time, a second 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 whether a rebate is granted may be appealed to the Residence Hall Association (RHA) Appeals Board. Once a rebate has been granted, the amount of the rebate may not be appealed.

## 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, crock pots, dead-bolt locks, explosives, firearms, fireworks, gasoline and other combustible liquids, hot pots 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, electric skillets/woks and other portable electric cooking devices.

## **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: (1) the occupancy level of the room changes or (2) 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. Room rates will be prorated on a daily basis for students acquiring on-campus housing more than two weeks after the first day of occupancy.

## **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 date the resident officially checks out of the room with the required paperwork completed by a Residence Life staff member. Residents who are required to withdraw by the College because of a failure to meet obligations under the Housing Contract or for other reasons, who are removed from the residences, or who, while remaining enrolled at the College, move out of the residence halls are financially obligated for the remainder of the semester.

## **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 for Administration.

**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 Wednesday, December 3. The last day to request a room change for the Spring semester is Wednesday, March 17. Room change requests beyond these ending dates must be approved by the Assistant Director for Administration.

## **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 and the student's College account is current. 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 for Administration 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. Failure to pay the deposit by the stated deadline will make the student ineligible to participate in the housing lottery. Please note that payment of the deposit is the responsibility of the student. Bills and reminders concerning the Room Reservation Deposit are not sent to parents.

**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 (February 13, 2004 for participation in the 2004-2005 Room Selection Process) 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 transfers (must submit copy to Residence Life Office of acceptance letter), gets married (a copy of the current marriage certificate is required for verification), is academically dropped, is selected to participate in an approved Semester Study Away program, is unable to enroll due to illness, or is 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, married or will be participating in an approved Semester Study Away program. 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/Returning/New 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 I.D. card key or other security system is provided in the residence halls for the protection of the residents. While the College is in session, the exterior doors to the residence halls will be controlled to restrict access to residents and guests. Access to residences by non-residents may be restricted to 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**

- (1) Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the College.
- (2) Appliances, lamps and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
- (3) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Lamp shades must also meet manufacturer specifications for the specific fixture.
- (4) Electrical cords or other communication cables may not be installed under carpets, hung over nails or run through doorways and windows.
- (5) Multi-plug adapters, cube adapters, and unfused plug strips are not allowed in residence halls.
- (6) Grounded relocatable power taps or "surge protector strips" with heavy duty cords will be the only allowable receptacle extensions from wall outlets. Each power tap will be connected directly into a wall receptacle and they shall not be plugged into one another.
- (7) Extension cords and flexible cords shall not be used as permanent wiring. If an extension cord is used, it must be personally supervised, used for only one small item, and immediately unplugged and removed when that item is not in use. No extension cord will be affixed to any structure.
- (8) No power cord, of any type, shall be extended through walls, ceilings or floors, or under doors or floor coverings, nor shall any cord be subject to environmental damage or physical impact.
- (9) Any cord that has physical damage or splicing must immediately be removed from service and removed from residence halls.

## **Fire Safety**

- (1) OPEN FLAMES (from any source) and burning materials of any kind other than smoking materials (cigarettes, cigars, etc.) are absolutely prohibited in the residence halls.
- (2) 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.
- (3) Additional wall coverings (e.g. paneling, wallpaper, etc.) cannot be installed by occupants.
- (4) 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.
- (5) Window decorations other than college furnished shades, drapes or blinds may be used but must carry a recognized fire rating and be constructed of fire retardant material.
- (6) Living areas must be kept uncluttered and access to the doors clear. Hallways and stairways must remain clear and unobstructed.

## **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 Residence Life. All stored items must be in stackable containers labeled with name, residence hall address and date of pickup. Refrigerators, bicycles and lofts may be stored but loft frames 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, mattresses, 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 may be charged for the removal of such items.

### **Subletting**

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

### **Vacancies**

Residence Life 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, Residence Life reserves the right to fill the vacancy. If spaces are not needed after October 15 (Fall) or March 1 (Spring), the resident may request to continue to live in the room at an increased rate for the balance of the semester and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to 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. In addition, only selected buildings are open for the Thanksgiving Break (Cabell, Graduate Complex, Lodges, Ludwell, Nicholas, Reves, Tazewell and all Fraternity and Sorority Houses). Students are encouraged to plan ahead and make alternate arrangements during this time (Noon on Wednesday, November 26 through 9:00 a.m. on Sunday, November 30).

### **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 and 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.

## Residence Life Policies

### Air Conditioners

- (1) Room air conditioners are not permitted unless a medical exemption is provided by the King Student Health Center to the Residence Life Office prior to installation. Students should ask their physician to provide the King Student Health Center with medical documentation of need for air conditioning, which must include the medications a student is currently taking.
- (2) Students must provide their own air conditioning unit, which must either be installed or inspected by staff from Facilities Management. Requests to schedule installation/removal of air conditioning units must be submitted in writing.
- (3) Only one air conditioner is allowed per student room. Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.
- (4) Failure to remove unapproved units may result in College judicial action.
- (5) Air conditioners are not permitted in the first floor of student rooms in Sorority Houses due to the presence of security screens.
- (6) Window size restrictions: Approximate heights of windows in Botetourt Complex are 17 inches, Randolph Complex window height is 20 inches and Fraternity Complex windows are non-standard sizes.

### Animals/Pets

To preserve the health and safety of the residents, only fish in bowls or aquariums (no larger than 20 gallons) and service animals are permissible in student rooms or student apartments. In addition, since the College of William and Mary presumes that non-human life has its own intrinsic value, it calls on its students to refrain from activities which might prove needlessly harmful or wantonly cruel to animals.

### Appliances

The College's residence halls are of varying design and construction type. The College reserves the right to impose reasonable requirements with respect to the type and use of appliances, equipment and other items students bring into the residence halls. Residents are strongly urged to use appliances that are Energy Star compliant. (See Prohibited Items in Housing Contract Terms and Conditions.)

**Refrigerators** - Refrigerators no larger than 4 cubic feet and no more than 1.6 amps are permitted in residence hall rooms. All room refrigerators must be defrosted and unplugged over the Semester Break.

**Microwave Ovens** - Microwave ovens (without convection oven options) are permitted in residence hall rooms.

**Other Approved Appliances** - Hot air popcorn poppers and Underwriters Laboratory (UL) listed and thermostatically controlled hot pots are permitted.

**Appliance in Apartments** - Apartments are furnished with refrigerators and stove/oven units. Apartment units with kitchens may be furnished with other kitchen appliances.

### Decorations Policy

Residents interested in decorating rooms, hallways and common areas must adhere to the following policies:

- (1) Smoke detectors, sprinklers, fire alarms and light fixtures must remain uncovered. Do not drape or attach decorations to these items.
- (2) Decorations must not obstruct hallways, fire exits, exit signs and access to fire safety equipment.
- (3) Free-standing or table top decorations are permitted. No tape, tacks, nails, staples or other adhesives can be used to attach decorations to walls, ceilings and doors

(including room doors). Decorations may be applied to bulletin boards as long as they comply with the other policies listed here.

- (4) All light bulbs and light strings generate enough heat to ignite paper and cloth. Make sure they don't come into contact with anything flammable.
- (5) All lighting to decorate trees or rooms must be U.L. approved. The use of string lights in public areas is prohibited unless they are being used on a tree or they are battery powered. Avoid the use of extension cords and do not overload outlets. Use only 2 strings per outlet. No crimping of cords may occur, do not run cords under doorways or windows.
- (6) Do not leave lights turned on when the area is unattended.
- (7) Use of live garland, greenery, wreaths, leaves, twigs, bamboo, branches, hay or sand as decoration is prohibited. Floors must not be covered with any material other than carpet or rugs.
- (8) Natural and artificial trees are permitted in residence hall lounges, lobbies or living room areas. Natural trees must be treated with fire retardant and placed in containers to which water can easily be added; designate someone to check trees to assure that there is sufficient water. Trees should be placed away from radiators, pipes, vents and other sources of heat.
- (9) All decorations must be removed after the specific function or, in the case of holidays, prior to residence halls closing for semester break. Decorations left during the semester break will be removed and discarded and the hall/group responsible for the decorations may be billed.

### **Discrimination Clause**

Room and roommate assignments are made without regard to race, creed, religion, national origin, political belief, sexual orientation, disability, Vietnam veteran status and all other categories ensured by the Commonwealth and by federal law.

### **Lockouts**

Students locked out of their room should contact a hall staff member for admittance to the room. Students must provide proof of residency (student I.D. number). Students will only be admitted to their assigned rooms. A 7-day loan key is available at the Duty Office if the key is temporarily misplaced. Keys to individual rooms are not available in the Residence Life central office.

### **Lofts**

Residents may construct lofts in their rooms. The following rules and regulations will be adhered to concerning construction, use and disassembly of lofts in residence halls:

1. A loft is defined as a free standing platform intended to provide a sleeping surface only. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed.
2. Before constructing a loft, a resident must read and sign a "Waiver of Liability" available in area Duty Offices.
3. While the loft is being constructed or dismantled, hallways, doors or window areas must not be blocked with lumber, furniture, fixtures, etc. Doors and windows must never be obstructed.
4. Construction Guidelines:
  - (A) Lofts must be free-standing. Bolts, nails, chains, etc. cannot be sunken, attached or adhered in any way to the walls, floors and/or ceilings to support the loft.
  - (B) Desks, dressers, wardrobes, etc. must not be used to support the loft.
  - (C) All wood should be treated with a fire retardant substance. This includes pressure treated lumber as well as any fire retardant coating available at any hardware store.



- (D) Lofts must not be larger than 90" x 48". Lofts must also be constructed in such a way as to allow 36" clearance between the top of the mattress and an 8' or 9' ceiling. In rooms with ceilings over 9', bunk beds or lofts may not exceed 7' in height.
  - (E) In a room with more than one loft, no more than two lofts may be attached to each other to increase structural integrity. Lofts may NOT be attached for the purpose of adding a second room level.
  - (F) Lofts must be located and constructed in such a way that they do not interfere with access to windows, air conditioning, heating or plumbing units, smoke detectors or other items requiring periodic maintenance and do not interfere with or obstruct egress from the room in case of emergency.
  - (G) Attached room fixtures (ceiling tiles, lights, electrical outlets or switches, air conditioning/heating covers, smoke detectors, shades, etc.) must not be removed or relocated as a result of loft construction, use or disassembly.
  - (H) A ladder must be permanently attached to the loft and should be used for mounting and dismantling the loft.
5. Residents of the room assume responsibility for any damages resulting from any cutting, sawing, painting or staining done in the residence halls.
  6. College beds, mattresses, desks, dressers, chairs, etc. must not be removed from the room.
  7. Lofts must be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year or upon final check-out at the end of the fall or spring semester. At that time, the room should conform to the original room condition with all furniture assembled as it was upon check-in. Failure to dismantle and remove all materials or re-assemble college furnishings will result in assessment of labor and replacement costs to residents of the room.
  8. In the case of a midsemester or midyear check-out or room change, lofts belonging to the resident leaving the room may be left standing only if the new occupant of the room agrees to accept the loft and provides the Area Director with a signed "Waiver of Liability" form.
  9. Lofts are subject to periodic inspection by the staff from Facilities Management for compliance with the aforementioned guidelines. Residents whose lofts do not meet these guidelines will be required to modify or replace their loft.
  10. The following tips can assist in the safe use of lofts:
    - (A) Tighten all bolts regularly.
    - (B) Bed rails should be provided to help prevent falls.
    - (C) Do not decorate lofts with flammable materials. Electrical appliances should be kept and used away from the loft.
    - (D) Clip-on reading lights should be mounted at least 24" away from the mattress or pillow. This has been a common cause of room fires in the past at the College.

### **Painting Rooms**

Student rooms are painted on a rotating schedule administered by the Residence Life Office. Students may only paint their room as follows:

- (1) The Residence Life Office will provide semi-gloss latex, off-white paint for walls.
- (2) Brushes, rollers, drop cloths, etc. will be provided by the resident.
- (3) Students who elect to paint their rooms must comply with the provisions detailed on the Residence Life Paint Request Form available in the Residence Life Office (212 Campus Center) or be subject to a charge for repainting the room.

### **Quiet Hours**

Under the policy of Self-Determination, quiet hours are determined by each community and approved by the Residence Hall Council.

## **Self-Determination**

### **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 and 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; and
- (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 clearly outline 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 proceeding 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. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of access or 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.
  - (c) In the event that a student fails to follow established guidelines of an individual hall/unit Community Agreement, the Residence Hall Council has the authority to levy charges against the responsible party.
- (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.

### **Smoking**

Residents who live on a smoke-free hall, and their guests, agree to refrain from smoking at any time they are physically present on the hall, including in private residence rooms. If a resident or his/her guest violates this provision, the resident will receive one written warning issued by an Area Director. A second violation will result in the resident being reassigned to another space on campus as determined by the Residence Life Office. A student reassigned as a result of a second violation will not be released from the Housing Agreement

### **Substance-Free**

Residents who live on a substance-free hall, and their guests, agree to refrain from smoking, using any tobacco product, or consuming any alcoholic beverages at any time they are physically present on the floor, including in private residence rooms. If a resident or his/her guest violates this provision, the resident will receive one written warning issued by the Area Director. A second violation will result in the resident being reassigned to another space on campus as determined by the Residence Life Office. Any such reassignment does not release the resident from the Housing Agreement.

## APPENDIX I

### Events Where Alcoholic Beverages Are Served

#### A. 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 limited to 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 Assistant Vice President for Student Affairs.

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

- Prior written approval from the Assistant Vice President for Student Affairs is required.
- Announcement of the event may be by personal invitation only; advertising of the event is not permitted. Advertising includes, but is not limited to, ads, posters, flyers, or electronic messages.
- 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 Assistant Vice President for Student Affairs.

#### All Events

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 Events** - 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 pm 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 Assistant Vice President for Student Affairs. 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 of each semester, including the first weekend in the Fall 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 Assistant Vice President for Student Affairs.

**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 Assistant Vice President for Student Affairs. 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 alterna-

tive non-alcoholic beverages and food may result in termination, 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 noon on the day of the function or no later than 12 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 Assistant Vice President for Student Affairs.
- A maximum of 400 individuals may be included on a guest list for an approved scheduled event. Approval to exceed the maximum 400 person limit must be obtained in advance of the event from the Assistant Vice President for Student Affairs.
- 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 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 pm Monday through Friday and 12 noon on Saturday and Sunday unless written permission is granted by the Assistant Vice President for Student Affairs.

- 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 am unless prior written permission has been granted by the Assistant Vice President for Student Affairs.
- 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 pm on weekdays or 12 noon on weekends or after 12:30 am, and the function must end at 1 am unless the Assistant Vice President for Student Affairs has granted prior written permission. Outdoor events with amplified music must end at dusk.

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

Except in the case of Campus-wide Events, a minimum of one Event Manager and one Server are required for every event (with the exception of events with fewer than 25 guests where the Event Manager may also serve as the Server). Additional Event 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 50 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 Event Management staff must be sober (have refrained from consuming any alcohol).

**Event Managers:**

- are responsible for supervising the serving and sale of alcohol.
- are responsible for designating the Event Management Staff for the event and for ensuring that they carry out all responsibilities of the Event 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 at a TIPS Training 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.
- must be sober (have refrained from consuming any alcohol).

**B. Serving of Alcoholic Beverages**

- When 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 or on College owned or controlled facilities or grounds. This includes outdoor functions.



- Alcoholic beverages may not be served or consumed in academic buildings without the prior written approval of the Department Chair and the Assistant Vice President for Student Affairs. Alcoholic beverages may not be served or consumed in the arena area (including the stands) of William and Mary Hall, in Zable Stadium, in any area of the Student Recreation Center, or on any athletic or intramural field without prior written approval by the Assistant Vice President for Student Affairs 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.

### C. Third Party Vendors

Third party vendor service may be used in place of Event Management Staff (Event 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.

### D. Advertising

- Advertising means publicity that promotes attendance at an event. It includes, but is not limited to, ads, posters, flyers or electronic messages.
- Advertising for private functions is not permitted.
- Advertising for campus-wide events, banquets or events with a 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 are required for entry into the event.
- Terms or illustrations descriptive of alcoholic beverages or which encourage or promote the consumption of alcoholic beverages (including but not limited to "cocktails", "happy hours", "beverages") are prohibited.

### E. Security

The Assistant Vice President for Student Affairs may require professional security personnel to be present for any event that involves the serving or sale of alcoholic beverages. The Assistant Vice President for Student Affairs 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 Matoaka shelter and/or amphitheater.

### F. 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, including for example, participation in an education program at the students' expense.

**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. Each student, organization and sponsor is responsible for becoming informed and observing the law. Permission by the College of William and Mary to conduct any activity covered by these rules shall not release the student, organization or sponsor from responsibility under 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.**

## Appendix II Policy Notice Regarding Alcohol and Other Drug Use

### I. POLICY NOTICE REGARDING ALCOHOL AND OTHER DRUG USE

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 other drug use, 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's *Statement of Rights and Responsibilities*. That freedom exists within the context of local, State and Federal law and the obligations imposed by College regulations. The *Student Handbook* is the official document describing College policy for student behavior, the student discipline system of the College of William and Mary, and sanctions for violation of College policy.

- The College of William and Mary clearly prohibits the use and distribution of illicit drugs and the abuse of alcohol.
- Violations of local, State, or Federal law also constitute violation of College regulations.
- When a student is charged with a violation of law, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action. Behavior off-campus is subject to disciplinary action.

#### Alcohol Policy and Sanctions

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. The penalty for violation of this regulation shall range from warning to dismissal.

#### Drug Policy and Sanctions

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

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

- Manufacturing or providing drugs to others is prohibited. The penalty for violation of this regulation shall range from disciplinary probation to dismissal from the College.
- Possession or consumption of drugs is also prohibited. Possession of drug paraphernalia is prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

#### Sanctions for Students under the College Discipline System

Violations of College policy by students are addressed through the Judicial System or the Honor Council as appropriate.

When a student is found responsible for violating College regulations, the following sanctions may be levied individually or in combination with other sanctions:

Warning, (which may be written or oral); loss or restriction of privileges; restitution; task participation (including for example, service to the community and/or participation in a educational program, often called "OCTAA", for On Campus Talking About Alcohol); disciplinary

probation; probation with loss of privileges; suspension; contingent dismissal and 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 provisions governing the possession, use and consumption of alcoholic beverages. The Act applies to all students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, and sanctions for violations, are summarized below:

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

### Controlled Substances and Illicit Drugs

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the *Code of Virginia* (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.

4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled 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 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.

### III. RISKS

The College of William and Mary is dedicated to the education of students and employees about 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 are associated with increased 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, memorize and perform academically, sometimes for weeks after the drinking occurrence. 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 often have irreversible physical abnormalities and mental retardation. Research indicates that children of alcoholic parents have a greater risk of becoming alcoholics.

#### **IV. AREA RESOURCES RELATED TO SUBSTANCE ABUSE**

Students in the College community have access to several sources of assistance for substance abuse problems.

##### **Campus Educational and Consultation Resources**

- **Substance Abuse Education**—interactive group, individual and classroom education. (221-3631)
- **Substance Abuse Educator**—assessment, counseling, and education regarding the health effects of substance abuse for individuals and groups, as well as referrals to appropriate campus and community services. (221-3631)
- **Resource Center**—the F.I.S.H. Bowl (Free Information on Student Health) has books, videos, CD Roms, computer tests, journals and research for students and faculty on substance abuse, sexual assault, wellness, relationships, and more. (221-3631)
- **Office of Health Education**—innovative programming for students and groups. (221-2195)
- **Counseling Center**—limited assessment, counseling, and referral services for drug and alcohol related problems. (221-3620)

##### **Off Campus 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. (Telephone assistance and meeting information: 595-1212)
- **Al-Anon**—families and friends of alcoholics receive help through this fellowship which explores the Twelve Steps and the experiences of others. (Telephone assistance and meeting information: 875-9429)
- **Narcotics Anonymous**—individuals addicted to drugs may obtain help through this group. It offers a fellowship with other recovering addicts who help each other remain abstinent. (Telephone assistance and meeting information: 875-9314)
- **Marijuana Anonymous**— individuals dependent on marijuana may obtain help and support for abstinence. (Meeting information: 259-6164)

##### **Off Campus Community Resources**

Mental health services are generally covered by student's health insurance plan.

- **Colonial Service Board's Substance Abuse Unit**—outpatient education and therapy for individuals, families and groups, with referral to inpatient services if needed. (220-3200)
- **Williamsburg Place, Substance Abuse Treatment Center for Adults**— licensed by State of Virginia (JCAHO approved); outpatient treatment with a residential component. (565-0106 or 1-800-582-6066)
- **Williamsburg Community Hospital, Substance Abuse Unit**—outpatient individual and group treatment for alcohol, nicotine and other drugs. (259-6164)



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