



UNIVERSITY OF
MARY WASHINGTON
COLLEGE OF BUSINESS

GRADUATE STUDENT HANDBOOK

2011-12

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ABOUT UMW

UNIVERSITY OF MARY WASHINGTON *Mission Statement*

The University of Mary Washington is one of Virginia's outstanding public liberal arts universities, providing a superior education that inspires and enables our students to make positive changes in the world.

The University is a place where faculty, students, and staff share in the creation and exploration of knowledge through freedom of inquiry, personal responsibility, and service. UMW offers a wide range of undergraduate, graduate, and professional programs, with opportunities for students to engage in disciplinary and interdisciplinary studies, to conduct research, to integrate and apply their knowledge within broad educational experiences, to develop their professional interests, and practice the habits of mind necessary for life-long learning.

UMW's size, dedicated faculty, and historical commitment to fine teaching create an institutional culture where both undergraduate and graduate students benefit from strong connections with their faculty and multiple opportunities for active learning.

Located in Fredericksburg, between our nation's capital and the capital of the Commonwealth of Virginia, the University of Mary Washington is a nexus for engagement among diverse communities and is dedicated to improving the regional quality of life.

We fulfill our mission by immersing students, faculty, and staff in local, regional, national, and international communities, and by inculcating the values of honor and integrity. UMW graduates are models of adaptive learning, personal achievement, responsible leadership, service to others, and engaged citizenship in a global and diverse society.

– *Approved by the University of Mary Washington
Rector and Board of Visitors, November 20, 2009*

COLLEGE OF BUSINESS *Mission Statement*

The University of Mary Washington College of Business delivers undergraduate and graduate degree programs providing a distinctive blend of opportunities for learning, scholarship, and professional development that meets the needs of a diverse student population.

The mission is supported by:

- An undergraduate curriculum based upon a traditional liberal arts foundation emphasizing business fundamentals, ethics, critical thinking, and communication while incorporating new technologies and an awareness of the global marketplace.
- A graduate curriculum based on ethical decision-making, critical thinking, research design and data analysis, technological proficiency, communication expertise, national and global business perspectives designed to produce creative leaders;
- A faculty with extensive business experience and academic credentials, committed to excellence in teaching, research and scholarship contributing to knowledge in their disciplines, and service to the regional business community.

STATEMENT OF *Nondiscrimination*

UMW is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. UMW does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex (except in housing), or age in admitting and housing students, awarding grades, or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at UMW will uphold these ideals of equality.

STATEMENT OF COMMUNITY *Values*

The University of Mary Washington is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual. We hold among our foremost common values:

- The importance of personal integrity as reflected in adherence to the Honor Code
- The right of every individual to be treated with dignity and respect at all times
- The appreciation of and respect for diversity in our community and adherence to the University's Principles on Diversity and Inclusion and the University's Statement of Nondiscrimination
- The freedom of intellectual inquiry in the pursuit of truth

We accept responsibility to help create the environment we strive to achieve. We will live up to these values and work to support our collective and individual successes.

As members of the University community, we will not condone behavior that compromises or threatens these values.

– Revised by the Board of Visitors,
University of Mary Washington, February 19, 2011

COMMUNITY *Standards*

Students at the University of Mary Washington have a right to a community that is conducive to academic success, personal growth, and safety. By providing expectations for appropriate and responsible behavior (the Code of Conduct), and by having mechanisms in place to respond when the community's standards may have been violated, UMW seeks to maintain a balance between the rights of individual community members and the rights of the community as a whole.

UMW's Code of Conduct is described in detail at www.umw.edu/judicialaffairs/system/code_conduct111.php. Listed below are highlights from the code, and other community standards important to life and learning at UMW.

- ***UMW students are expected to uphold a community that does not tolerate any discriminatory act, causing an intimidating or hostile environment, that is based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, or age.***

OVERVIEW

"Freedom of thought and expression is essential to any institution of higher learning. Universities and colleges exist not only to transmit knowledge. Equally, they interpret, explore, and expand that knowledge testing the old and proposing the new. This mission guides learning outside the classroom quite as much as in class, and often inspires vigorous debate on those social, economic, and political issues that may arouse the strongest passions. In the process, views will be expressed that may seem to many wrong, distasteful or offensive. Such is the nature of the freedom to sift and winnow ideas." (On Freedom of Expression and Campus Speech Codes, statement approved by the AAAUP Committee A on Academic Freedom and Tenure in 1992 and adopted by the Council in November 1994).

WHAT IS A BIAS OFFENSE?

A bias offense is any act that is based on actual or perceived race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age that creates an intimidating and/or hostile educational, living, or working environment by unreasonably and substantially interfering with an individual's or group's safety, security, work, or academic performance. Acts include language and/or behaviors. Bias offenses may result in serious sanctions or disciplinary action.

WHAT SHOULD BE DONE IF A BIAS OFFENSE OCCURS?

1. Report the alleged offense as soon as possible to the University Police on the Fredericksburg campus. On the Stafford campus, report the incident to the police officer or security personnel on duty.
2. If possible, do not touch or disturb any physical evidence related to the offense. Police/security will document what happened, including where and when the incident occurred.
3. Police/security will conduct independent investigations for violations of criminal law. After the police have collected evidence, the appropriate university personnel will remove such remnants as graffiti and/or they will repair any damage to university property.
4. Complete the university's Bias Incident Response Form at www.umw.edu/bias/report/form.
 - a. UMW urges all members of the university community to promptly report all bias offenses using this form.
 - b. Only UMW students, faculty, and staff with a valid UMW network user ID and password may use this form.
 - c. A PDF version of this form is available for download and/or print and can be submitted to the AA/EEO Officer in the Office of Human Resources in Fairfax House.
 - d. Knowingly falsifying a report is a violation of this policy and the Honor Code, which may result in disciplinary action under university policy.
5. The report will be reviewed and followed up on promptly by a designated staff member, who will contact the reporting person (if the information is provided) to explore a plan for resolution and provide information about related university policies, procedures, and services. Reports and follow ups will be treated confidentially and shared only as needed. Bias incident data will be used to develop community educational and outreach programs.

UMW's Bias and Incident Reporting Policy is also located at www.umw.edu/bias.

- ***Violence, threats, intimidation, or harassment are not tolerated at UMW.***

Regardless of whether it is sexual or non-sexual in nature, violence, threats, intimidation, pranks, or any actions which interfere with the rights of any member of the University community, or any guest of the community, are prohibited.



OFFICIAL SEAL

University of Mary Washington



The official seal of the University of Mary Washington reflects its founding year, 1908, and the UMW motto, "Pro Deo Domo Patria," which translated, means For God, Home, and Country. The open book is symbolic of the importance of academic quality at the institution. Use of the seal is reserved for graduation insignia and other formal, ceremonial occasions.

USE OF THE *Mary* Washington Name, Logo, and Seal

No person or entity may use the name "Mary Washington College," "College of Education," "College of Business," or "University of Mary Washington" or the logo, seal, or mascot symbol as part of its title, name, or designation, or in the title or name of any publication or for advertising purposes of items or goods or on a bank account without prior written approval from the Office of Publications, 540/654-1686, www.umw.edu/design, which is located in Eagle Village.

UNIVERSITY *Colors*

Navy Blue, Gray, and White



UNIVERSITY *Mascot*

Eagle



UMW STAFFORD CAMPUS

Hours of Operation and Administrative Offices

GENERAL HOURS OF OPERATION

Buildings Open	Monday to Friday	8 a.m. to 10 p.m.
	Saturday	8 a.m. to 5 p.m.
Front Desk – (South Building) 540/286-8000; FAX: 540/286-8011	Monday, Tuesday, Thursday	8 a.m. to 6:30 p.m.
	Wednesday, Friday	8 a.m. to 6 p.m.

ADMINISTRATIVE OFFICES

Admissions – 540/286-8088; FAX: 540/286-8085	Monday to Thursday	8:30 a.m. to 6 p.m.
	Friday	8:30 a.m. to 5 p.m.
	Saturday	CLOSED
Advising – 540/286-8030; FAX: 540/286-8005	Tuesday, Wednesday, Thursday	9 a.m. to 6 p.m.
	Monday and Friday	8:30 a.m. to 5 p.m.
	Saturday	CLOSED
Career Services – 540/654-1022	Stafford campus by appointment	
College of Business – 540/286-8024	Monday to Friday	9 a.m. to 6 p.m.
Library – 540/286-8025	Monday to Thursday	1 p.m. to 9 p.m.
	Friday	1 p.m. to 7 p.m.
	Saturday	9 a.m. to 3 p.m.
Student Accounts 540/286-8058	Monday to Friday	1 p.m. to 6 p.m.
Technology Support (UMW Help Desk) 540/654-2255	Monday to Sunday	24 hours
Writing Center	Monday to Thursday	4 p.m. to 8 p.m.

UMW ALERT *System*

The UMW Alert Network at alert.umw.edu allows UMW community members to register their email, cell phone, pager, or Blackberry to receive information from UMW in an emergency. UMW Alert will provide updates, instructions on where to go, what to do, what not to do, who to contact, and other important information. UMW also uses an outdoor warning system to alert campus members of any situation warranting movement to a safe indoor location.

UMW provides blue light phones outdoors and red telephones indoors to be used for emergency assistance. Emergency assistance from University Police can be received by calling 540/654-4444.

EMERGENCY CLOSING INFORMATION

UMW Stafford Campus

EMERGENCY CLOSING

On occasion, inclement weather requires a change in the University's operating hours. In the event of a delayed opening or class cancellation, the UMW Office of News and Public Information is responsible for communicating this information to the University and the community through the UMW Information Hotline and the media.

INFORMATION HOTLINE

The University of Mary Washington Information Hotline can be accessed 24 hours a day by calling 540/654-2424. The Hotline, which is maintained by the Office of News and Public Information, provides callers with recorded information concerning weather-related campus closings, delays, or cancellations of classes or events.

If weather conditions dictate a change in the university schedule, the Vice President for Administration and Finance will make a decision and the Office of News and Public Information will post it on the Information Hotline by 6 a.m. on the date of the closing/delayed opening. A decision about evening class changes will be made by 3 p.m. on the date of the early closing or canceled classes.

Fredericksburg.com allows organizations to post inclement weather closings/delays at <http://fredericksburg.com/gtl/closings>. The information also is posted at www.umw.edu.

Notice of weather closings/delays is also provided to the following radio and television stations:

Radio

Fredericksburg: WFLS 93.3-FM, WYSK 1350-AM, WWUZ 96.9-FM, WFVA 1230-AM, WBQB 101.5-FM, WGRQ 95.9-FM

Richmond: WRVA 1140-AM, WRVQ 94.5-FM, WCVE 88.9-FM

Northern Virginia: WTOP 1500-AM, 107.7-FM, WAVA 105.1-FM

Television

Richmond: WWBT-TV 12, WTVR-TV 6, WRIC-TV 8

Northern Virginia/DC: WJLA-TV 7, WTTG-FOX 5, WRC-TV 4, WUSA-TV 9

Students and others living outside the Fredericksburg area who have difficulty receiving one of these stations should call the "Information Hotline" at 540/654-2424.



ADMISSIONS

Admission and Enrollment policy

ADMISSION TO GRADUATE PROGRAMS

The Office of Admissions is the primary point of contact for prospective students interested in all graduate programs. The admissions office has locations on both the Fredericksburg and the Stafford campuses. Prospective students should contact the admissions office to schedule individual interviews, attend information sessions, or request application materials. New students and students seeking readmission after an absence of three or more consecutive semesters must apply through the admissions office. For more information, visit www.umw.edu/admissions or call 540/286-8088.

ADMISSION REQUIREMENTS FOR THE MBA, MSMIS, AND DUAL DEGREE PROGRAMS

Admission is based upon a variety of factors including: academic achievements, professional work experience, professional goals, standardized tests, and professional recommendations.

The following are admission requirements:

1. A completed application;
2. An earned baccalaureate degree from a regionally-accredited college or university;
3. Official transcripts for all completed undergraduate and graduate course work;
4. A résumé outlining experiences and education including, preferably, at least two years of full-time professional or technical work experience;
5. Two professional or academic recommendations (three for the MSMIS and dual degree programs);
6. A statement of professional goals and how the degree will help achieve them;
7. Official GMAT or GRE scores (LSAT or MCAT scores are also accepted); and
8. Submit proof of English language proficiency if the student's native language is not English.

REENROLLMENT, READMISSION, DEFERMENT

Students who do not enroll for three consecutive semesters must apply for readmission through the Office of Admissions. Students who are readmitted are subject to the degree requirements in effect at the time of readmission.

All degree-seeking students in good academic standing who enroll each semester, without interruption, are considered continuing students. Students maintain reenrollment status by completing advance registration each semester.

Upon admission to the College, students may defer enrollment for up to one academic year by making a formal request to the Office of Admissions. Deferrals may be denied based on the needs of the class.

MBA, MSMIS, AND DUAL DEGREE REQUIREMENTS

Successful completion of all required foundation courses or their equivalents, core courses, and elective courses with a cumulative grade-point average of 3.0 or higher is required to meet degree requirements. All required course work must be completed within six years of matriculation into the program.

FOUNDATION COURSE WAIVERS (FOR GRADUATE DEGREES IN BUSINESS)

The foundation course component is designed to provide the essential business knowledge and skills required for successful completion of the MBA program. The undergraduate foundation courses provide a non-business undergraduate student with a knowledge base comparable to that of a student with an undergraduate business degree. Some of the foundation courses may be waived through a variety of means:

- Completion of comparable course work from a regionally-accredited college or university with a grade of B or higher within 10 years from date of admission to the program.
- Successfully passing an examination addressing the course content. A foundation course may be challenged by exam only one time, as follows:
 - CLEP or DANTES exam or
 - Faculty-developed exam, administered at the discretion of the faculty.

It is the responsibility of the applicant to demonstrate why and how a foundation course should be waived. Foundation course waivers or transfer credit requested for graduate course work based on military training and experience will be reviewed on a case by case basis.

TRANSFER CREDIT POLICY

Ordinarily, a maximum of six graduate credits can be transferred into the program. To be accepted for transfer credit, courses must have been taken from a regionally-accredited institution within the last six years with a minimum grade of B and must directly relate to one of the program courses. Transfer credit is not given for internship or practicum experiences.



ADVISING AND ACADEMIC POLICIES

Academic Advising

OFFICE OF ADVISING SERVICES

The Office of Advising Services provides the services necessary for planned enrollment in and completion of degree programs for the University's College of Business. Services include:

- Academic advising while enrolled in courses and in degree programs;
- Review and approval of course selections and registration;
- Review of previous higher education experience in relation to transfer credit/course waivers;
- Specialized advising for students in academic jeopardy;
- Referrals for employment/career advising in preparation for continued or new employment after program completion;
- Selected pre-matriculation advising in preparation for enrollment in specific courses and programs;
- Financial aid referrals;
- Disability services referrals; and
- Referrals for additional academic support services such as academic skills workshops, the Writing Center, and tutorial services.

The Office of Advising Services also acts as a clearinghouse for general student services. Faculty and professional staff members are available to provide advising services to students on a scheduled or walk-in basis.

ADVISING GUIDES

Students in the graduate programs in the College of Business do not need to meet with an advisor before registering for courses. Advising Guides are available to help students navigate course requirements, and the degree evaluation on EagleNet also serves as a current road map to degree completion. Frequently used forms and other advising tools are listed in the Resources for Current Students.

Graduate students who would like to talk to an advisor should contact the Office of Advising Services or contact their faculty advisor. The faculty advisor can be identified through EagleNet.

Continuing students are encouraged to check their degree evaluations in EagleNet frequently to ensure that they are on the correct path to degree completion.

With the transition to the College of Business, it is critical that students follow the correct advising guide. Advising Guides are located at: www.umw.edu/business/advising/graduate/guides.

ACADEMIC SKILLS WORKSHOPS

The Office of Academic Services on the Fredericksburg campus periodically posts workshops at www.umw.edu/business. Workshops include information related to writing skills, academic resources, study skills, and test taking. The Office of Academic Services on the Fredericksburg campus primarily serves the undergraduate student population and also offers a variety of academic support services, including academic advising, requesting exceptions to academic regulations and deadlines, study skills workshops, tutoring, degree requirements, academic regulations, and grades.

CLASS ATTENDANCE

Class attendance is the primary responsibility of students, and regular and punctual class attendance is expected. While an occasional absence may be unavoidable, the student is responsible and accountable for any work missed, including tests, quizzes, assignments, and announcements made in any missed classes. It is entirely at the discretion of the faculty whether to allow students who are absent to make up any missed work. Class participation may in itself be a criterion for grading; failure to participate due to being absent can be expected to affect a student's grade in the course. Failure to drop or withdraw from a course that the student is not attending will result in a final grade of F.

CONTINUANCE POLICY

All matriculated Master of Business Administration, Master of Science in Management Information Systems, and Dual Degree students are expected to maintain satisfactory academic progress in course work toward completion of the MBA, MSMIS, and Dual Degree programs. A cumulative graduate grade-point average of B (3.0) or higher is required for graduation from the programs.

Students must maintain a minimum cumulative graduate GPA of B (3.0) each eight-week session to remain in good academic standing.

A student, who earns any grade of 'C'(C+, C, or C-) in any graduate course, will be placed on academic probation immediately and given the opportunity to repeat the course. A grade of 'B' or better must be earned in the repeat of the course. A student who earns three C's (C+, C, or C-), including repeated courses, or one F in a graduate course in the program, regardless of the graduate cumulative grade-point average, will automatically be suspended from the program. A maximum of two graduate courses in which a grade of 'C' has been earned may be repeated.

A student who earns a C- or below in an undergraduate (foundation) course must repeat the course during the next eight-week session in which the course is offered and earn a grade of C or better. Failure to earn a grade of C or better may result in suspension from the program.

A student who fails to meet any or all enrollment conditions set forth at the time of admission or subsequent to admission to the degree program will be suspended from the program.

Any student who has been suspended from the program may apply for readmission after the lapse of three semesters (not sessions). Petitions for readmission must be made in writing and sent by post to:

College of Business
Committee on Academic Policy and Admissions
The University of Mary Washington
Stafford Campus
121 University Boulevard
Fredericksburg, Virginia 22406

All readmission applicants must meet current minimum degree admission requirements. Following the approval of the readmission petition, applicants for readmission must submit a formal application to the Office of Admissions. Readmission is not guaranteed.

CREDIT BY EXAMINATION

An enrolled, degree-seeking student may request, from a department, a special examination in any course offered by that department. The department will determine if an examination is appropriate in the requested course. If the student passes the examination, the course and a grade of CR will be recorded on the permanent record to indicate credits earned. Quality points, however, will not be awarded. If a student fails the examination, a grade of CI will be recorded. Should the latter occur, the student must enroll in the course in the next semester in which the course is offered. The student's earned grade, with attendant quality points, will replace the grade of CI. Should the student not so enroll, the CI will be converted to a grade of F. There is a charge for each examination.

Credits earned through credit-by-examination may count toward major program requirements, general education requirements, or can be scored as elective credits.

Credit-by-examination is not available for seminar, individual study, studio, or laboratory courses. Credit-by-examination is not available for any course in which the student has been enrolled or has been in attendance. Also, credit-by-examination is available only for courses normally taught at the University of Mary Washington; it is not available or appropriate for any course not listed in the current *Academic Catalog*.

CREDIT THROUGH STANDARDIZED TESTING

Cambridge A-Level Examinations

Students may earn foundation course waivers for satisfactory scores, as determined by the University on the Cambridge A-Level examinations. Students who have taken these exams should forward their scores to the University. Contact the Office of the Registrar for additional information. Course waivers/credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).

College Level Examination Program (CLEP)

Students may be eligible for selected foundation course waivers through CLEP. CLEP is designed for the student who has gained knowledge in a subject area through means other than formal academic course work. Course waivers/credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).

DANTES

Defense Activity for Non-Traditional Education Support (DANTES) provides professional leadership and management of three Department of Defense (DoD) contracts with Higher Education organizations. These organizations include the American Council on Education (ACE), which conducts the Military Evaluation Program and the Military Installation Voluntary Education Review (MIVER) Program, and the American Association of State Colleges and Universities (AASCU).

DANTES sponsors a wide range of college-level examination programs to assist service members in meeting their educational goals. They include:

DSST, CLEP, ECE, GRE, GMAT, and Praxis

These examinations are administered on more than 530 military installations by the DANTES Test Control Officer (TCO), who is normally the Education Services Officer or Navy College Education Specialist for the military installation. Nearly 150,000 DANTES-sponsored examinations are administered each year to military personnel. Students may be eligible for foundation course waivers based on DANTES examinations, provided they meet UMW's acceptable level for the examination scores and the course content area is recognized by the University.

Foundation course waivers or transfer credit requested for graduate course work based on military training and experience are reviewed on a case by case basis.

International Baccalaureate

Foundation course waivers may apply based on the scores earned on the IB examinations. Course waivers are not awarded for IB examinations taken on the Standard Level. Questions regarding IB credit equivalencies should be directed to the Office of the Registrar. Course waivers/credits will be forfeited and removed from the record if the equivalent course or courses are completed at UMW or another institution (and transferred into UMW for credit).

EXTERNSHIPS

The externship program is offered through the Master of Science in Management Information Systems. The course MMIS 591: Management Information Systems Externship, is designed to give students an opportunity to apply knowledge and skills acquired from completion of course work in the Master of Science in Management Information Systems. The course is a wonderful opportunity to increase expertise in a particular area of information systems and enhance the professional portfolio. Students should begin thinking about possible externship opportunities early in the degree program. If you are uncertain about the type of projects that are appropriate for this course, you should make an appointment with an MSMIS faculty member to discuss ideas. Keep in mind when selecting an externship project that it CANNOT be related to your normal work duties.

FACULTY AND ACADEMIC ADVISORS

The Office of Advising Services provides general academic advisors. They are available to help degree-seeking students interpret program requirements, choose courses, and devise plans for their course of study. Each degree-seeking student also is assigned a faculty teaching advisor who can help with recommendations for course substitutions or course waivers. MBA, MSMIS, and Dual Degree students do not need to meet with an academic advisor or faculty advisor to select classes for the coming semester or session. Referrals to faculty advisors are made when deemed necessary.

GRADE APPEALS (ACADEMIC DISPUTE)

If there is a dispute between a student and an instructor concerning a grading decision, every effort should be made by the two of them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the subsequent semester or summer session, recognizing that the burden of proof is on the student. For the specific steps to follow in this procedure, please consult the current *Academic Catalog*.

GRADING SCALE

Academic performance in undergraduate (foundation) courses is rated according to the following system:

A	4.00 quality points	C	2.00 quality points
A-	3.70 quality points	C-	1.70 quality points
B+	3.30 quality points	D+	1.30 quality points
B	3.00 quality points	D	1.00 quality points
B-	2.70 quality points	F	0.00 quality points
C+	2.30 quality points		

The following grades carry 0.00 quality points:

W (Course Withdrawal), I (Incomplete), G (Delayed Grade), and TR (Transfer Credit).

Academic performance in graduate courses is rated according to the following system:

A	4.00 quality points	C+	2.30 quality points
A-	3.70 quality points	C	2.00 quality points
B+	3.30 quality points	C-	1.70 quality points
B	3.00 quality points	F	0.00 quality points
B-	2.70 quality points		

The following grades carry 0.00 quality points:

W (Course Withdrawal), I (Incomplete), G (Delayed Grade), and TR (Transfer Credit).

The MBA, MSMIS, and MBA-MSMIS Dual Degree do not use D+ or D to evaluate student academic performance. 'C' grades are considered the lowest level of performance in graduate level courses without course failures. **See Course Repeat Policy.**

HONOR SYSTEM AND PLEDGE

Another element basic to the University's mission is adherence to the Honor System, which constitutes one of the distinctive features of student life at the University. This system, based upon the integrity of each student, provides that a student shall act honorably in all facets of academic life. In order to reaffirm commitment to the Honor System, the student shall write and sign the Honor Pledge on all quizzes, examinations, papers and other assignments, as appropriate. The Pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor. The written Pledge is:

"I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."

Lying, cheating, and stealing are specific infringements of the University's Honor Code. In the case of an alleged violation, the elected appropriate branch of the Honor Council conducts an Honor trial, with the verdict determined by a randomly selected jury of students. In case of a conviction, the student may receive punishment ranging from probation to permanent dismissal from the University. All students and faculty should understand that by joining the University of Mary Washington they commit themselves to living by and upholding the Honor System.

The Honor System is student-run and is distinct from the judicial system. For more information about the Honor System or the Honor Council, please visit www.umw.edu/honor/stafford.

INCOMPLETE GRADE POLICY

Incompletes are issued on a case-by case basis when students cannot complete the assigned work or final examination for a particular course due to unforeseen circumstances, illness, natural disaster, change of work venue, or family catastrophe. A grade of I is issued in lieu of an actual grade for the course. To secure permission for an incomplete grade, the student and faculty member must file an Incomplete Grade Contract clearly stating the reason for the incomplete, the work to be completed and the due date. Supporting documentation may be required. The Incomplete Grade Contract must be approved by the appropriate program director and filed with the Office of Advising Services and the Office of the Registrar.

If appropriate, students must drop any subsequent course for which the incomplete course is a prerequisite. Students must complete the course work by the end of the following semester or summer session, whether enrolled in University course work or not, or by the specified contract date. A grade of F will be applied automatically to the course after the completion deadline has passed if the student fails to complete the work or the faculty member submits no other grade.

INDIVIDUAL STUDY

A student may undertake a project of individual study. The College of Business sets its own guidelines for these projects; therefore, any student interested in individual study should consult the chairperson of the department involved, as well as the professor who would serve as supervising instructor, well in advance of registration. At the time of registration or during the Add Period, students planning individual study must present to the Office of the Registrar an *Individual Study Registration* form, complete with the signed approval of both the sponsoring department chairperson and the supervising instructor. Forms are available in the Office of the Registrar.

INFORMATION SESSIONS (FOR NEW STUDENTS)

New student information sessions are scheduled prior to each semester and summer session. The sessions, which are comprised of small groups, are scheduled during the evening hours and are approximately one hour in length. A representative from the Office of Advising Services, the Office of the Registrar, or a member of the faculty conducts the sessions. The sessions provide students the opportunity to meet other students in their degree programs. Additionally and most importantly, enrollment and registration questions are addressed and registration for the upcoming session takes place for those students in attendance. Students are requested to make reservations to attend a session.

INTERNATIONAL STUDY

UMW sponsors a number of study abroad programs. Those programs are open to UMW students from other educational institutions and to the general public at large. The academic programs include cultural and educational excursions and similar co-curricular activities. Some programs require certain language proficiencies, while others have no such requirements. Housing arrangements vary according to program, to include home stays, residence halls, or temporary apartments. Costs vary according to program. Questions about international study should be directed to the College of Business Office of Advising Services at 540/286-8030.

INTERNSHIPS (PROFESSIONAL EXPERIENCES AND NETWORKING PROGRAM)

The University offers students professional internships, allowing qualified individuals varied opportunities to complete professional projects where they may apply and expand their knowledge under expert guidance. Faculty members in the College of Business supervise these interns. Academic credit, typically three credits, is awarded for the experience. No more than six internship credits may count toward the minimum number of credits required in a degree program. Graduate students must have completed a minimum of six semester credits in College of Business course work and have earned a 3.0 GPA or higher as a degree student to be eligible for an internship project. Prior to beginning an internship, a student must contact the sponsoring program and the Office of Advising Services for approval procedures.

Students, who wish to do an internship at an agency where they already have completed an internship, or at an agency where they have been employed or volunteered, or in an UMW administrative office, must seek approval from the academic program director, the associate dean of advising services, and the college of business internship director.

Questions about the Professional Experiences and Networking Program (PEN) should be directed to the Office of Advising Services at 540/286-8030.

ORIENTATION

The Online New Student Orientation program at the Stafford campus acquaints new students with academic policies, student services, and technologies utilized at the university. New students are informed of the Orientation program via email and advising sessions. The program is made available to all new students subsequent to admission to the degree programs. The orientation program may be accessed by students 24 hours a day, seven days a week and can be completed in approximately 3.5 hours. The program is made available to students throughout their first semester at the College of Business. Non-degree students are also included in the Orientation and are informed of the program via non-degree registration packets and the web.

COURSE OVERLOAD POLICY

Students with a cumulative 3.50 grade-point average in graduate work or with a 3.50 GPA in graduate work for the most recently completed semester or summer session may register for a course load up to 12 credits per semester (not to exceed six credits per eight-week session) including undergraduate foundation credits. To register for more than 12 credits per semester or six credits per summer session, permission must be obtained-in writing-from the appropriate academic program director and the associate dean of advising services.

Students who have less than a cumulative 3.50 GPA in graduate course work or less than 3.50 GPA in graduate work for the most recently completed semester or summer session, including undergraduate foundation credits, may register for a course load up to six credits per semester or summer session, including undergraduate foundation credits. To register for more than six credits, students must submit a written request, with sufficient justification for the overload, to the appropriate program director and the associate dean of advising services. The request may require additional review by the associate dean of the College of Business. If the overload is approved, the associate dean of advising services grants permission in writing, and includes the number of credits approved.

Permission may be granted to students for an overload if evidence is presented of strong academic achievement in the recent completion of graduate course work at a prior institution.

Non degree students pursuing admission to and enrollment in graduate course work must secure permission for enrollment from the appropriate academic program director and may not register for more than a total of six credits prior to enrolling in a degree program.

RELIGIOUS HOLIDAY OBSERVANCES

With proper documentation, requests by students to reschedule graded work when religious beliefs preclude participation on specific days are honored. Graded work includes final examinations, scheduled tests, graded written assignments, graded lab projects, and graded oral assignments. Alternative dates are set by consulting with the instructor(s) and, if necessary, through consultation with the Office of Advising Services. It is the student's responsibility to make alternative arrangements as early as possible.

COURSE REPEAT POLICY

A student, who earns a grade of C+, C, or C- in any graduate course, will be placed on academic probation immediately and given the opportunity to repeat the course. A grade of 'B' or better must be earned in the repeat of the course.

Notice of the academic probationary status will be mailed to the student. A student will be removed from probationary status upon the successful repeat of the course in which a grade of 'B' or better is earned. However, a student who receives three 'C' grades, including the repeated course(s) in which the original earned grade was a C+, C, or C-, will be suspended from the program.

The University of Mary Washington and the College of Business strive to assist students who find themselves in academic jeopardy. Students who are in academic jeopardy are encouraged to consult and/or meet with their faculty advisor or the associate dean of advising services to discuss plans for future course enrollment and program completion.

A maximum of two graduate courses in which any grade of 'C' has been earned may be repeated.

A student who earns a C- or below in an undergraduate (foundation) course must repeat the course during the next session in which the course is offered and earn a grade of C or better. Failure to earn a grade of C or better may result in suspension from the program.

EXCEPTIONS TO ACADEMIC POLICY

Requests for exceptions to any academic policies, e.g., overload, repeats, and waivers, must be made, in writing, to the associate dean of advising services.

SUMMER SESSION

Summer session offers numerous opportunities to enrich and accelerate a student's academic program. A summer session *Guide to Registration* is published prior to the beginning of the summer session and the information includes registration information and important dates. The Schedule of Courses is listed online. Students can find this information by visiting www.umw.edu/registrar.

TECHNOLOGY PROFICIENCY

Students seeking degrees in the College of Business demonstrate technology proficiency through course work in the degree programs. All degree programs include extensive use of technology in all course offerings. This technology includes, but is not limited to, word processing, spreadsheets, email, and library research.

Information/Library Literacy Proficiency is a component of instruction for students that ensures their success in undergraduate and graduate-level course work.

TRANSFER CREDIT POLICY

Ordinarily a maximum of six graduate credits can be transferred into the graduate business degree programs. To be accepted for transfer credit, courses must have been taken from a regionally-accredited institution within the last six years with a minimum grade of B and must directly relate to one of the graduate core or elective courses. Transfer credit is not given for internship or practicum experiences.

The Master of Business Administration, the Master of Science in Management Information Systems, and the Dual Degree offered by the College of Business are considered professional degrees. As such, course work completed through technical, occupational, and skills programs are not normally considered as a basis for foundation course waivers nor recognized for transfer credit.

Foundation course waivers or transfer credit requested for graduate course work based on military training and experience is reviewed on a case by case basis.

TUTOR INFORMATION

Assistance with tutoring is available only for selected foundation courses and all sessions take place on the Fredericksburg campus. Tutoring is not available during the fall and spring breaks or during the summer session.

BPST 316

Tutors for Math/Statistics are available on the Fredericksburg campus during both the fall and spring semesters. Tutoring sessions are normally available between 4 and 7 p.m. during the week. Sessions are usually held in Trinkle Hall, room B52. Tutors are students who have completed Calculus I as well as Math 200, which is the equivalent to BPST 316. Reservations must be made to attend the tutoring sessions and may be made through the Office of Academic Services on the Fredericksburg campus. Call 540/654-1010 for more information.

ACCT 201

Tutors for Accounting are available by appointment only. Appointments are typically available between 6 and 8 p.m. two days a week, and take place in Combs Hall on the Fredericksburg campus. To schedule a tutor for ACCT 201, students must submit the online request form at least one week in advance of the anticipated tutoring session. The request form is available at www.umw.edu/cas/acservices/forms, select Tutor Request Form.

WRITING CENTER

The Stafford Campus Writing Center offers free tutoring to all degree students. Students can find help with all aspects of writing from invention to proofreading. The Center's trained peer tutors work with students in one-on-one tutorials to improve writing performance. For best results, students should bring to their conference both a copy of their assignment and their paper. While the Center does take walk-ins, appointments are strongly recommended. For an appointment, call 540/286-8024 or visit www.umw.edu/stafford/writing. The Writing Center is located in the South Building.

VETERANS BENEFITS

The Department of Veterans Affairs Education Service offers many benefit programs, including the Montgomery G.I. Bill, Tuition Assistance "Top Up," Veterans Educational Assistance Program, Survivors' and Dependents' Educational Assistance Program, and other benefit programs.

The Stafford Campus Veterans Affairs Liaison certifies enrollment for all VA chapters except the Disability and Rehabilitation Programs, which are managed by UMW's Office of Student Accounts. That office may be contacted at 540/654-1250 or umwbills@umw.edu.

If a veteran has been accepted into a College of Business program, or if the veteran is a "visiting" student from another college, the veteran should contact the Stafford Campus Veterans Affairs Liaison, for an appointment. A veteran who is on

active duty and is seeking information about the benefits available should contact the Educational Office on his/her base or call toll-free 888/442-4551.

Additional Information is available at the Veterans Administration Regional Office in Roanoke (this is the student's VA Office while attending UMW).

The mailing address is:

Veterans Administration Regional Office
210 Franklin Road, SW
Roanoke, VA 24011



REGISTRATION AND RECORDS

Course Registration and Enrollment Services

OFFICE OF THE REGISTRAR

Services available in the Office of the Registrar include registration, transfer credit evaluation, final degree audit, cancellations, withdrawals, leave of absences, enrollment and degree verifications, veteran certification, and issuing of transcripts. A student's permanent academic record and application file is maintained by the registrar. The Family Educational Rights and Privacy Act (FERPA) affords students access and certain rights with regard to their educational records. FERPA information is available in the Office of the Registrar.

Directory Information may be released by UMW under the authority of FERPA, unless a student requests by May 1 of the preceding academic year via an official form through the Office of the Registrar that such information should not be made available. No student directory information is provided to any individual, company, or entity for commercial purposes unless specifically authorized by the student or approved in writing by the Office of the Registrar.

A *Guide to Registration* is published every term and is located at www.umw.edu/registrar. The *Guide to Registration* is a useful tool for students to use every term in order to successfully register for the classes that they need to complete their degree. Among other information, the *Guide to Registration* provides details about:

- Important dates of the academic calendar
- Registration dates and instructions on how to register online using Banner
- Course and registration notes/information
- Payments, refund policy, and procedure for withdrawing or dropping courses
- Degree application information
- Veterans benefits

CONTINUANCE

All matriculated MBA students are expected to maintain satisfactory academic progress in their graduate courses toward completion of the MBA program. A cumulative GPA of 3.0 (B) or higher is required for graduation from the program.

Students must maintain a minimum cumulative GPA of 3.0 (B) each session or summer session to remain in good academic standing. Any student whose cumulative GPA is below 3.0 at the end of any session or summer session will have the following session to correct the deficiency.

A student who earns three Cs (including C+) or one F in graduate courses in the program will automatically be suspended from the program.

Students who voluntarily interrupt their enrollment for one to three semesters should refer to the Leave of Absence Policy in this section.

Students may also voluntarily withdraw from UMW through the Office of the Registrar at www.umw.edu/registrar.

DEGREE APPLICATION

To become an official candidate for a degree, students must complete the appropriate application form, which must be submitted one year prior to graduation. No student is considered a degree candidate until the appropriate application has been filed officially. Students planning international study the semester immediately preceding intended graduation must submit the application at least one year in advance.

EDUCATIONAL RECORDS

Confidentiality of Student Records

All student information records maintained by the academic and administrative offices of Stafford campus are confidential. Only such information that is necessary to maintain appropriate business and academic procedures is maintained in the official student record. UMW officials may access student records for the purpose of conducting student business.

Permanent Record

The permanent academic record, which is maintained by the registrar, contains all completed course work, grades, grade-point average, and notes on the student's academic status. The documents maintained for each student are held in perpetuity,

either in hard copy or in electronic formats. The student's application file, which contains the student's application and accompanying transcripts, is maintained for five years following the student's last date of enrollment. Students may view their permanent record, in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), by contacting the Stafford campus Office of the Registrar.

Directory Information

The University may release Directory Information as defined by UMW under the authority of the FERPA Act, unless the student informs the UMW Office of the Registrar that all or part of such information should not be released without the student's prior consent. Directory Information includes a student's addresses (campus, home, mailing, email, etc.) and telephone numbers (local and home), class level, previous institutions(s) attended, major fields of study, awards, honors (including Dean's List and President's List), degree(s) conferred (including dates), dates of attendance, past and present participation in officially recognized sports and activities, and physical factors (e.g., height, weight of athletes). A request to withhold Directory Information must be received in writing on an annual basis by the Office of the Registrar. A form is available for this purpose from the Office of the Registrar. If this form is not received in the Office of the Registrar by May 1 preceding the academic year, selected Directory Information will appear in the telephone directory due to press deadlines. Note that "name" is not considered Directory Information and will appear in the telephone directory, along with the designation "Unlisted."

Medical and Psychological Services Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.

Confidential records maintained by the Director of Disability Services are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office, but may not request access to the Director's personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student's disability is released neither to any faculty member nor to another office on campus without the student's permission. With the student's written permission, disability documentation generated by the Disability Services Office may be released to any specified persons and agencies.

Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

Directory Information may not be provided to any individual, company, or entity for commercial purposes unless the release of this information is specifically authorized by the student or approved in writing by the Office of the President.

FINAL GRADES

The Office of the Registrar is responsible for the posting of grade reports at the conclusion of each academic semester.

All final grades for all courses (UMW, and transfer) must be on record and the record approved for graduation by the appropriate official of the University before a student is permitted to participate in the Commencement Ceremony.

FREEDOM OF INFORMATION ACT

All requests for university-related information made under the provisions of the Virginia "Freedom of Information Act" (FOIA) must be directed to the Office of University Relations and Communications. This is done by completing a FOIA request form, which can be found at www.umw.edu/policies/foia. Under FOIA, UMW may charge for copying and for search time. For more information, including costs, contact the Office of University Relations and Communications at 540/654-1055. The office is located at Eagle Village.

GRADES

Academic performance in undergraduate (foundation) courses is rated according to the following system:

A	4.00 quality points	C	2.00 quality points
A-	3.70 quality points	C-	1.70 quality points
B+	3.30 quality points	D+	1.30 quality points
B	3.00 quality points	D	1.00 quality points
B-	2.70 quality points	F	0.00 quality points
C+	2.30 quality points		

The following grades carry 0.00 quality points:

W (Course Withdrawal), I (Incomplete), G (Delayed Grade), and TR (Transfer Credit).

Academic performance in **graduate** courses is rated according to the following system:

A	4.00 quality points		
A-	3.70 quality points	C+	2.30 quality points
B+	3.30 quality points	C	2.00 quality points
B	3.00 quality points	C-	1.70 quality points
B-	2.70 quality points	F	0.00 quality points

The following grades carry 0.00 quality points:

W (Course Withdrawal), I (Incomplete), G (Delayed Grade), and TR (Transfer Credit).

The MBA, MSMIS, and MBA-MSMIS Dual Degree programs do not use D+ or D to evaluate student academic performance. 'C' grades are considered the lowest level of performance in graduate level courses without course failures. **See Graduate Course Repeat Policy.**

Foundation and graduate courses cannot be completed on a pass/fail basis.

GRADUATION DEGREE EVALUATION

After applying for graduation (*see the Degree Application section*), each candidate should print and review the degree evaluation in Banner to ensure that all degree requirements have been met. This evaluation is located in the Portal under Student and Financial Aid and Student Records. If any discrepancies are found, the student should contact the appropriate academic advisor to either correct the information or to develop a strategy to meet the degree requirements.

HONORS (ACADEMIC)

Omicron-Psi National Honor Society

Omicron-Psi is a national honor society that promotes active participation in community activities and recognizes the need to make a difference in society. Omicron-Psi stands for duty, honor, and service. The society recognizes graduate students who have maintained the highest of ethical standards and academic achievement. The following requirements must be met to qualify for this honor. A student must:

1. Be at least 24 years of age;
2. Be a graduate student with a minimum of 21 graded graduate credits;
3. Have a minimum cumulative GPA of 3.8 on a 4.0 scale;
4. Currently participate in three community/professional activities. One must be a professional organization, and one must be a community organization;
5. Maintain the principles of duty, honor, and service;
6. Maintain and demonstrate high ethical standards in all aspects of life;
7. Submit a brief essay on how the student subscribes to the principles of duty, honor, and service and maintains and demonstrates high ethical standards in all aspects of life; and
8. Submit two letters of recommendation, one from a leader in the professional organization and one from a leader in the community organization in which the student is involved.

In addition, Omicron-Psi offers scholarships, and members may apply for scholarships once a year for every year of continued education.

Outstanding Student Award

An award is presented annually to the outstanding graduate in each of the three degree programs in the College of Business. To be nominated for the award, the student must have a minimum cumulative 3.8 GPA, and must demonstrate academic excellence beyond the GPA. The students must demonstrate leadership, enthusiasm, commitment, and professional potential. The faculty of each program selects its outstanding graduate, and the award is kept secret until Commencement each spring. The selected student receives a monetary award and special commemorative plaque.

LEAVE OF ABSENCE

Degree students who interrupt their program of study, either by withdrawing during a semester or summer session or by not enrolling at the University for a semester or summer session, but who wish to return after a given period of time away, must request an official Leave of Absence prior to the beginning of the first semester or summer session of absence or at the time of withdrawal by contacting the Office of the Registrar. Degree students who do not attend classes at the University, and for a specific period of time attend courses at another institution, also must request a Leave of Absence to remain on active status in their degree program.

A graduate student on Leave of Absence who reenrolls within one semester or summer session after the approved Leave of Absence will be permitted to complete the degree program and satisfy the requirements in effect when the student began.

Graduate students who do not request a Leave of Absence and return within three consecutive semesters will be required to comply with any changes in academic regulations and degree requirements made during their absence. Additionally, those graduate students not on an official Leave of Absence may be subject to review by the appropriate graduate program continuance committee and may have additional requirements set for reenrollment by the appropriate graduate program continuance committee.

SCHEDULE OF COURSES

The UMW Schedule of Courses is available online prior to spring, summer, and fall semester registration. This schedule is provided by the UMW Office of the Registrar at www.umw.edu/registrar.

TRANSCRIPTS

Transcripts are sent only at the student's signed written request. A transcript request form is available at www.umw.edu/registrar. Students must supply:

- Full name, with any and all changes
- Dates of attendance
- Current address
- Address to which transcript should be sent
- Signature

Transcript requests are filled upon receipt, please allow five business days for processing. Transcript requests can be processed more quickly when all of the above information is included on your form. We cannot accept e-mail requests. There is no fee.



STUDENT SERVICES

University Programs, Services, and Information

CAREER SERVICES

The Office of Career Services serves degree-seeking students at the University. Career Services offers personalized guidance for students designed to advance their overall career development while completing their academic studies. Also offered are several job-related resources such as Career Fairs, eRecruiting, and a job posting data base for students to search for full-time positions. Career Counselors aid students in developing career goals by exploring their interests and identifying their skills, values, and personality preferences with the use of career inventory assessments. Some of the other services that the Office of Career Services provides include interviewing programs, workshops, resume/cover letter critique services, and a resource center located in the Stafford campus library. Many of the resources and services can be accessed at www.umw.edu/careerservices.

The Office of Career Services' main office is on the UMW Fredericksburg campus in George Washington Hall, room 305. To contact that office, call 540/654-1022, or visit www.umw.edu/careerservices. The assistant director of Career Services is available in the South Building at the Stafford campus on Thursdays from 4 to 6 p.m. Visit www.umw.edu/careerservices to schedule an appointment at another time.

CLUBS AND ORGANIZATIONS

Association of Information Technology Professionals (AITP)

UMW Chapter

The University of Mary Washington student chapter of the Association of Information Technology Professionals (AITP) provides a platform for the exchange of knowledge and resources between IT professionals and UMW students and faculty. The AITP student chapter also fosters opportunities for:

- Sharing current knowledge and expertise in technology, business, and academia
- Networking with peers via national and chapter events, discussion forums, listservs, and special interest groups
- Learning about IT conferences, research developments, breaking news, advocacy efforts, vendor solutions, RFPs, and career opportunities
- Contributing to the association, the IT profession, and society by utilizing leadership, IT skills, and professional contacts in one's current and future career

Interested students are encouraged to explore ways this association can help with networking among IT professionals, and how students can contribute to the development of the AITP Chapter at UMW.

Student chapters are chartered by AITP, a professional association headquartered in Park Ridge, IL. It has more than 6,000 members in North America and abroad.

To join or learn more about the chapter, visit www.aitp.org/organization/chapters/chapterhome.jsp?chapter=18097 or contact Faculty Advisor of the AITP UMW Student Chapter Mukesh Srivastava at msrivast@umw.edu or 540/286-8064.

Community Outreach and Resources (COAR) – Fredericksburg Campus, Seacobeck Hall, lower level; 540/654-1061

COAR is a diverse group of students serving community needs through an active exchange of service and learning while continually striving to find solutions to problems that challenge the community. COAR programs range from groups working with children, the elderly, and the homeless to those working with large non-profit organizations such as the SPCA, Big Brothers/Big Sisters, and Habitat for Humanity. Involvement in COAR prepares students for lifelong learning by providing opportunities for leadership, service, and personal growth through campus and community involvement. COAR also works with faculty in integrating service-learning into the curriculum.

<http://coar.umwblogs.org> and www.umw.edu/osacs/volunteer

COPY CENTER – FREDERICKSBURG CAMPUS, SEACOBEC HALL, LOWER LEVEL; 540/654-1935

Provides copying, faxing, laminating, binding, shredding, digital processing services, personalized stationery, and a wide variety of paper choices. It also provides coin-operated copiers in Simpson Library, Combs Hall lobby, and outside the Writing Center in Trinkle Hall. The Copy Center is open Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 5 p.m.

www.umw.edu/copies

DISABILITY RESOURCES

A person with a disability is “anyone with a physical or mental impairment that substantially limits one or more of his/her major life activities such as walking, seeing, hearing, speaking, working, or learning.” A student with a disability is eligible for reasonable accommodations, as defined by law, in order to receive equal access to the College of Business’s programs and services. Because each student requires a unique approach to achieve equal access, accommodations may include, but are not limited to, special academic support services, reduced course loads, alternative forms of testing, extended test time, note taker assistance, enlarged print materials, sign language interpreters, and/or alternative methods for satisfying degree requirements directly affected by the disability.

A student with a disability who wishes accommodations must request accommodations by submitting a request to the UMW Office of Disability Resources. The Director of Disability Resources verifies the disability, advises and assists in arranging reasonable accommodations, and acts as a liaison between the student and faculty/administration on issues relating to services or accommodations.

A request for alternative degree requirements is considered only when other forms of accommodations are not sufficient to meet the student’s special learning needs. In such cases, the Director of Disability Resources verifies the diagnosis of the disability, provides appropriate academic counseling for the student, and assists the student in formulating a proposal for an alternative requirement. The academic division must approve proposed alternative degree requirements on a case-by-case basis.

DRUG POLICY

UMW does not tolerate the use, possession, manufacture, merchandizing, or sale of illegal drugs or misuse of prescription medication on or in UMW property or at a UMW sponsored event. Violation of these policies will result in expulsion from the university. The Higher Education Opportunity Act (HEOA) enacted in 2008 reauthorizes the Higher Education Act (HEA) of 1965, as amended. These laws state that any student who has been convicted of any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the University’s Drug Policy. More detail about the HEOA and the University’s Drug Policy is located at www.umw.edu/judicialaffairs/drug_policies.

Drug Free School Zone

On April 11, 1992, the following resolution was adopted:

“Resolved by the Rector and Visitors of the University of Mary Washington is hereby designated a ‘drug free school zone.’”

This action applies the provisions of the Code of Virginia Sec. 18.2-255.2 to the UMW campus.

Smoking is permitted on campus only in limited locations. Smoking tobacco is prohibited inside all UMW vehicles, buildings, and residence halls. NO smoking is permitted within 50 feet of residential buildings. The right of the non-smoker to protect his or her health and comfort will take precedence over an individuals’ desire to smoke. The university may provide smoking cessation programs for those requesting them.

EAGLEONE CARD

The University of Mary Washington EagleOne Identification Card is the only card a student needs at the University. The card acts as a form of identification allowing access to the library, gymnasium, and other University buildings and activities. It is also a debit card. Money may be added in the form of EagleOne Dollars, which can then be debited from the balance for use in the University Bookstore, the Eagle’s Nest, the Underground, the Restaurants at Seacobeck, vending, theater productions, 22 pay-to-print locations, Copy Center, Post Office, EagleExpress Cart, and other locations on campus. In addition, various Fredericksburg area merchants accept the EagleOne card as payment. A list of participating merchants is available online at eagleone.umw.edu. EagleOne cardholders may check their account balances, deposit funds, and download statements at eagleone.umw.edu.

FACILITY SCHEDULING

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register at www.umw.edu/osacs/room_reservation.

FINANCIAL AID

The University of Mary Washington offers financial aid to students without regard to physical ability, political affiliation, marital status, sex, color, race, religion, age, or national origin. Each year, UMW administers over \$18 million in financial assistance, including educational loans totaling \$14 million, for students at both the Fredericksburg and Stafford campuses.

Through a comprehensive program of grants, scholarships, loans, and student employment from federal, state, institutional, and private resources, the Office of Financial Aid strives to assist applicants with various aid sources to pay for college expenses. Financial assistance, including scholarships, offered through the Office of Financial Aid is need-based and requires results from the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Typically, non-Virginia students with an Expected Family Contribution or EFC of \$2000 or more can expect to receive Federal Stafford student loans, possible student employment and, if eligible, Pell grants. Students with need who are residents of the Commonwealth of Virginia, may be eligible for Virginia state scholarship and grants. Priority for all scholarships and grants is given to students who maintain a minimum 2.000 UMW cumulative grade-point average. Many programs require a higher grade-point average.

Students must complete the FAFSA or file online before March 1. Returning students must file by March 15. The Federal (Title IV) school code for the University of Mary Washington is 003746. Current students selected for verification and all first-time students, as well as parents of dependent students, must submit copies of their federal tax returns to the Office of Financial Aid in early May. Students not meeting filing and submission dates are considered for assistance AFTER on-time filers. Since funds are limited, this may result in otherwise eligible students not receiving awards. Students must be enrolled at least half-time to receive aid.

FITNESS CENTER (FREDERICKSBURG CAMPUS)

Located on the Fredericksburg campus, the Fitness Center is the flagship of the Department of Campus Recreation. The 19,000 square-foot center continually serves over 500 guests a day. The upper level features a variety of cardiovascular equipment from Cybex, Star Trac, Quinton, True, and Concept 2. The equipment faces a huge wall of windows offering a spectacular view of Campus Walk. The equipment also faces a bank of six suspended televisions offering local cable television via the Cardio Theater wireless entertainment system.

The lower level offers free weights and fitness equipment stations from Hampton Fitness, Prostar, Legend, Quantum, and Body Masters. Also housed on the lower level is the Wellness Resource Center offering a resource library for wellness information. www.umw.edu/wrc

If you have questions about the University's recreation facilities or offerings, please contact the Associate Director of Campus Recreation and Fitness Center Facility Director Bob Liebau at rliebau@umw.edu.

GRIEVANCE PROCEDURE

This procedure is for resolving allegations of discrimination under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

UMW is committed, by policy of the Board of Visitors, to equal employment and educational opportunities for all and does not discriminate on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, sex, or age (except where sex or age is a bona fide occupational qualification).

A student with a complaint must meet with the UMW AA/EEO Officer (or his or her designee) in the Office of Human Resources, located in Fairfax House, within 10 working days after the event that gave rise to the alleged violation. The UMW AA/EEO Officer will determine whether or not the allegation is one that comes within the purview of these procedures. A complete copy of the grievance procedure is available from Human Resources in Fairfax House.

INFORMATION TECHNOLOGIES (HELPDESK)

Fredericksburg Campus, George Washington Hall, Ground Floor; 540/654-2255

IT provides computing and communication services to the UMW community. IT also provides security, confidentiality, and privacy related to its information technology resources. For more information, visit www.umw.edu/doit.

INTER-HONORARY ASSOCIATION

UMW has a number of professional and academic honorary associations, including:

- **Athletic Honor Roll** – Recognition of athletes and varsity teams for academic excellence.
- **Omicron Delta Epsilon** – A national economics honorary society.
- **Phi Beta Kappa** – Recognizes superior academic achievement in the liberal arts.
- **Sigma Beta Delta** – A national honor society for business, management, and administration.
- **Upsilon Pi Epsilon** – An international honor society for the computing sciences.
- **Who's Who Among Students in American Universities and Colleges** – Recognizes excellence in scholarship, leadership, and service.

For additional information, please contact the College of Business Advising Office at 540/286-8030 or sbraxton@umw.edu.

JAMES FARMER MULTICULTURAL CENTER

Fredericksburg Campus, Lee Hall, Room 211; 540/654-1044

Named for civil rights leader and UMW Distinguished Professor of History and American Studies James Farmer, the center welcomes students from all ethnic and cultural backgrounds. Drop by to visit and learn more information. The center's most important goal is to enhance students' educational experiences at UMW by increasing awareness and knowledge of diversity issues that impact the individual and the community; these include cultural, ethnic, intellectual, and social issues.

Because of its belief that being engaged is important, the James Farmer Multicultural Center supports underrepresented students and organizations with an ethnic focus. The center also assists in the development and implementation of programs for minority students and promotes cultural diversity. www.umw.edu/multicultural

JUDICIAL AFFAIRS AND COMMUNITY RESPONSIBILITY

Fredericksburg Campus, Marye House; 540/654-1660

The Office of Judicial Affairs and Community Responsibility (OJACR) works with issues of student conduct. The office educates students about their responsibilities and their rights within the community. Community standards at UMW are based on several factors, including local, commonwealth, and federal law; student well-being; and the development of interpersonal skills necessary for successful relationships with society as a whole. OJACR coordinates UMW's judicial system and provides programming to increase awareness of issues related to alcohol, sexual assault, and ethics. OJACR also assists students in managing conflict. www.umw.edu/judicialaffairs

LIBRARY SERVICES

The Stafford Campus Library, located on the second floor of the South Building, promotes a library user instruction program designed to instill information literacy, lifelong learning, and critical thinking skills in the student community. It does this by providing reference service in person and using interactive technologies, course-related library instruction, and Web-based tutorials. The Library's collection consists of a small circulating book collection, a non-circulating reference collection, journals in many formats, and a reserve desk. Students and faculty have full access to the print and electronic collections that exist at the Simpson Library on UMW's Fredericksburg campus, through document delivery or by visiting the Simpson Library in person. The libraries' shared catalog, VIRTUA, is available on the World Wide Web from the Library home page. Equipped with computers that are linked to UMW's network, the Library provides access to a full array of Web-based resources made available by the Virtual Library of Virginia (VIVA). These databases are proprietary, available only to paid subscribers or qualified users of the services. College of Business students can access these databases from any computer at the Stafford campus and/or the Fredericksburg campus of UMW, or from home with a password. The Stafford Campus Library also supports an extensive interlibrary loan service. For more information, visit www.umw.edu/library and select Stafford Campus Library.

STAFFORD CAMPUS LIBRARY

Hours of Operation

Monday - Thursday	1 - 9 p.m.
Friday	1 - 7 p.m.
Saturday	9 a.m. - 3 p.m.
Sunday	Closed

PARKING AND AUTOMOBILE REGISTRATION

All Stafford campus students and guests have access to free, unassigned parking and do not need to display parking permits. Parking on UMW's Fredericksburg campus is free to Stafford campus students but a temporary parking permit is required to be displayed on the cars. Temporary parking permits are free and are available at the South Building Information Desk at the Stafford campus.

MISUSE OF UNIVERSITY COMPUTERS, NETWORKS, OR TELEPHONES

UMW provides services that allow for the appropriate use of technology in the pursuit of academic achievement and personal use. Please review the following:

1. Network and Computer Use Policy: www.umw.edu/doit/policies/network_computer_use_policy.php
2. Users must not illegally download or distribute, including via peer-to-peer file sharing, copyrighted material.

IT Security

UMW regards security of its information resources as an institutional priority and maintains an information technologies security program overseen by the Information Security Officer. Students with questions about IT security should call the IT Help Desk at 540/654-2255.

Protecting Your Credentials

UMW will NEVER ask you to confirm your credentials or your personal information via email. You should never reply to such a message. Protect your account by completing the following:

- Immediately delete any message asking for your credentials or any other personal information. DO NOT respond to these messages!
- If you replied to such messages or believe your account has been compromised, change your password immediately.
- If you need assistance in accessing your account, and /or in correcting a problem, please contact the IT Help Desk at HelpDesk@umw.edu or at 540/654-2255.

Accessing the University Network with Your Computer

To help protect the wireless network from misuse or viruses, students are required to use Cisco's "Clean Access" to access the Internet or network in all non-residential buildings. You will be prompted to download and install this software when it is required, and it will verify that your system is patched with the latest system and anti-virus updates. Once verification is complete, your computer will be able to fully utilize the local network and UMW's Internet connection.

TUITION AND FEES

Tuition and fees are approved by the Board of Visitors prior to each academic year. The yearly tuition and fee schedule can be found on the Student Accounts website (www.umw.edu/studentaccounts). Any changes to the schedule of fees is announced immediately.

Questions about fees and payment procedures should be directed to the Office of Student Accounts in Lee Hall (540/654-1250) or the Student Accounts Office in the South Building at the Stafford campus 540/286-8058. Questions about financial aid or assistance should be addressed to the Office of Financial Aid in Lee Hall (540/654-2468).

OTHER FEES

All other fees vary by academic year. For the most up-to-date fees, please visit www.umw.edu/studentaccounts.

Mandatory Processing Fee. A non-refundable mandatory processing fee is charged to any student who registers for classes. If the student cancels prior to the start of the semester or withdraws during the semester he or she is still responsible for paying the mandatory processing fee.

Audit Fee. This fee is incurred when students take a course for no credit, and is charged to all students who audit a class. Auditing a course is permitted on a space-available basis in courses where approval to audit is granted.

Credit-by-Examination. Degree-seeking students are charged a fee when taking examinations for which credit may be awarded.

Special Course Fees. Some classes may require the payment of a special instructional fee in addition to the tuition charge.

Study Abroad Fee. All students studying abroad must pay the study abroad fee. The fee applies to study abroad programs occurring in the summer session, a semester, or the full academic year.

Late Payment Fee. A fee, which is 10 percent of the unpaid account balance (up to \$250), will be charged to students whose accounts are not paid in full by the invoice due date. Interest may also be charged on all past due accounts.

Returned Check Fee. There is a service charge for each check returned for insufficient funds or similar reasons. A cashier's check or cash is then required in place of the returned check. Checks returned for insufficient funds will be considered as nonpayment and subject to the 10 percent late fee.

Parking Fee. There is no parking fee for students on the Stafford campus. However, there is a charge for parking at the Fredericksburg campus. Stafford campus students may obtain a parking permit at no charge at the South Building reception desk if they plan to occasionally use services and facilities at the Fredericksburg campus.

Statements and Due Dates. The University emails each student a notification that a bill is available for viewing online well in advance of the beginning of each semester. Payment is due by the date specified on the statement. Payment plans are offered to degree-seeking students through a third party approved by the University. If you are interested in this option please visit the Student Accounts website (www.umw.edu/studentaccounts).

If a full-time student has not received a statement of charges within 20 days before the beginning of the semester, the student should notify the Office of Student Accounts as soon as possible. Throughout the semester a student's account may include any charges incurred for library fines, lost library books, parking tickets, prescriptions, lost keys, building and equipment damage, and other miscellaneous charges.

Any student whose full account has not been settled may not receive grades or transcripts, be able to pre-register for classes, or be eligible to return to the University until the account is settled.

SCHOLARSHIP AND LOAN AWARDS

Normally, one-half of the annual financial aid awarded through the Office of Financial Aid is shown on each semester statement. Stafford, parent, and alternative loans are not shown until the proceeds are received. The loan amounts may be deducted from the bill (less any lender fees), as long as the loan has been processed and the disbursement is pending. If state, federal, or UMW grants/scholarships that were awarded are not credited on the statement, the student may check the EagleNet portal for missing documents and then contact the Office of Financial Aid. Some scholarships are not paid until the successful completion of the semester. In these cases, the bill must be paid in full by the due date to avoid late charges. A student receiving financial aid from a source other than the University must make sure the Office of Student Accounts receives official notification by the statement due date of the award, its amount, and method of payment. Failure to provide official notification could result in a student's account being delinquent. Awards and loans from sources other than the University are not credited to the account until they are actually received at the Cashier's Office. One half of the award will be shown on each semester unless otherwise directed in writing by the granting source.

OFFICE OF PUBLIC SAFETY AND COMMUNITY SERVICES

Fredericksburg Campus, Brent House, 540/654-1025

The Office of Public Safety includes the University's police, emergency management, fire safety, environmental health, non-academic multimedia services and facilities scheduling. The staff members of these areas are committed to providing and maintaining safe and secure environments on all UMW campuses/properties for every member of the UMW community as well as for all guests and visitors.

OFFICE OF STUDENT ACTIVITIES AND COMMUNITY SERVICE

Fredericksburg Campus, Seacobeck Hall, 540/654-1061

OSACS is the home to a myriad of student activities on both campuses. Its staff members assist students as they propose, develop, and execute plans for events and programming. They work with student organizations in the planning of campus-wide concerts and/or shows and traditional events. OSACS collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills. www.umw.edu/osacs

POSTINGS AND OTHER ADVERTISEMENTS

The Office of Advising Services on the Stafford campus reviews flyers, posters, and other items in compliance with the UMW Posting Policy. Items may be posted temporarily on building bulletin boards, outdoor bulletin boards, and/or on tables used for public dining.

For posting on campus, do not use heavy duty tape, nails, heavy staples, or other items that can do permanent damage. No postings may be placed on glass doorways or on hall windows. No advertisement may be larger than 11 x 17 inches. Table tents, folded announcements that are placed on tables, may not exceed 8.5 x 5.5 inches, which is half a standard notebook-sized page; they must be removed every Sunday. If an event is advertised off campus and it is appropriate to restrict the age of participants, this should be noted on posters and/or advertisements. Items for posting must include contact information.

SEXUAL HARASSMENT POLICY

The University of Mary Washington does not tolerate sexual harassment. Sexual harassment is a form of sexual discrimination and as such is illegal behavior. Sexual harassment is distinguished from consenting sexual behavior by the introduction of the element of coercion. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or education]. 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions [or educational decisions] affecting such individual. 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic or extracurricular] performance or of creating an intimidating, hostile, or offensive working [or educational] environment.

Students who believe they have been sexually harassed by another student are encouraged to report the harassment to the Dean of Student Life (Marye House; 540/654-1200) or the Director of Judicial Affairs and Community Responsibility (Marye House; 540/654-1660), who can present the student with options for addressing the situation. For more information about UMW's Sexual Harassment Policy, including about options for reporting if the harasser is a faculty or staff member, please go to www.umw.edu/police/2010_annual_security_report/sexual_assault_resources.

SEXUAL MISCONDUCT POLICY

UMW does not tolerate sexual misconduct in any form. Sexual misconduct includes (but is not limited to) rape, stalking, and other forms of intimidation or sexual assault, when they occur either by force, threat, intimidation, or when the survivor is physically or mentally unaware, or is unable to provide consent — including when she or he is incapacitated by alcohol and/or other drugs. These are serious violations of the Mary Washington Statement of Community Values and constitute violations of University regulations, which are punishable through the judicial system.

An unfortunate outcome of sexual misconduct is that survivors often remain silent. Because many times the act is perpetrated by a trusted acquaintance, the survivor might not recognize that he or she has been assaulted. Or, the survivors may feel that they are responsible for the assault, or that they will be blamed in some way for what happened. The University of Mary Washington recognizes the need to be responsive to the problem of sexual assault on campus and is committed to providing programs/services that are educational, preventive, or remedial in nature. The goal is to increase awareness and educate the entire campus community, as well as to provide an environment which assists the survivor in the recovery process.

The University recognizes the importance of professionally trained staff and encourages participation in training in sexual assault issues on an annual basis. Judicial Affairs, Residence Life, Counseling and Psychological Services, Health Center, and University Police staffs, in particular, are prepared to respond appropriately in the event of a student assault. They are trained regarding the prevalence of sexual assault, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate actions to be taken when an assault occurs.

University Police: Students are encouraged to report sexual misconduct to University Police and may do so anonymously, even if they do not wish to press charges. A student may do this, even if he or she is not the survivor; this provides awareness of campus crimes and helps focus prevention efforts. If the student decides to pursue criminal charges, University Police will take a report, provide information about the procedure for criminal prosecution, and coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director. Police will investigate and provide necessary referrals to campus and/or local agencies. University Police is located in Brent House and is available 24 hours a day at 540/654-4444 (emergency) or 540/654-1025 (non-emergency).

Dean of Student Life/Judicial Affairs: The Dean of Student Life, Director of Judicial Affairs and Community Responsibility, or designee will provide information to the survivor about options for pursuing a charge against the assailant through the university judicial process. The Dean of Student Life will work with the Director of Residence Life to provide options to modify living arrangements if the student and accused live in the same residence hall or in close proximity. A “no contact” order may be issued to help ensure the victim is not harassed by the alleged assailant, and to minimize further contact between the two individuals. The Dean of Student Life Office and the Office of Judicial Affairs are located in Marye House. The former can be reached at 540/654-1200 or www.umw.edu/studentlife. The latter can be reached at 540/654-1660 or rtuttle@umw.edu.

Rappahannock Council Against Sexual Assault: RCASA is a Fredericksburg-area non-profit agency that specializes in providing services and treatment for victims of sexual assault, as well as their families, friends, and partners. RCASA is available 24 hours a day at 540/371-1666, and their email address is info@rcasa.org.

UMW community members may also report alleged violations to the AA/EEO Officer in Human Resources (Fairfax House; 540/654-1046) if the alleged assailant is a faculty or staff member or a University contractor.

More information about UMW’s Sexual Misconduct Policy can be found at www.umw.edu/judicialaffairs/sexual_misconduct and www.umw.edu/judicialaffairs/sexual_misconduct/sexual_assault_brochure.php.

UMW CARES

In 2009 the University of Mary Washington established the UMW Cares Team, a system used to identify and support students, faculty, and staff during high risk situations. This multidisciplinary team functions as the central collection point and repository for information when concerns are raised about a student or employee who may be at risk for harming self or others and/or who may pose a significant disruption to the campus environment. The goal of the team is to identify, prevent, and reduce the risk of violence on campus and to promote the safety and well-being of all members of the University community. The team meets regularly to identify and evaluate campus concerns and intervene to re-establish a safe environment for our students, employees, and visitors.

Reporting concerns about threatening or dangerous behavior: “It may be nothing, but ...”

If you experience or are informed of any behavior which may present a danger/threat to the University community or you are aware of circumstances where Cares Team intervention may support or engage a student at a critical moment in his/her educational experience - please call and report the information to a UMW Cares Team member. Even concerns that may seem minimal can be a part of a broad issue impacting a student or community member.

What should be reported?

There are many behaviors that may cause concern for the safety and well-being of an individual or the campus as a whole. The following is not an exhaustive list, but provides examples of concerning behaviors or situations:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme reaction to a loss or traumatic event;
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts;
- Uncharacteristically poor performance;
- References to harming others or planning a violent or destructive event;
- Evidence of depression, hopelessness, or suicidal thoughts/plans;
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions;
- Strained interpersonal relations, isolating behaviors, or low self-esteem;
- Significant change in life circumstances such as loss of job or relationship.

(Randazzo and Plummer, 2009, pp.123-125)

It is important to share the name of the individual(s) involved and specific behavioral observations. UMW will accept anonymous reports, but having limited information minimizes options when addressing the situation.

When should I make a report?

Early intervention is essential. Early intervention allows members of the UMW community to address concerns and issues in the timeliest manner possible. Through early detection many problems may be averted and situations resolved without incident.

How do I make a report? If you are aware of an emergency or immediate safety concern, call 911 and report the situation to law enforcement.

If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact the University of Mary Washington Police Department. In non-emergency situations you may also call a member of the UMW Cares Team to discuss the circumstances of the situation and initiate a report.

- Doug Searcy, (540/654-1062) Vice President for Student Affairs (Team Leader)
- Cedric Rucker, (540/654-1200) Dean of Student Life (Behavioral Intervention Team Leader)
- Susan Knick, (540/654-1025) Assistant Vice President and Director of Public Safety
- Sabrina Johnson, (540/654-1046) Associate Vice President and Director of Human Resources
- Richard Finkelstein, (540/654-1052) Dean of the College of Arts and Sciences (Fredericksburg Campus Academic Representative)
- Chris Porter, (540/654-1058) Director of Residence Life
- Counseling and Psychological Services Consultant, (540/654-1053) All staff counselors
- Sallie Braxton, (540/286-8016) Associate Dean of Advising Services (Stafford Campus Academic Representative)

What will happen to the information you share? The goal of the team is to resolve all issues with dignity using appropriate discretion. Your identity will be treated privately to support a positive outcome while ensuring safety as the central priority.

Why UMW Cares? The UMW Cares Team was formed as part of legislation passed by the 2008 Session of the General Assembly (§23-9.2:10 of the Code of Virginia) requiring state institutions to form a collaborative approach to threat assessment. Although this function is state-mandated, UMW recognizes its essential value to the University community and fully endorses the mission of the team to support the community and further the educational mission of the institution. The Mary Washington Board of Visitors officially endorsed the structure and function of the UMW Cares Team in spring 2010.

For more information, visit www.umw.edu/studentaffairs/umw_cares.

UNIVERSITY POLICE AND STAFFORD CAMPUS SECURITY

Fredericksburg Campus, Brent House; 540/654-1025

North Building, Stafford Campus; 540/286/8113

Emergency 540/654-4444

Note: Any campus emergency phone connects to the emergency line.

The goal of the University Police Office is to provide a safe and secure learning environment. The office provides protection to the UMW community, enforces rules and regulations, and aids in promoting safety and order on campus. Officers have the authority to arrest both on and off campus for violations of the Code of the Commonwealth of Virginia, as well as administratively refer students for violations of UMW policy. Crimes on campus may be called in or reported anonymously through the Silent Witness Program available at www.umw.edu/police.

UMW Police offer a free Rape Aggression Defense (RAD) basic self-defense program. To enroll, contact University Police.

To aid in snow removal, certain Snow Emergency Areas are designated on campus; no car may park there when there is a threat of inclement winter weather. Cars left in those spaces and that impede snow and/or ice removal may be towed.

Lost and found is administered by University Police and Stafford Campus Security staff. Lost items submitted to lost and found may be claimed by the owner. Items will be held for 60 days and then forwarded to the University Storeroom for inclusion in auctions or sales of property.

WEAPONS POLICY

The possession or use of weapons on UMW's campuses is strictly limited.

No student may keep, use, possess, display, or carry any lethal or dangerous devices capable of casting a projectile, any martial arts weapons, any toy weapon resembling any real weapon, any swords, any illegal knives, or knives with a blade.



ALMA Mater

All hail, dear Alma Mater,
We sing our praise to you.
High on Marye's Hilltop,
You stand forever true.
Born in truth and honor,
You ever more shall be,
The model of our future years,
And all eternity.

Whene'er we have to leave you,
We never will forget,
The lessons you have taught us,
And all the friends we've met.
And we your sons and daughters,
Will hold your name on high,
So here's to Mary Washington;
Our love will never die.

– Irene Taylor '47
– Jean Crotty '47