



UNIVERSITY OF  
MARY WASHINGTON

*where great minds get to work*

# STUDENT HANDBOOK

2014 – 15

For Undergraduate Students

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## 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 regards the provision of high-quality instruction as its most important function. The University offers a wide range of undergraduate and graduate programs focusing on both disciplinary and interdisciplinary studies. These academic programs afford students opportunities to integrate and apply their knowledge within broad educational experiences, to develop their professional interests, and to practice the habits of mind necessary for life-long learning. Through a professionally engaged faculty, the University supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

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 supporting professional advancement and economic development and to improving the regional quality of life.

We fulfill our mission by fostering students' intellectual and creative independence, facilitating their immersion 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.

*Adopted by the Rector and Visitors of the University of Mary Washington  
November 20, 2010*

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# Laying a Strong Foundation

## 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 Non-Discrimination
- 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.

*Approved by the University of Mary Washington Board of Visitors  
February 19, 2011*

## Principles on Diversity and Inclusion

The University of Mary Washington strives to create a climate of acceptance and will promote the values of diversity and inclusiveness. These values strengthen our community and are essential to our academic mission and institutional excellence.

The University of Mary Washington values diversity in all forms—including diversity of age, culture, disability, economic background, ethnicity, gender, gender identity and expression, marital status, national origin, opinion, political affiliation, race, religious background, sexual orientation and veteran status.

The University of Mary Washington recognizes its responsibility to be a model of fairness and equal opportunity, providing intellectual and institutional leadership regarding diversity issues and initiatives.

As a public university in the Commonwealth of Virginia, the University of Mary Washington embraces its obligation to provide educational opportunities to broader communities found locally and nationally, and to then reflect the diversity of peoples, backgrounds, and experiences in the student body, faculty, administration and staff.

The University is committed to providing broad administrative, programmatic and academic support to achieve its institutional goals for diversity.

The University seeks to prepare students from all backgrounds and identities to live, work and thrive in a global society.

The University seeks to provide a welcoming and inclusive environment of mutual respect for students, faculty, staff and community, internally and externally, of all backgrounds and identities.

The University of Mary Washington recognizes that the adoption of this Statement is the responsibility of the entire University community. To ensure the successful implementation of the statement, the University is committed to a system of responsibility, accountability, and recognition for all faculty, staff, and students that carries out the institutional values on diversity and inclusion and all related goals and objectives.

*Approved by the University of Mary Washington Board of Visitors  
February 19, 2011*

## **Statement of Non-Discrimination**

At the University of Mary Washington, the principles of equal opportunity and affirmative action are practiced. The University does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the University.

*Approved by the University of Mary Washington Board of Visitors  
May 10, 1991, and Reaffirmed on April 9, 2010*

## **Statement of Rights and Responsibilities**

- Members of the University community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.
- All members share the obligation to respect the right to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage, of association, and of petition to the institution for a redress of grievances.
- The members of the University community have the right to due process in matters concerning discipline or status as members of the University community.

- All members of the University community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.
- The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the University community.
- The term “member of the University community” embraces the University as an institution, the faculty as a body, and all members of the administration, faculty, staff, and student body in their official and individual capacities.

*The Statement on Rights and Responsibilities was adopted by the UMW Student Association, Faculty, and the Rector and Visitors in 1973 and updated by the Board of Visitors on April 20, 2012.*

## **Statement on Academic Freedom**

- Members of the University community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.
- All members share the obligation to respect the right to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage, of association, and of petition to the institution for a redress of grievances.
- The members of the University community have the right to due process in matters concerning discipline or status as members of the University community.
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*The Statement on Rights and Responsibilities was adopted by the UMW Student Association, Faculty, and the Rector and Visitors in 1973 and updated by the Board of Visitors on April 20, 2012.*



## The Honor System – A Way of Life

The Honor System is fundamentally a code of personal integrity. It means that University of Mary Washington students accept the challenge to make their word of honor a pledge of absolute truthfulness in all matters that fall within the Honor Code. It is a commitment to a way of life characterized by loyalty to the highest ideals of individual and collective ethical responsibility.

*Dr. Edward Alvey, Jr., Dean Emeritus*

## UMW Seal

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.



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# UMW Community

## Eagle Spirit



It's all about being involved! There are more than 120 university organizations covering a wide variety of interests – varsity and club sports, professional and honor organizations, as well as opportunities to create new unique organizations.

*School colors:* Navy Blue, Gray, and White. *Mascot:* Eagle

## 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

## Beak Week

Beak Week is held after Spring Break and is planned to promote Eagle Spirit on campus! SGA hosts a number of programs throughout the week for you to show your pride in being an Eagle! Past events have included barbecues, dances, and community service opportunities. And don't forget to watch for the Eagle Pride table where you can pick up some great free swag!

## Class Council

Class Council is charged with presenting the traditional events on campus such as Junior Ring Week, Devil-Goat Day, Roctoberfest, Halloweens, Senior Countdown, Grad Ball, and Senior Convocation.

## Inter-Club Association

More than 140 students clubs and organizations flourish at UMW. Check them out at the [Student Activities and Engagement website](#). If you don't find one that interests you, it's easy to start a new club!

### Inter-Honorary Association

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

ASSOCIATION	MISSION	ADVISOR
<b>Alpha Phi Sigma</b>	Encourages learning and community service, recognizing high scholastic achievement	<i>Rosemary Barra</i>
<b>Alpha Psi Omega</b>	National theatre honorary society	<i>Gregg Stull</i>
<b>Athletic Honor Roll</b>	Recognition of athletes and varsity teams for academic excellence	<i>Clint Often</i>
<b>Chi Beta Phi</b>	National scientific honorary	<i>Deborah Zies</i>
<b>Eta Sigma Phi</b>	Honorary collegiate society for students of Latin and/or Greek	<i>Liane Houghtalin</i>
<b>Gamma Theta Upsilon</b>	International geography honorary	<i>Dawn Bowen</i>
<b>Kappa Delta Pi</b>	International honor society dedicated to scholarship and excellence in the field of education	<i>Courtney Clayton</i>
<b>Lambda Iota Tau</b>	Recognizes and promotes interest in literary achievement	<i>Colin Rafferty</i>
<b>Mortar Board</b>	Encourages scholarship and leadership to provide service, to emphasize advancement of the status of students, and to support the ideals of the university	<i>Abbie Tomba</i>
<b>Mu Phi Epsilon</b>	National honorary music fraternity	<i>Mark Snyder</i>
<b>National Society of Collegiate scholars</b>	Recognizes academic excellence and promotes scholarship, leadership, and service	<i>Raymond Tuttle</i>
<b>Omicron Delta Epsilon</b>	National economics honorary society	<i>Robert Rycroft</i>
<b>Phi Alpha Theta</b>	National history honorary society	<i>Susan Fernsebner</i>
<b>Phi Beta Kappa</b>	Recognizes superior academic achievement in the liberal arts	<i>Robert Rycroft and Colin Rafferty</i>
<b>Phi Sigma Iota</b>	International Foreign Language Honor Society	<i>Marisa-Isabel Martinez-Mira</i>
<b>Pi Gamma Mu</b>	National social science honorary	<i>Bradley Hansen</i>
<b>Pi Mu Epsilon</b>	Mathematics honorary	<i>Suzanne Sumner</i>
<b>Pi Sigma Alpha</b>	Recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government.	<i>Rosalyn Cooperman</i>

	<i>Membership in PSA is by invitation only and based on GPA, class standing, and completion of upper level coursework in Political Science.</i>	
<b>Psi Chi</b>	International honor society in psychology	<i>Mindy Erchull</i>
<b>Sigma Beta Delta</b>	National honor society for business, management, and administration	<i>Galen deGraff</i>
<b>Sigma Pi Sigma</b>	Honorary section for physics students	<i>George King</i>
<b>Upsilon Pi Epsilon</b>	International honor society for the computing sciences	<i>Jennifer Polack</i>
<b>Who's Who Among Students in American Universities and Colleges</b>	Recognizes excellence in scholarship, leadership, and service	<i>Cedric Rucker</i>

### **OrgSync Community**

OrgSync is the easiest way for YOU to find out what's happening at the University of Mary Washington! Check out 140+ organizations, plan your social calendar, visit the OrgSync app, track your service hours and activities, upload and view pictures and videos...the list goes on! It's simple to get started, just follow the steps below and you'll be hooked into the newest way to connect with your friends and UMW.

1. Visit [www.orgsync.com](http://www.orgsync.com)
  2. Look in the upper right hand corner and select Login
  3. Select University of Mary Washington; use your EagleNetID and password to sign in!
- Any questions? Visit Student Activities & Engagement in Seacobeck to find out more.

### **Spirit Rock**

The Spirit Rock represents the spirit of UMW – whether advertising an event, showing spirit, or celebrating a recent victory. Absolutely no profanity or vulgarity is permitted. The Student Code of Conduct applies to the Spirit Rock. Only latex paint is permitted. Freshly painted messages should be allowed to remain in place for 24 hours before being repainted by another individual or group.

The Spirit Rock belongs to students, who are ultimately responsible for it. If students dislike a message on the rock, it is their responsibility to repaint it. Questions regarding the Spirit Rock should be addressed to the SGA.

### **Student Government**

Every enrolled undergraduate student at the University of Mary Washington automatically becomes a member of the Student Government Association. As stated in the SGA Constitution, the purpose of SGA “shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The SGA shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.”

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## WELCOME LETTER FROM THE SGA PRESIDENT

Welcome to the Class of 2018,

You are now taking your first steps toward becoming Mary Washington Eagles – congratulations on your acceptances and decisions to attend this extraordinary University! Here at Mary Washington we are a community, a family. At one point this University had potential to be “Your Mary Wash” and now each and every one of you can call it “My Mary Wash” because that is exactly what it is. Over the next four years you will meet some of your best friends, make life changing decisions and create memories that you will one day, years from now, be able to reflect on with pleasure. Look around you at your peers and classmates; these are the people that you will spend these next four years with. Right now it is all new and fresh. But eight semesters from now you all will be looking back on these first few moments that you shared together. Cherish them because it will fly by.



As you begin your time here I encourage you to ask questions, stand up for what you believe in, go to your professor’s office hours, and find adventure. There is always something here – from an evening walk on the Canal Path to navigating your way downtown for the first time to Carl’s Ice Cream with your friends; or going to introduce yourself to Dean Rucker, or sitting out on Ball Circle with a good book and a Frisbee. Everywhere you turn there will be people here to support you and all that you do to ensure a successful four years. This will be the time of your lives, enjoy it!

Best,

Samantha Worman  
President, Student Government Association

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## WELCOME LETTER FROM THE HONOR COUNCIL PRESIDENT

To the new UMW students for 2014-15:

I would like give all of you the warmest of welcomes to the University of Mary Washington! I hope you have a great first year on our beautiful campus.

Though I was drawn to Mary Washington because of the beauty of campus and its excellent academic reputation, there was another aspect of life here that drew me to this school: the Honor System. Here, we have a community of trust which offers the students a feeling of security and safety. The Honor Council is in charge of helping maintain this trust.



The Honor System thrives under community accountability. When you accept admittance to the University of Mary Washington, you are pledging to live by the honor code and hold your peers accountable for their actions if they do not. As I'm sure you've been told, it is run entirely by students. The students who are elected every spring represent the study body for the next year (freshman representatives are elected in the fall), and we try our best to uphold the principles of the honor code in everything we do.

I hope the Honor System offers all of you a sense of security and comfort, and I can't wait to meet the freshmen interested in running for Honor Council in the fall!

All the best,

Catherine Purtell  
Honor Council President  
Fredericksburg Campus

## Student Services - Academic

### Academic Policies

Each student is responsible for familiarizing him/herself with and noting changes in policy or procedures affecting his or her program and adjusting the program accordingly. Final responsibility for enrolling in appropriate courses in the right sequence and for meeting all degree requirements rests with the student. [Academic policies and procedures](#) are contained in several locations including the [academic catalogs](#) and the [Dictionary of Academic Regulations](#). This Student Handbook covers non-academic policies.

### Academic and Career Services

*Lee Hall, Room 206 (Academic Services); 540/654-1010*

*Lee Hall, Room 308 (Career Services); 540/654-1022*

The Academic and Career Services offices can:

- Help you choose a major and explore related career fields
- Help you plan for a career or graduate school
- Identify opportunities to network and connect with employers and alumni
- Provide guidance on experiential learning opportunities that get you out of the classroom and give you new skills
- Teach you about the academic internship program – one way to meet the experiential learning general education requirement

Visit [umw.edu/academicandcareerservices](http://umw.edu/academicandcareerservices) for additional tools and resources.

### Center for International Education

*Lee Hall, Room 434; 540/654-1434 (Education Abroad) or 540/654-1870 (International Students and Scholars)*

YOU CAN GET THERE FROM HERE, and the [Center for International Education \(CIE\)](#) can help. Students who are interested in an educational experience abroad may select [UMW faculty-led programs](#), attend one of the many [UMW Approved Study Abroad Programs](#) offered by overseas universities and education abroad providers, choose to [conduct research](#), or [volunteer abroad](#). Students may earn academic credits toward graduation requirements by studying abroad for an academic year, a semester, over the summer, or during spring and winter breaks. Any education abroad experience can be used to fulfill the General Education requirements for Experiential Learning or Global Inquiry. Please visit the [CIE website](#) for information on Education-abroad opportunities or [contact CIE](#) to set up an individual advising session.



CIE is also home to [International Student and Scholar Services](#). Incoming students and scholars receive support for immigration matters and can participate in a wide variety of social and educational programs and excursions. Through CIE's [InterLink Cultural Mentors](#) program UMW students welcome incoming international students and help ease their transition to campus life. InterLink creates opportunities for both international and internationally-minded American



students at UMW to interact on a personal level and develop greater global and cultural awareness.

### **Dictionary of Academic Regulations**

The [Dictionary of Academic Regulations](#) has been compiled by the Office of Academic Services to satisfy the need for a comprehensive and easy-to-use publication on academic policies and procedures for B.A./B.S./B.L.S. students and all members of the UMW community. Since final responsibility for meeting all degree requirements rests with the individual student, each student should have complete knowledge of the regulations pertaining to the academic program of the College.

### **Disability Resources**

*Lee Hall, Room 401; 540/654-1266*

[Disability Resources](#) works with the University community to eliminate barriers and create a welcoming and inclusive environment for all students, including students with disabilities. However, there may be classes, programs, or educational experiences in which you require accommodation due to a disability. To request accommodations, you will need to submit documentation of your disability to the Disability Resources office and make an appointment to meet with the director. Please [visit the Web site](#) to learn more about documentation requirements, services available, and frequently asked questions.

### **Information and Technology Convergence Center (ITCC)**

***New this year!*** The Information and Technology Convergence Center is UMW's "academic commons" – a place where technology, information, teaching, and learning resources come together in an environment that is modern and dynamic. While it looks like other UMW buildings on the outside, inside it is different from anything else on campus. While you can find a "learning commons" space on some other campuses, ours will be unique. You'll notice that as soon as you go in the main entrance and see the two-story video wall!

Located on campus walk next to Simpson Library, this building was designed with students in mind and is a place where you can gather, mingle, study, work, learn, and even play in a variety of spaces – all of which will be outfitted with the latest in technology resources.

Here are a few features of the Convergence Center:

- self-service computer workstations where you can quickly do last minute work on a project, check messages, or just drop in to see what's going on in cyberspace;
- a self-service multimedia lab outfitted with everything you need to do computer and video productions;
- a more sophisticated video production space (outfitted like a small television studio);
- group collaboration spaces throughout the building where students can meet around a flat-panel screen to work on whatever they like;
- conference/meeting rooms throughout the building;
- several high-tech classrooms and a Digital Auditorium;
- new locations for the Speaking and Writing Centers;
- UMW's new Digital Knowledge Center;



- a Digital Gallery;
- **Blackstone Coffee**, featuring locally roasted coffees and gourmet sandwiches

### **Registrar**

*Lee Hall, Room 206; 540/654-1063*

Services available in the **Office of the Registrar** include registration, transfer credit evaluation, final degree audit, cancellations, withdrawals, leaves of absence, 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. Students may also voluntarily withdraw from UMW through the Office of the Registrar.

### **Simpson Library**

*Simpson Library; 540/654-1125*

Simpson Library is the main library for the University and an excellent place to study, to work with class groups and teams, and to get friendly professional assistance with research for all kinds of assignments. We also work with UMW faculty and staff and are open to the public.

Our collections include more than 450,000 volumes in the social sciences, humanities, and sciences; thousands of electronic books to read online; almost 70,000 periodicals; popular reading books; maps; Federal and Virginia government documents; and a wide array of databases that furnish online access to books, magazines, journals, and newspapers.

### **Student Services Center – Lee Hall**

*Lee Hall*

Many of the services described herein, both academic and student life, can be found in Lee Hall. This “one-stop shop” gives easy access to the offices of Academic Services, Registrar, Financial Aid, Student Accounts/Cashier, Career Services, Center for International Education, Talley Center for Counseling Services, Disability Resources, EagleOne Center, Multicultural Center, James Farmer Scholars, Parking Management, Student Health Center, and the Bookstore.

### **Tutoring and Study Skills**

*Lee Hall, Room 206; 540/654-1010*

**Peer tutors are provided by appointment** for almost every lower-level course, and walk-in tutoring is available **for math**. **Academic Success Seminars** are also available.

### **Writing Center**

*Trinkle Hall, Room 107A; 540/654-1036*

Free tutoring to help students improve their writing! After each session, the **Writing Center** sends the instructor a report summarizing the tutor's advice, but the report does not evaluate the paper

or the student. Students may schedule an appointment or may walk-in. The Writing Center is not open during reading days or exam week.

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## Student Services – Student Life

### Athletics

*Goolrick Hall; 540/654-1039*

The [Intercollegiate Athletics program](#) at UMW encompasses 23 sports, whose seasons typically end in conference, regional and/or national championship tournaments. Excellent facilities include baseball and softball stadiums, Olympic-size track, grass fields plus three turf fields, indoor (6) and outdoor (12 lighted) tennis courts, Goolrick Gymnasium and Pool (75,000 sq. ft.), and a new performance gym – the Anderson Center. Students have opportunities to become involved as athletes, student athletic training aides, managers, scorers, timers, statisticians and/or spectators. New students interested in trying out for varsity teams are encouraged to contact coaches for try-out dates and requirements, prior to arriving on campus. Candidates for teams must register for their varsity sport during course registration. Contact the Athletics Office at 540/654-1039 for more information and visit the [Athletics website](#) for [coaches' contact information](#).

### Bookstore

*Lee Hall, Room 306; 540/654-1017*

The University Bookstore is proudly owned and operated by the University of Mary Washington; the store team is dedicated to supporting the academic mission of UMW and the quality of student life on campus. 100% of the profits generated by the University Bookstore flow directly back to the University to help fund Student Life programs, intramural sports, recreational activities, and more. The store employs 15-20 students per semester.

The professional UMW Bookstore team ensures that competitively priced course materials are offered in store and online in the forms of new, used, e-books and course packs, art supplies and kits, DVD's, and more. Textbooks can also be rented online at [www.umw.edu/bookstore](http://www.umw.edu/bookstore). From Art to Theatre, Apple accessories to TI scientific calculators, the store has the materials required for academic success.

The store is the nest of Eagle Pride, offering UMW apparel, gifts, insignia and emblematic school supplies; the trade book department boasts the work of UMW faculty, staff and alumni, and offers a rich array of local history titles. Snacks, sundries, health and beauty items fill the well-stocked convenience store.

### Campus Ministries

In addition to Fredericksburg-area houses of worship, several campus ministries and clubs offer fellowship and activities to support students' spiritual growth. Explore other clubs through the Office of Student Activities and Engagement.

Organization	Contact
Baptist Collegiate Ministries (Interdenominational) 1514 College Avenue	Email: <a href="mailto:connect@umwcenter.org">connect@umwcenter.org</a> ; Web: <a href="http://umwcenter.org">umwcenter.org</a> 540/371-3970
Campus Christian Community 1213 Dandridge Street	<a href="http://campuschristiancommunity.com">campuschristiancommunity.com</a> 540/373-9255
Canterbury Club (affiliated with Trinity Episcopal Church)	Email: <a href="mailto:info@umwcanterbury.com">info@umwcanterbury.com</a>
Catholic Campus Ministry 1614 College Avenue	Chaplain: Fr. Frederick Edlefsen Email: <a href="mailto:father@umwccm.org">father@umwccm.org</a> Website 540/373-6746
Grace Campus Ministries (affiliated with Grace Church)	Email: <a href="mailto:umw.gcm@gmail.com">umw.gcm@gmail.com</a>
Intervarsity Christian Fellowship	Email: <a href="mailto:ivmdub@gmail.com">ivmdub@gmail.com</a>
Islamic Student Association	Email: <a href="mailto:isa.eagles@gmail.com">isa.eagles@gmail.com</a>
Jewish Student Assn./Hillel	Email: <a href="mailto:hillel@umw.edu">hillel@umw.edu</a>

### **Campus Recreation and Fitness Center**

*Fitness Center; 540/654-1732*



Provides opportunities for recreation, wellness, and leadership through intramural sports, sport clubs, group fitness classes, informal recreation, and the [Wellness Resource Center](#). The 19,000 sq.ft. [Fitness Center](#) features free weight, cardiovascular, and circuit equipment. Broad-based intramural programming ensures there is something for everyone. Non-traditional events include inner tube water polo, indoor whiffleball, and a cornhole tournament. The Eagle sport club program offers intercollegiate competition against local, regional, and national competition. UWM currently has 29 [sport club programs](#):

- Men's (Baseball, Basketball, Lacrosse, Rowing, Rugby, Soccer, Ultimate)
- Women's (Basketball, Color Guard, Field Hockey, Lacrosse, Rowing, Rugby, Soccer, Softball, Synchronized Swimming, Ultimate, Volleyball)
- Coed (Boxing, Canoe & Kayak, Cheerleading, Cycling, Fencing, Polo, Quidditch, Tennis, Ski & Snowboard, Swimming, Volleyball)



## **Center for Honor, Leadership, and Service**

*Seacobeck Hall; 540/654-1122*

Newly established in spring of 2012, the mission of the [Center for Honor, Leadership, and Service](#) is to serve as a catalyst for meaningful experiences, which enhance and deepen student learning. Through collaboration in an active, engaging, and transformational environment, students will learn best practices, educational competency, and skill sets for leadership and service grounded in the core value of honor. This unique integration sparks personal and professional growth so students become committed, global citizens. The Center assists in promoting honor, establishing leadership initiatives on campus, and coordinating volunteer service efforts of UMW students, staff, and faculty.

## **Community Outreach and Resources (COAR)**

*Seacobeck Hall; 540/654-1122*



The [Community Outreach and Resources office](#), better known as COAR, organizes service opportunities for students throughout the year. COAR is a branch of the Center for Leadership, Service, and Honor. COAR runs an average of 20 weekly on-going programs that include tutoring and mentoring children and teens, building with Habitat for Humanity, working with the elderly and animals and working on environmental projects like tree plantings and stream restorations. In addition, COAR sponsors a variety of on-campus service programs for the community such as a campus trick-or-treat in the fall and an egg hunt in the spring. Whether you want to volunteer on your own, with a friend, club, hall, or team, COAR is a great place to start!

## **Commuter Student Services**

*Marye House; 540/654-1058*

[Commuter Student Services](#) is committed to helping you have a successful experience at the University of Mary Washington. We want to help you feel connected, supported, informed and a welcome part of the vibrant and diverse community of UMW commuter students! Our programs and services will provide you with opportunities to:

- Meet other UMW commuters
- Be informed of campus events
- Make connections with campus units, staff and faculty
- Have a resource when you have questions about off-campus living

Commuter students have access to:

- *Overnight lodging* - During severe weather, contact the Office of Commuter Student Services to arrange for temporary housing. (540-654-1058)
- *Meal plans* - You are busy! Why not let UMW Dining Services do the shopping, cooking and clean-up? Whether you take the commuter plan (60 meals a semester) or a larger plan, you'll enjoy the convenience. To enroll, sign into your EagleNet portal then select "University Life" under "My University Resources." Students can adjust plans starting in July and have until the end of the second week of classes to decrease a meal plan.

Important NOTE: All commuter students are required to register their local address and provide a cell phone contact number yearly with the University. This is done through the EagleNet portal.

### **Copy Center**

*Seacobeck 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 card- and 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.

### **Counseling and Psychological Services** *(see Talley Center for Counseling Services, p. 24)*

### **Dean of Student Life**

*Marye House; 1<sup>st</sup> floor; 540/654-1200*

The Office of the Associate VP for Student Affairs and [Dean of Student Life](#) addresses concerns with most out-of-class issues, and is the contact for “dean’s certification forms” for various post-graduate or transfer applications. Student Life focuses on providing information for the acquisition of interpersonal and leadership skills; for service to others; for self-discipline and adherence to agreed-upon community values. This office facilitates involvement in out-of-class experience and the acquisition of skills and abilities for life-long learning, and for living a healthy, productive and creative life. This site also provides a referral to the reader regarding the resources and services extended through Student Life and its affiliate offices.



### **Dining Services**

*Seacobeck Hall; 540/654-1029*

Campus Dining offers a wide variety of dining services, everything from all-you-can-eat buffets to retail facilities to pick-up or full service catering. Be sure to visit our dining web site at [www.umwdining.com](http://www.umwdining.com), download our free app (UMW Dining), or like us on Facebook (UMWDining) to access menus, nutritional data, hours of operation, and information about upcoming events and promotions.

***Special Diets:*** If you need to follow any special dietary regimen (i.e. you have food allergies to things like gluten, nuts, shellfish, dairy products, or soy), or you are vegan, vegetarian, or don’t eat pork) please contact Roy Platt, General Manager of Campus Dining, at 540-654-2230 or [Roy.Platt@sodexo.com](mailto:Roy.Platt@sodexo.com). He will review all of our dining options with you and determine if additional steps are needed to address your needs.



***The Restaurants at Seacobeck*** feature three student dining rooms with all-you-care-to-eat buffets and made-to-order cooking stations. A variety of vegetarian, vegan, and gluten-free dishes are offered daily. It only costs one meal from your meal plan to get unlimited access to all the Restaurants at Seacobeck.

***The Eagle’s Nest*** in Woodard Campus Center is where you’ll find several of our most popular retail eateries: *Vocelli Pizza, WOW Café & Wingery, Joe Stacks, and Simply To Go.*



*Special “Meal Deals”* allow you to use your meals and Flex Dollars for purchases at these locations. Cash, Credit, and EagleOne are also accepted.

**2-Hour Catering at the Nest** - Want to order some wings, sandwiches, or pastries for a last minute get-together? Place an order and it will be ready for pick up in just 2 hours! Details are available on our web site and at the Nest.



**Vocelli Pizza** boasts the best  $\pi$  on campus, offering artisan pizzas made with fresh ingredients from old-world family recipes. Delivery service is available to all residence halls, too!



**WOW Café & Wingery** is the place to go for crispy chicken wings, chicken tenders, and chicken sandwiches. Juicy burgers are on the menu, too!



**Simply To Go** offers sandwiches, salads, yogurts, and microwavable meals that are packaged and ready for you to grab and go when you're in a hurry.



**Naturally Woodstock**, located in the Underground at Lee Hall, is your destination for sandwiches made on fresh-baked breads, hearty soups, gourmet desserts, frozen yogurts and fresh fruit yogurt smoothies. “Meal Deals” are also available at Naturally Woodstock so you can use your meals and Flex Dollars to make purchases. Cash, Credit, and EagleOne are also accepted.

**Eagle Express** is our mobile food cart that offers coffee, cold beverages and breakfast snacks in the mornings on Campus Walk. You'll also find Eagle Express at many athletic or other campus events. Cash, EagleOne, or Flex Dollars accepted.



**Wholly Habaneros** is UMW's own food truck, serving great Mexican cuisine for lunch on Campus Walk Monday through Friday. Pick up a taco, burrito, or other tasty treat on your way to class. Cash, credit cards, Flex and EagleOne accepted.

**Meal Plans:** Campus Dining offers a variety of block meal plans for residential and commuter students that provide a set number of meals for each semester along with various amounts of Flex Dollars. There are no restrictions as to how many meals you can use during a meal period, day, or week. Students have total freedom to decide when to use their meals. A complete description of the meal plans can be found on the [Dining web site](#). Changes to meal plans may be made without restrictions during the first two weeks of each semester. After that, meal plans may only be upgraded to higher level plans. For details about purchasing plans see the section on Residence Life in this handbook, or contact the Office of Student Accounts at [umwbills.com](http://umwbills.com).

**Flex Dollars** can be used like cash for making purchases in retail or resident dining facilities. The Flex rates for meals at Seacobeck are discounted from the regular cash rates, and Flex purchases are not subject to the local 11.3% tax. If you have unused Flex Dollars at the end

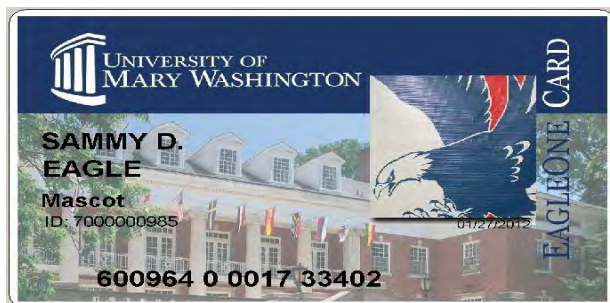
of the fall term, they will roll over to the spring term. Unused balances at the end of spring semester will be forfeited. Unused meals do not roll over from one semester to another.

**Guests** Every meal plan allows students to use five of their meals for guests. If you've used all your guest meals you may use Flex Dollars, EagleOne, Cash or Credit to purchase meals for your friends and family at any dining facility.

**Student Board of Directors** This is a group of students who volunteer to meet once a month with the Campus Dining Management team to review our dining operations and help shape our current and the future operations. For information about joining the board, contact Rose Benedict at [rbenedic@umw.edu](mailto:rbenedic@umw.edu). Meetings are open to all students. Check [umwdining.com](http://umwdining.com) for meeting times and locations.

### **EagleOne Card**

*Lee Hall 110; 540/654-1005*



The EagleOne card is the official identification card of the University, and is issued to all members of the University community. Your EagleOne Card is your key to the residence halls, dining halls, libraries, Fitness and Tennis Centers and much more. It also functions as a debit card by offering a convenient EagleOne account for making purchases on and around campus. Activate your EagleOne debit account

any time with an initial deposit of \$25 or more. Money can be added to your EagleOne account online at <http://adminfinance.umw.edu/eagleone>, the Cashier's Office, or the EagleOne Card Center. The fee for replacing an EagleOne card is \$20. To learn more, visit us in person or online at <http://adminfinance.umw.edu/eagleone>.

### **Employment on Campus**

*Lee Hall 206; 540/654-2468*

The [Office of Financial Aid](#) administers the student employment program at UMW. Students may also pursue on-campus employment through Campus Dining. Available positions range from food servers to cashiers to utility workers to food preparers to marketing assistants to catering wait staff. To apply for a position, access the employment application form at [umwdining.com](http://umwdining.com).

### **Financial Aid**

*Lee Hall 206; 540/654-2468*

Each year, UMW administers more than \$28 million in financial assistance, including educational loans, 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. UMW offers many opportunities for

student financial aid: scholarships, grants, loans, and student employment. A student must fill out a FAFSA form to be considered for aid. The form is available through your EagleNet Portal and the [Financial Aid Web page](#). Most of these scholarships are need-based and also require you to complete the FAFSA by the published dates.

### **Health Center**

*Lee Hall 112; 540/654-1040*

The UMW [Student Health Center](#) is committed to facilitating the academic and co-curricular education of students by providing convenient, effective, and high quality health and medical services. The center offers diagnosis and treatment of common medical problems, an allergy injection clinic, a weekly birth control/women's clinic, the Mary Gilson Memorial Self-Care Center, and a small pharmacy of common medications prescribed by the UMW physician and nurse practitioner. Appointments and walk-ins are accepted. Use of the Health Center is open to all currently enrolled full-time undergraduate students. The Health Center does not issue medical excuses for missed classes.

NOTE: Students are required to have a Health History/Immunization/ Tuberculosis Screening form on file, available at [students.umw.edu/healthcenter](http://students.umw.edu/healthcenter). *Students who do not submit their Health Form to the Student Health Center by the due date will have a hold placed on their accounts and will not be able to register for second semester classes until their completed form is turned in.* Medical records are confidential and will not be released without the written permission of the student or a court order. Student health insurance information is also available on the Web site. Medical emergencies at times when the Health Center is closed should be handled by contacting a Residence Life staff member, HealthLink (540/741-1000), University Police (540/654-4444), or by calling 911.

### **IT Help Desk**

*Information and Technology Convergence Center (ITCC), Room 112; 540/654-2255*

The Information Technology division provides computing and communication services to the campus community. The primary contact for technology questions is the IT Help Desk located in the ITCC in Room 112 on the Fredericksburg campus. The Help Desk may be reached at 540/654-2255, or via email to [helpdesk@umw.edu](mailto:helpdesk@umw.edu).

### **James Farmer Multicultural Center**

*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. 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, religious, sexual orientation, gender, intellectual, and social interests.

The [James Farmer Multicultural Center](#) specifically focuses on the academic and social well-being of under-represented students through programming, mentoring, and leadership opportunities. While diversity is a goal for all University organizations, several specific interest groups on campus assist in promoting diversity within the University community and offer programs and resources that foster an awareness and understanding of cultural differences.





The Center offers a variety of cultural programming including the highly respected Cultural Awareness Series. The series culminates with the spring Multicultural Fair, which attracts huge crowds to campus.

### **Judicial Affairs and Community Responsibility**

*Marye House, 2<sup>nd</sup> Floor; 540/654-1660*

*Mission Statement:* The [Office of Judicial Affairs and Community Responsibility](#) works with issues related to student conduct. The Office educates students about their responsibilities within the UMW and greater Fredericksburg communities, as well as about their rights, should they be accused of violating behavioral expectations, or should they believe that they have been victimized or otherwise negatively impacted by another student's conduct.

Conduct expectations at UMW are based on several factors, including local, commonwealth, and federal law; student well-being; the development of interpersonal skills necessary for successful relationships with other individuals; and the development of citizenship skills necessary for successful relationships with society as a whole. Areas covered by these expectations include the following:

- The possession and use of alcohol and other drugs
- Community standards in the residence halls related to noise and guests
- Damage to UMW property, or to the property of other individuals
- Classroom disturbances
- Violent, threatening, or harassing behavior
- Sexual misconduct

Success at UMW is significantly associated with a student's ability to learn and live in an environment in which his or her wellness is respected and promoted, and in which his or her responsibility to the community – in other words, citizenship – is emphasized. These are the overall goals of the Office of Judicial Affairs and Community Responsibility, within the Division of Student Affairs.

Furthermore, the Office of Judicial Affairs and Community Responsibility believes that students themselves should play an important role in promoting wellness, citizenship, and the acquisition of good interpersonal skills. To that end, the Office supports and advises student leadership in a variety of areas, including student-driven initiatives such as the [Judicial Review Board](#), the White Ribbon Campaign, the [National Society for Collegiate Scholars](#), and [WMWC](#), the University's radio station.

### **Lost and Found**

*University Police; Brent House; 540/654-1025*

Lost and found is administered by [University Police](#). 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.

### **Mail Services**

*Woodard Campus Center, 540/654-1049*

The [UMW Post Office](#) offers many of the same services as a U.S. Post Office. Mail is delivered Monday through Friday and the post office is open those days from 10 a.m. to 4:30 p.m.

Unclaimed mail is returned to sender after 30 days. Degree-seeking undergraduate students are

assigned a Woodard Campus Center mailbox, which is shared with another student; BLS students are not assigned campus mailboxes.

***Student mailing address:***

Full student name  
University of Mary Washington  
UMW Box \_\_\_\_\_  
1701 College Ave.  
Fredericksburg, VA. 22401-4661

***Eagle Landing*** residents use the following format:

Full student name  
University of Mary Washington  
Eagle Landing Box \_\_\_\_\_  
1701 College Ave.  
Fredericksburg, VA 22401-4661

*Official Notification:* The campus post office is one of UMW's official modes of communication, so mail sent to a student's assigned box is considered proper and adequate notification for University business. It is the student's responsibility to check this box regularly. Official communications are also conveyed through the EagleNet portal and student email.

*Summer mail forwarding:* To have mail forwarded over summer break, students must visit the [UMW Post Office](#) to complete a campus change of address form.

**Multicultural Center**

(see [James Farmer Multicultural Center](#))

**Safety Escort Service**

The [UMW Police Department](#) operates an on-campus safety escort in the evenings and students may request a ride from outlying parking areas or an escort to their residence hall by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police non-emergency number, 540/654-1025.

**Student Accounts**

*Lee Hall, Room 206; 540/654-1250 or -1289*

Everything you need to know about current tuition and fees, room and board, payment options, due dates, and more can be found at [adminfinance.umw.edu/studentaccounts](http://adminfinance.umw.edu/studentaccounts), or by phone at 540/654-1250 or 1289.

Tuition bills are available online through EaglePAY. An email notification will be sent to your UMW email address once the bills are available. Students can add additional email addresses or sign up authorized payers within EaglePAY. Fall semester bills will typically be available during the second or third weeks of July, and the spring semester bills will be available during the second or third weeks of November. All new charges or unpaid account balances will be billed periodically throughout the semester. Accounts not covered by financial aid, prepaid tuition programs, or by the installment payment plan are due by the date specified on the bill (typically the beginning of August for the fall semester and beginning of December for the spring.)

You may pay your account with cash, cashier's check, money order, personal check, automated clearing house (ACH), or credit card. Credit card payments are made online through a University-approved third party, which charges a service fee. Online ACH payments are not charged a service fee. Students who wish to grant access to another person to view and make payments on their account must first set up the person as an authorized payer within EaglePAY.

We encourage everyone to make payments online through EaglePAY, to avoid mailing delays that might cause a hold or a late fee on the account. If payments are mailed, they should be mailed directly to the UMW Cashier's Office with the student ID attached. You also may make cash/check payments in person on the second floor of Lee Hall. Outside scholarships must be received by the due date of the bill. Failure to pay a bill by its due date may result in late fees and a hold on your account. Grants, loans, and scholarships are credited to student accounts in the order that UMW receives them. Accounts are reviewed periodically to identify overpayments, in order to issue refunds. Please see [adminfinance.umw.edu/studentaccounts](http://adminfinance.umw.edu/studentaccounts) for further information.

### **Student Activities and Engagement**

*Seacobeck Hall, 540/654-1061*

**SAE** is the home to a myriad of student activities on campus. 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. SAE 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.

### **Sustainability**

UMW is committed to the environmental, cultural, economic and social aspects of sustainability. Check it out at [sustainability.umw.edu](http://sustainability.umw.edu). Look for the following programs:

*Green Dining:* Campus Dining is committed to reducing/recycling waste, minimizing the use of disposable products, recycling grease, using water efficiently, and conserving energy, and UMW is one of only five Virginia schools to achieve the "Virginia Green" environmental certification.

*Recycling:* Recycling is available in all campus buildings. How and what to recycle is available at [sustainability.umw.edu/recycling](http://sustainability.umw.edu/recycling). In Recyclemania 2013, UMW ranked first in Virginia, beating out 22 other Virginia colleges and universities.

*LEED:* All new university buildings and renovations are LEED (Leadership in Energy and Environmental Design) certified. Energy Star-rated equipment is standard.

### **Getting Involved in Sustainability at UMW ...**

*Environmental Sustainability Minor:* This interdisciplinary sustainability minor explains what sustainability is and how it is used in the real world. Students can deepen their understanding of the environmental movement, social justice, economic development, and the interactions among them.

*Ecology Club:* The student-run Ecology Club leads the sustainability movement on campus, partnering with national organizations like the Campus Climate Challenge and Energy Action Coalition, local associations like the Chesapeake Climate Action Network and the Rappahannock Chapter of the Sierra Club, and on-campus groups like Environmental Action and Awareness.

*Eco Reps:* Students work with the Sustainability Office to foster awareness of sustainable living.

*President's Council on Sustainability:* This council involves students in planning sustainability goals as members or with a PCS Action Group. See [sustainability.umw.edu](http://sustainability.umw.edu).

*Internships:* Sustainability-focused internships are offered through the Career Services Office and have included work on funding and grant writing for sustainability programs, Recyclemania planning and organizing, and sustainability PR and communication. Additional information is available at [sustainability.umw.edu](http://sustainability.umw.edu) or contact the Sustainability Office at 540/654-1165.

*Campus Dining Sustainability Internship:* One sustainability Internship is available with Campus Dining each year to help focus and coordinate sustainability initiatives in the dining operations. For more information contact Rose Benedict at [rbenedic@umw.edu](mailto:rbenedic@umw.edu).

### **Talley Center for Counseling Services**

*Lee Hall, Room 106; 540/654-1053*

Staffed by mental health professionals experienced in helping students with a range of personal problems and complex challenges in their lives, [Talley Center services](#) are free to full-time, undergraduate degree-seeking students. Those services include individual evaluation, short-term individual and group therapy, consultation, crisis intervention, and, when appropriate, referral to other local mental health resources. Psychiatric services are available to undergraduate students who are actively engaged in counseling services at UMW or at the discretion of the Director of Counseling Services in relation to emergency needs. Psychiatric services are available during the fall and spring semesters for full time enrolled students. Limited psychiatric services are offered during summer sessions for those students who are already receiving UMW psychiatric services. No new psychiatric services patients are seen during the summer sessions.

Crisis intervention, consultation, educational programming, and referral services are open to the entire UMW community.

### **UMW Alert System**

The UMW Alert allows UMW community members to register their email, cell phone, and other communication devices. As a registered student, you will receive an email within your first few days on campus with directions on how to sign up and specify how you want messages delivered.

UMW Alert will provide emergency instructions and updates. UMW also uses an outdoor warning system to alert campus members of any situation warranting movement to a safe indoor location. Blue light phones outdoors and red telephones indoors can be used for emergency



assistance. Emergency assistance from University Police can also be received by calling 540/654-4444.

### **UMW Cares / Behavioral Intervention Team (BIT)**

UMW Cares and the Behavioral Intervention Team (BIT) Process have the ability to respond to potential threats by referring students for treatment, notifying parents, developing behavioral contracts or administratively withdrawing students from housing or the University depending on the severity of the threat and any extenuating circumstances.

The UMW Cares Team is 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. Visit <http://students.umw.edu/umw-cares/> for more information and contact numbers for team members.

### ***What will happen to the information I 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.

### **University Center**

The new University Center is under construction between College Avenue and Ball Circle and, when complete will be the “campus living room.” UMW Dining will relocate here, as will student offices, Student Activities and Engagement, the Center for Honor, Leadership and Service, and the James Farmer Multicultural Center. Learn more and keep up with developments by checking out the live construction camera at [umw.edu/campuscenter](http://umw.edu/campuscenter).

### **University Police**

*Brent House, 540/654-1025; 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 living, working, and 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 on the Police website.

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

Safety Escort Service is provided, upon request, by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police non-emergency number, 540/654-1025.

Adopt-a-Hall program allows residential students the opportunity to discuss security concerns and personal safety issues with a University Police Officer. Safety talks and meetings are conducted throughout the year.

Registration programs are available for personal property. We will be more than happy to register your bike or laptop.



Lost and found is administered by University Police. 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.

### **Wellness Resource Center**

*Fitness Center; 540/654-1732*

*Be Fit, Be Well, Be Active...Soar Like an Eagle!*

The [Wellness Resource Center](#) at the Fitness Center strives to provide resources that will enhance and educate the University community towards healthy lifestyle choices utilizing periodicals, textbooks, videos, interactive computer programs, participatory programming, and occasional guest speakers and seminars covering a variety of relevant topics during the regular academic year.



Wellness Defined: Wellness is an active process through which people become aware of, and make choices towards, a more successful existence (*from the National Wellness Institute*).

Make sure you check out the latest issue of Student Health 101. The current issue is now online with great articles, so get reading! [Click here for the student issue](#).

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## **Policies and Procedures – General**

### **Complaints**

There are many avenues to address complaints from students or parents. Most can be resolved with a quick phone call or email inquiry with the office or official involved. However, some complaints may require additional steps including the submission of a formal written complaint. The University has established guidelines governing a wide-variety of such complaints. The following table identifies the type of complaint, a link to the guidelines, and the appropriate University office. In cases where none of the listed complaint types apply, students may wish to contact the Office of the Ombudsman at 540/654-2119 for further assistance.

#### **I. Academic Complaints**

- A. Academic Disputes (See: [Dictionary of Academic Regulations](#) or the [academic catalogs](#))
- B. Honor Code (See: [Honor Constitution](#))
- C. Probation, Suspension, Reinstatement (See: [Academic Services](#))

#### **II. Non-Academic Student Complaints**

- A. Athletics (See: Director of Athletics)
- B. Disability Discrimination Complaints (See: [Disability Resources](#))
- C. FERPA Violation Complaints (See: [Office of the Registrar](#))

- D. Residence Life Complaints (See: [Office of Residence Life](#))
- E. Student Conduct Complaints (See: Office of [Judicial Affairs and Community Responsibility](#))
- F. [Tuition, Fee, Late Charge Appeals](#) (See: Associate VP for Finance and Controller)
- G. [Financial Aid Special Circumstances Appeals](#) (See: Office of Financial Aid)
- H. [Virginia In-State Tuition Appeals](#) (Vice President for Administration and Finance)
- I. [Parking Ticket Appeals](#) (Parking Management Office)
- J. [Discrimination Complaints](#) (AA/EEO Officer)
- K. [Title IX/Sexual Misconduct Complaints](#)
  - i. Against Students ([Office of Judicial Affairs and Community Responsibility](#))
  - ii. Against Employees ([AA/EEO Officer](#))
- L. [Bias Incident Reports](#) (AA/EEO Officer)

### **Dining Hall Rules**

- EagleOne Cards must be presented for admission into Seacobeck Hall dining areas if using a meal, flex or EagleOne to pay for entry.
- Improper use of an EagleOne Card is a violation of the Honor Code; examples are loaning out one's card or using someone else's card.
- Food served in Seacobeck Hall is to be consumed in dining areas. Take-out containers are available at the cashier's stand. Upon entry you must decide whether you will be eating in or taking it to go, otherwise a second meal swipe will be required to purchase a meal to go after you have eaten in the building. No utensils, serving dishes, or other equipment may be removed from Seacobeck Hall without permission.
- Seacobeck is an All-You-Care-To Eat environment, but we ask that you take what you want, but eat what you take, as we try to reduce food waste.
- Shoes and shirts must be worn at all times.
- Seacobeck will be open ONLY during eating hours and will close one-half hour after the last serving line closes.
- No guest will be permitted to eat unless proper payment has been made or a valid [EagleOne Card](#) has been presented. Abuse of guest privileges will result in immediate disciplinary action. Malicious mischief and/or destructive conduct may result in loss of dining hall privileges and referral to Judicial Affairs.

### **Facility Scheduling**

*Student Activities and Engagement; Seacobeck Hall, lower level.*

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register at [students.umw.edu/studentactivities/room-reservation/](https://students.umw.edu/studentactivities/room-reservation/) Request must be submitted at least ten (10) business days prior to an event or five (5) business days prior to a meeting.



### **Fire Safety**

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in UMW buildings as a safeguard for lives and property. UMW regulations and Virginia law prohibit sounding a false alarm or tampering with fire safety equipment. In the event of a fire alarm, building residents and guests must leave the building immediately. Certain items are prohibited in UMW buildings due to restrictions by fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety. Any fabric hanging from windows must be flame-retardant. Fabric must not hang from walls. Items shall not hang from ceilings, on/from sprinkler and heating piping. Other fire safety concerns or questions can be addressed by the Office of Emergency Management and Safety. Online resources can be found at <http://adminfinance.umw.edu/safety/fire-safety/>.

### **Intellectual Property**

UMW encourages the participation of students in research, scholarship, and other creative activities. Within this context, the University's approach to intellectual property is designed to protect the interests and rights of both individuals and the institution. The UMW Board of Visitors policy on intellectual property was originally adopted by the Board in 1987 and applies to all students enrolled in programs of study leading to degrees, as well as to employees and visitors. In general, students shall retain all rights relating to intellectual property developed on their own initiative without substantial use of University facilities and resources. The complete policy is published in the University Faculty Handbook [Section 5.7.1].

### **Motor Vehicle Policy and Regulations**

*Parking Management Office, Lee Hall 2<sup>nd</sup> flr.; 540/654-1129*

All UMW students bringing a vehicle to campus must have a decal. Students may park in designated campus lots consistent with their decal status. To purchase a parking decal, individuals must comply with UMW policy and procedures, associated state regulations and must be an enrolled student or active employee. After logging into [EagleNet](#) under helpful links on the UMW homepage the individual should click on banner self-service and select parking management under the personal information tab. Decals will be delivered to UMW campus mailboxes (for residential and commuter students). Before the decal arrives a temporary parking dash pass can be printed from online after purchase.

**Commuter Lots:** **With the exception of College Avenue**, all students may utilize commuter parking spaces located on campus from 5 p.m. to 7 a.m. Monday-Thursday and Friday from 5 p.m. until 7 a.m. on Monday. It is essential that non-commuting students move their vehicles from commuter lots by the 7 a.m. cut-off so that parking is open and ready for commuting students arriving for 8 a.m. classes and other business.

**No Student Parking at Anytime:** Inbound and Outbound Double Drive, in George Washington Hall Parking Lot #02, Simpson Library Parking Lot #05, Anderson Center Parking Lot #07, Jefferson lot #27, Framar and Jefferson lot #26, Combs and Bushnell Halls Parking Lot #27, the marked 24/7 Faculty/staff parking spaces located in the Sunken Road Lot #13 and UMW parking Garage Top Level (04) and spaces specifically reserved for Visitors and Residence Life members.

## **Network and Computer Use**

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](#)
2. Users must not illegally download or distribute, including via peer-to-peer file sharing, any 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 can view additional information at the [UMW IT Security website](#) or by contacting 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. Here are some tips to protect your account:

- 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](mailto:helpdesk@umw.edu) or at 540-654-2255.
- UMW students are expected to respect all property, whether it belongs to the University, other members of the UMW community, or members of surrounding communities. Damage to, or unauthorized relocation of property is prohibited, as is misuse of UMW's computers, telephones, and networks.

*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.

*Computer Use in the Residence Halls:* All students in the residence halls still receive free ethernet internet access, and now wireless access as well. Premium services with more bandwidth are available from the Apogee Web site. [Click here](#) to request premium services from Apogee. The use of non-Apogee routers or the downloading of illegal content may result in termination of one's internet service.

*Violations:* Violations or suspected violations of the policies and principles enumerated above can be reported promptly to the IT Help Desk ([helpdesk@umw.edu](mailto:helpdesk@umw.edu) or 540/654-2255), the Information Security Officer (540-654-2152) or, in the case of spam or email abuse, ([it-abuse@umw.edu](mailto:it-abuse@umw.edu)). Students receiving DMCA violations will be contacted by the Information Security Officer along with the Director of Judicial Affairs.

## **Official Communications**

To have a question answered by phone, consult the [UMW Directory](#) to search by name or department. From a cell or off-campus phone, dial area code/prefix-extension, unless otherwise noted. For example, UMW extension 5555 becomes 540/654-5555. Official UMW communication may be done through email or by UMW mail services.

## **Parental Notification**

The Family Educational Rights and Privacy Act (FERPA) allows for universities to notify certain family members if their student is found responsible for violating the institution's alcohol or drug policies, or state laws regarding alcohol or drug use.

At the University of Mary Washington, a parent or guardian of any student under the age of 21 will be notified under the following conditions:

1. If the student is found responsible for violating the University's policy prohibiting alcohol intoxication, whether or not the student was arrested or transported to the hospital.
2. If the student is found responsible for a second or subsequent violation of the University's Alcohol Policy, regardless of the violation's seriousness.
3. If the student is found responsible for any violation of the University's Drug Policy.

A letter and/or phone call from the Dean of Student Life or designee will inform the parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and the student's right to appeal the outcome has expired.

## **Posting Notices**

*Student Activities and Engagement; Seacobeck Hall, lower level; 540/654-1061*

There are several important guidelines that every organization must follow to help maintain a clean campus and to give equal access to available publicity space.

First, and most importantly, any poster, sign, flyer, notice, banner, or other advertisement to be displayed on campus must first be reviewed, approved, and stamped by SAE. All materials must include a phone number (local preferred), and the first name of the contact person. Be sure to bring your original signs and publicity materials to SAE to be approved BEFORE making multiple copies and posting them on campus.

For an event, printed publicity material must have the event's sponsoring organization(s), the date of the event, a contact name, and a contact phone number. Do not include any obscene or illegal information on the material. SAE will not approve vulgar material or anything with pictures or statements concerning alcohol or drugs. Materials will only be approved if they are in keeping with the values of the University.

Per the UMW Posting Policy, publicity materials may ONLY be displayed on public bulletin boards inside campus buildings; outdoor bulletin boards outside of Lee, Jepson, and Seacobeck Halls. The following guidelines apply regarding where and how material may be displayed:

At no time may anything be posted on lampposts; trees; columns; the Woodard Campus Center arcade; walls, front doors, or windows of buildings. Do not use chalk on the sides of buildings or the Woodard Campus Center arcade. Groups will be assessed a cleaning charge if they do. REMEMBER: post on bulletin boards only! Items may be attached to bulletin boards only with appropriate materials such as thumbtacks, push pins, standard staples, and masking or cellophane tape. Use of heavy-duty staples or staple guns is prohibited.

**Ads in Seacobeck:** By reservation only, advertisements may be placed for one week at a time in the napkin holders that are located on the dining tables in Seacobeck Hall. Ads must be printed on one side only and must be 4.5" high by 6.25" wide. It takes approximately 130 flyers to fill all the napkin holders. Space is limited, so make your reservation early by contacting Rose Benedict at [rbenedic@umw.edu](mailto:rbenedic@umw.edu). Only campus organizations may post publicity materials in Seacobeck.

**Residence halls:** All items to be posted in the residence halls must be brought to the Office of Residence Life in Marye House. Residence Life staff will post your materials in residence hall areas. Be sure to submit these at least two weeks ahead of the event so they are displayed in time. Materials not posted on an approved bulletin board in the residence halls will be removed. Do not enter a residence hall with the purpose of posting materials yourself. When bringing copies to Residence Life, provide no more than 95 copies. Residence Life will remove outdated fliers from residence hall areas.

Remove fliers from around campus as promptly as possible following your event.

Failure to follow any of the above-listed posting regulations may result in a warning; a second offense may result in the loss of the privilege of posting materials for the remainder of the school year.

### **Safety and Security Cameras**

A critical component of a comprehensive security plan is the utilization of a safety and security camera system. The surveillance of public areas on the UMW campus is intended to deter crime and assist in protecting the safety and property of the UMW community while respecting and preserving individual privacy.

### **Searches, Seizures and Event Security**

1. If University authorities have reasonable cause to believe that a University rule is being violated in a manner that prejudices the proper and efficient operation of the University or the welfare of the student body generally, University authorities may inspect the student's room for the purpose of investigating the violation. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings, then no search warrant is required. The Dean of Student Life, Director of Residence Life, or the Associate or Assistant Director may participate in an administrative search. The University Police may also observe an administrative search.

2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained. There are situations in which searches can be made of private residences without search warrants. Examples include: search of the area under immediate control of a person being arrested; plain view seizure of an illegal item; invasion of a resident's room in hot pursuit; and search made when it is not reasonably possible to get a search warrant.
3. Evidence observed by University personnel during search and seizure may be used in court during criminal prosecution, as well as in a University disciplinary proceeding.

*Security at Events:* In an effort to protect the University community and its guests, the following policy concerning the electronic searching of attendees at certain special events on the campus shall be followed. Searches will not routinely be conducted at traditional University events scheduled for enrolled students only, where the general public is not invited; however, security must be present whenever money is being collected.

*Search Criteria:* Searches will be conducted at any event where one or a combination of the following conditions exists:

1. Open to the general public.
2. An admission charge is collected.
3. Entertainer contract specifies that a search be conducted.
4. A person with dignitary protective coverage is in attendance.
5. Police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

### **Snow Emergency**

*Facilities Services, 540/654-1047*

Virginia winters can bring inclement weather which results in difficult pedestrian and vehicular travel. In order to best meet the needs of our campus community, priorities and regulations have been established for snow and ice management. Safety is our first priority when allocating resources. With many miles of campus walks and roads, it typically takes our staff several days to address main priorities following a winter storm. Snow and ice management is a program responsibility of the Landscape and Grounds division, but critical support duties are assigned to personnel through nearly all of Facilities Services. If you notice delayed response times and routine tasks not being accomplished, it is because snow and ice management has taken a higher priority.

Please exercise personal caution when walking or driving in winter weather conditions. Hazardous areas may develop or persist even after removal efforts or chemical treatment of surfaces. There is no substitute for good judgment.

We realize the importance of our students and faculty/staff arriving safely at their destination. UMW faculty/staff and students are encouraged to wear proper footwear for snowy and icy conditions, and to plan on taking extra time and alternate routes to reach destinations.

## **Solicitation**

Residence halls may not be used as sales rooms or for storing merchandise. Door-to-door sales in residence halls are not permitted without the permission of the Director of Residence Life or his or her designee.

I. Registered student organizations must receive prior approval from the SAE office for any sales activity.

- a. Tables may be reserved in the Woodard Campus Center lower lobby and courtyard on a first-come/first served basis. Reservations are taken by the staff at the Information Desk.
- b. Tables may be reserved outside of Lee Hall on a first-come/first served basis. Reservations require the completion of an Event Application Form which may be found on the SAE website. The information will be forwarded to the Events Office for final approval.

II. Individual students seeking to sell products, food, etc. must following the off-campus vendor guidelines (below).

III. Off-Campus Vendors may reserve space through the UMW Bookstore. The retail operations manager will complete the space reservation request.

IV. Off-Campus Groups wishing to distribute information may reserve space through the Events Office, 111 GW Hall. They will be assigned a specific area and will be directed not to approach students, but to allow students to express interest by approaching them.

## **Student Organizations**

*Student Activities and Engagement (SAE); Seacobeck Hall, lower level: 540/654-1061*

SAE is the home to a myriad of student activities on campus. 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. SAE 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.

The University of Mary Washington offers more than 120 clubs and organizations for students. For a complete listing, visit <http://students.umw.edu/studentactivities/student-clubs-and-organizations/list-of-student-clubs>. If you do not see something you like, contact SAE regarding the process to begin your very own student club or organization.

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register [here](#).

## **Town and Gown**

The Town and Gown Committee was formed several years ago through the efforts of President Richard V. Hurley, city officials, and neighborhood leaders. The goals are to enhance communication between the University and the community and to work collaboratively to solve issues and concerns. The committee continues to be an important venue for enhancing relations



between the UMW and local residents. Currently, the Town and Gown Committee is comprised of approximately 25 members—heads of neighborhood associations, city council members, city staff, UMW administrators, student leaders, and representatives from both city and University police. The committee meets four times each year, alternating its meeting site between the University and city facilities. If you have issues or concerns that you would like the committee to consider, please contact the [Office of the Vice President for Student Affairs](#) (310 GW Hall; 540/654-1062).

### **Use of the UMW Name**

Organizations wishing to create documents using the UMW name, logo, and seal for use off campus must follow the guidelines outlined in the [Identity Standards Manual](#).

These guidelines require that the Primary Logo (University of Mary Washington text accompanied by the column design) be used. A high resolution digital file of the logo is available from Design Services.

- Any organization wishing to use the UMW name for publications that will be distributed off campus must take a final draft to Design Services and allow at least one week for Design Services for review, revision, and/or approval of your document.
- The official University Seal is used in selected applications as determined exclusively by the President or a designated representative. Any organization wishing to use the Seal must submit its request for approval in writing to the Office of the President.
- All requests must be made to the Director of Publications and Design. Any questions regarding these regulations should also be made to this office (540/654-1686 or [abilling@umw.edu](mailto:abilling@umw.edu)).
- The UMW Office of Publications and Design retains the right to review proofs prior to final production of merchandise. The University also reserves the right to rescind approval at any time for any reason.

### **Virginia Freedom of Information Act**

*University Relations and Communications; 540/654-1055*

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. Do this by completing a FOIA request form, which can be found online at [advancement.umw.edu/foia](http://advancement.umw.edu/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, which is located in the Eagle Village office building.

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# Residence Life

Marye House; 540/654-1058; [reslife@umw.edu](mailto:reslife@umw.edu)

## On-Campus Living Requirement

The University of Mary Washington believes that living on campus is an integral part of a student's complete educational experience; therefore, all full-time students who are admitted as residential students in their first year are required to live on campus for two full academic years. Exceptions may be made for students who:

- are married
- are 23 years of age or older before the first day of the fall semester.
- have dependent children living with them
- are living with a parent, grandparent or legal guardian within 30 miles of UMW
- have a University-endorsed internship, clinical placement, or are student teaching outside the Fredericksburg area (approved by UMW Academic Affairs)

For reasons other than those listed the applicant must be very specific and extensive in his or her explanation of the significant, uncontrollable, and unforeseen extenuating circumstances that require an exception to be granted. Medical requests to be released from the on-campus obligation must go through the Housing Accommodations process in the Office of Disability Resources.

In order to be approved to live off-campus, students must submit a request detailing the situation to the Office of Residence Life and have their application (see <http://students.umw.edu/residencelife/agreementtermination>). Students should not rely on any information other than a written approval from the UMW Office of Residence Life in making other living arrangements. The burden is on the student to provide clear and convincing information to prove they fall within the exceptions stated above. Students within the first two years of their Agreement should only ask to be released if planning to live with a parent or legal guardian within 30 miles of UMW.

## Living Learning Communities (LLC):

Living-Learning Communities (LLC) at UMW provide students with a comprehensive residential experience that fuses classroom learning with real life. Students enjoy all of the benefits of residing on campus, with the added benefit of engaging with their instructors outside the classroom and developing strong friendships with fellow students. LLC participants also have access to many special resources, programs and activities including a three-day new student transition program, seminars, upper-class mentors, experiential outings, smaller classes or reserved space in regular courses. LLCs for fall 2014 include: Empower U!; Green House; Justice for All; Mindfulness House; Pre-Business; SOAR: Service, Outreach, Activism Residence; Documenting Life at UMW; Genocide, War Crimes and Humanitarianism; and VISION.





## **RESIDENCE LIFE - *Standards and Procedures***

**Air conditioners:** Individual room air conditioning units are prohibited, with the exception of those used by Residence Life staff and individuals who have approval from the Office of Residence Life. If you have a documented medical condition and require air conditioning, the form can be obtained from URL <http://students.umw.edu/residencelife/forms>.

**Art displayed in shared areas:** Shared areas within residence halls must not be used for permanent student art displays such as murals painted on walls. As an alternative, students wishing to display art in an area outside of their housing assignment but within the same residence hall must present to their resident assistant a rendering of the intended artwork (with a listing of desired colors). Next, the student must ask the community to consider the artwork and vote on whether it should be permitted in the space. Eighty percent of the students in the community must approve the art rendering. Artwork should not be offensive. If the location is in a common area frequented by the entire building population – such as a parlor, first floor foyer, or a kitchen – the community is considered the entire building. If the location is on a floor's hallway wall, the community is considered only that floor. The student is responsible for the purchasing of all materials, the painting of the artwork, and the clean-up. All artwork must be completed before Thanksgiving Break, and must be removed before move-out in May. The University is not responsible for the artwork.

**Beds:** Russell Hall rooms have standard twin (75-inches long) mattresses, and all other residence halls have extra-long twin (80-inches long) mattresses. All rooms, with the exception of Russell Hall, are furnished with bed frames that can be bunked or lofted. Personal lofts (those not provided by the University) are prohibited. Information regarding bed modifications may be found at <http://students.umw.edu/residencelife/bed>.

**Break housing:** Students are permitted to remain in campus housing during Fall Break. Limited housing is available in some traditional housing and in the UMW Apartments during Thanksgiving and Spring Break. Students requiring housing for special circumstances must apply for it with the Office of Residence Life by the advertised application due date. Eagle Landing does not close during break periods, however Eagle Landing residents still need to reapply to remain during those time periods so the University is aware of their presence in case of an emergency.

**Cable television, computers, and technology:** Residence hall rooms have Ethernet data ports and wireless access that connects to the internet. In addition, cable television is available in on-campus residences. Residence hall computer and cable service is provided by Apogee Inc. Assistance is available 24/7 at [MyResNet.com](http://MyResNet.com).

**Check-out:** Residents must remove all their belongings from on-campus residences 24 hours after their last exam or no later than the posted closing time, whichever is earlier. Graduating seniors may occupy their rooms until 10 a.m. on the day after graduation.

**Commercial enterprises:** No business may be conducted in the residence halls without written approval from the Director of Residence Life or his or her designee. The presence of any

promoter, vendor, or unauthorized visitor should be reported to Residence Life staff and/or University Police.

**Custodial areas:** Custodial service is provided only for residential common areas open to everyone. Cleaning of student rooms, suite bathrooms, apartments, and shared bathrooms in Willard Hall is the responsibility of the individual occupants who use those areas. Charges will be assessed for inordinate cleaning of public areas.

**Damage assessment:** Students are responsible for UMW property in their rooms and elsewhere in the residence halls. Charges may be assessed to an individual who is found responsible for property damage or a situation that requires excessive cleaning. If it cannot be determined who is responsible for damages in a common area, students of the community can be held responsible for the damage charges.

**Dining:** All residential students are required to have a meal plan. Students who fail to select a meal plan when submitting their Housing Agreement will automatically receive a 225 block plan. For more information on UMW Dining Services, visit [umwdining.com](http://umwdining.com).

**Entrance to student rooms:** UMW reserves the right for its authorized representatives to enter the premises for housekeeping purposes; repair and maintenance; to determine occupancy and vacancies; health or safety reasons; to protect life, limb, or property; and to assure compliance with state, federal, or UMW regulations. UMW reserves the right to enter student rooms during breaks for maintenance, housekeeping, safety purposes, and to determine compliance with closing procedures.

**Fire safety:** Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in UMW buildings as a safeguard for lives and property. UMW regulations and Virginia law prohibit sounding a false alarm or tampering with fire safety equipment. Students found in violation of UMW policies prohibiting sounding of a false alarm or tampering with fire safety equipment in residence halls are subject to permanent removal from residential housing, and additional sanctions or penalties may apply.

Regular fire drills are held under the direction of Residence Life staff in conjunction with the Campus Fire Safety Officer. Residents **MUST** leave a building when a fire alarm sounds. Certain items are listed under “Prohibited Items” due to restrictions under fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety. Any fabric hanging from windows must be flame-retardant. Fabric must not hang from walls. Items shall not hang from ceilings, or from sprinkler and heating piping.

Health and safety inspections will be conducted at least once every semester to determine compliance with policies. Fire Safety Inspections of at least 20% of the units in all residence halls will be conducted annually by The Virginia State Fire Marshal’s Office. Other fire safety concerns or questions can be addressed by The Office of Emergency Management and Safety. Online resources can be found at <http://adminfinance.umw.edu/safety/fire-safety/>.

**Decorations:** Many may choose to use decorations for holidays and events or to make residence halls feel more like home. Please abide by the following guidelines for decorating.

1. Absolutely no indoor pyrotechnics, fog machines, or flame producing items – both in and out of doors. This includes tiki torches!
2. Natural cut trees are prohibited in the residence hall rooms and in areas of public assembly area (where 50 or more people gather for a purpose).
3. Corn stalks, leaves, and hay are prohibited for use in as decorations due to their combustible nature. Other natural materials such as pumpkins, squash, and gourds are permitted.
4. Artificial trees need care in selection and handling. Plastic trees can burn. Use the type clearly marked as made from slow burning materials. Those with built-in electrical systems should carry the Underwriter's label (UL). Metal trees may be a shock hazard. Use only indirect lighting with them. If lighting strings are placed on a metal tree, the tree may become electrically charged. Never use electric lights on a metal tree.
5. Use noncombustible decorating materials (metal, glass, etc.). Untreated cotton batting, flock and paper ignite easily and may burn intensely. Use only flame-retardant or noncombustible materials for costumes and decorations. Crepe paper and streamers used for decorations must be labeled as "fire-proof" or "flame-proof". Be sure to read the label before you buy the material. Plastic bags and plastic sheeting may not be used for decorating – this material is very combustible!
6. Keep exit corridors and doors free of decorations. Their use in these areas could cause confusion and make exiting dangerous in emergency situations.
7. Cover no more than 10% of any available wall space with decorations. Do not block or cover fire alarm pull stations, emergency lights, exit lights, hose and extinguisher cabinets, or any part of the sprinkler system. Regular corridor lighting must not be completely covered. Keep decorations at least ten feet from exit doors.
8. Items shall not hang from ceilings, on/from heating and sprinkler system piping. There must be 24 in. clearance from ceilings and 18 in. clearance on sprinkler heads.
9. Corridors must not be "wall-papered" with combustible materials. Combustible decorations are not permitted in stairwells.
10. Do not string decorations down corridor ceilings. They can act as fuses should they become ignited.
11. The use of lighted candles or any open flame device is not permitted in residence halls. Safe alternatives include flashlights and battery operated candles.
12. Electrical decorations should be UL listed. Equipment should be checked for frayed cords, loose connections and broken sockets. They should be unplugged when you leave your room or before you go to sleep.
13. Make sure all indoor and outdoor holiday lights are UL listed. In residence halls, only indoor "cool lighting" is permitted. The number of strands of lighting connected together is limited to the manufacturer's recommendations (no more than 2-3 strands). These should not be strung in any fashion where the cords can become frayed, such as being wrapped where the cords are wrapped between the metal bedding frame and the mattress.
14. If an electrical appliance smokes or has an unusual smell, unplug it immediately and have it serviced.
15. Replace any electrical cord that is cracked or frayed.

**Furnishings:** Furnishings supplied in a residence hall room must remain in the assigned room; the moving of furniture into another room in a suite is prohibited. No furnishings located in residence hall common areas may be removed or moved into student rooms. A service charge of \$50 per item to return furniture will be assessed. Stacking furniture or placing a bed on top of other furnishings constitutes a safety violation.

Limited additional furniture is permitted. Residents are held responsible for any damage caused by the moving of furniture, either in the apartment or common hallways. Inflatable furniture, bean bag chairs, exercise (i.e., treadmills) and recreational equipment (i.e., ping pong tables) are not permitted. Upholstered furniture must be fire retardant. Look for one or more of these fire retardant standards on identification tags:

- NFPA 701
- Class 1 of the U.S. Department of Commerce Commercial Standard 1915330 • California Flammability Bulletin 117- ASTM E 84
- Upholstered Furniture Action Council (UFAC) (Gold Tag)

All upholstered furniture must be in good condition. Residence Life reserves the right to have a student remove any piece of furniture that presents a fire, health, or safety hazard.

**Guests:** Residents are responsible for guest conduct in the residence halls and may be held accountable for any misconduct. Guests should be escorted at all times.

Permission to have overnight guests is contingent upon the prior approval of all occupants of the living space and in conjunction with each residence hall's visitation policy within their community standards, which are established by a vote of the residents. There is no overnight visitation, except for immediate relatives, in first-year residences during the fall semester. No one guest may stay in a building more than three consecutive nights or more than 14 nights each semester.

Overnight guests are prohibited during break periods and other times when the halls are not officially open. Guests who visit Eagle Landing must be signed in at the front desk.

**Hall Complex Councils and Self-determination:** All residential students are members of their residence hall Complex Council. All residence halls have elected officials to discuss issues facing the building, develop programming, and address residential concerns.

**Heating and Cooling:** Centralized heating is controlled by energy efficient sensors that respond appropriately to outside temperature. Buildings with centralized cooling systems are controlled in the same fashion.

**Housing and Dining Services Agreement:** In order to operate the residence hall and dining services at the lowest possible rate for the students, the University of Mary Washington must provide these services on an Agreement basis for the full academic year (or for the spring semester only for students entering for that term).

The University of Mary Washington uses an electronic application process that allows students to execute their housing agreement online. \*When the official Housing and Dining Services Agreement is submitted electronically to the University of Mary Washington, it

becomes a **binding Agreement** between the student and the University. Students who submit the Agreement will not be permitted to cancel the Agreement.

**Keys:** Upon checking-in, each student is given a key to his/her residence. If a key becomes lost or is not returned by the designated check-out time, locks will be changed at the student's expense. If replacement of a key or lock is necessary, it should be immediately reported to the University Police at Brent House or by calling 540/654-1025. The cost for replacement keys or locks will be assessed to the student's account. Students are prohibited from placing their own locks on individual doors. Lost room keys must be reported to the University Police located in Brent House as well as to your resident assistant. You will be charged for the replacement key and lock change.

**Lounges:** Lounges are provided for the use of all residents of a building. Residing and/or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges. The main lounge or parlor within a building, seminar rooms in the Randolph/Mason Link and the Eagle Landing Rotunda may be reserved for use by contacting the Office of Residence Life.

**Microwave ovens:** Microwaves are permitted only in the kitchen areas of residence halls, UMW Apartments, and Eagle Landing. Because of electrical wiring and to ensure fire safety, microwaves are prohibited in student rooms and in non-kitchen areas.

**Noise:** Though halls vote on specific "quiet hour" periods during which noise should not permeate the confines of a resident's room, noise from a resident's room should never be excessive nor risk disrupting the hall community.

Items producing sound should be kept on low volume at all times. Stereo speakers may not be placed on window sills and/or directed outside. Because of safety and noise regulations, sports are not permitted to be played in residence halls. Musical instruments are not to be played in residence halls unless the player uses headphones.

**Personal property insurance:** Students are responsible for the care and safety of their own personal property. UMW cannot be held liable for loss or damage to personal property. Students are **strongly** urged to confirm whether their personal property is covered under their parents' homeowners insurance and make arrangements for additional renter's insurance coverage if necessary.

**Pets:** Animals – living or dead – except approved service animals, service animals in training as part of a specific University-sponsored program, and fish kept as pets in a 10-gallon or smaller aquarium. Only one 10-gallon container per room or apartment is permitted. Residents found in violation will be fined \$150 and will be given 48 hours to remove the animal from the premises. If the animal is not removed, the University will have no option but to turn it over to Animal Control, file judicial charges, and add a fine of \$50 per day.

**Prohibited Items:** partial list – in addition to other policies

- alcohol (except in spaces where residents are 21 or older)
- air conditioners (unless express written approval is granted by Residence Life)

- animals (live or dead) except approved service animals, service animals in training as part of a specific University-sponsored program, and fish kept as pets in a 10-gallon or smaller aquarium
- candles (with or without wicks), candle/wax melt/warmers, and incense
- curtains and draperies (unless with a tag displaying fire-retardant information or treated with fire-retardant spray. The spray container and receipt must be kept on file to provide as proof when needed).
- decorations covering more than 10 percent of any wall
- devices used to promote irresponsible drinking (beer bong, funnels, and similar devices typically used to promote excessive alcohol consumption)
- door decorations (fliers, posters, pictures displayed on either side of a door) other than the name tag provided by the Residence Life staff
- drugs and/or controlled substances that are illegal, and any drug paraphernalia (including electronic smoking devices used for drug consumption)
- electrical cooking appliances (including microwaves, toaster ovens) in residence hall rooms or non-kitchen areas; all electrical cooking appliances without an automatic shut-off such as coffee/tea pot; any electrical appliance which is not UL-approved; any electrical appliances with an open heating element (including but not limited to potpourri burners, hot plates, crock pots, and indoor grills)
- electrical cords around doorways or under carpets
- electrical items left plugged into bathroom outlets such as curling irons and hairdryers
- explosives, fireworks, pyrotechnic devices, or flame-producing materials
- extension cords (unless multiple outlet-type with built-in fuses and/or surge protector)
- fabric hanging on walls (including tapestries). Combustible items such as flags may be displayed if framed under glass or acrylic/plexiglas. The 10 percent limitation on wall coverings would still apply.
- firearms, projectile firing devices, and other weapons, including but not limited to air rifles, pellet guns, or other weapons including realistic facsimiles; ammunition; switchblades; knives with blades over 5 inches; biological or chemical weapons such as mace and tear gas; hazardous materials or chemicals (examples: gasoline, lighter fluid, or other flammable liquids); or items which may pose a danger to the UMW community
- halogen lamps, lava lamps, and incandescent bulbs. Permitted lamps are those using low heat emitting light bulbs, compact fluorescent lighting (CFL), or light emitting diode (LED) lighting.
- hookahs
- items obstructing egress/exit paths in rooms or hallways
- items hanging from ceilings, on/from heating system, or sprinkler system piping
- mopeds or other fuel-powered or motorized vehicles. Bicycles may be stored in rooms as long as a clear exit emergency path is evident. Bicycles must be registered with University Police and should be stored in bike racks/storage areas when stored outside.
- outdoor grills near the residence halls or on residence balconies
- outside antenna/satellite dish
- overstuffed or inflatable furniture, waterbeds, and personal lofts
- previously live cut trees, cornstalks, leaves, and hay
- refrigerators larger than 4.5 cubic feet. Only one is permitted in a single, double, and triple room; quads may have two mini-refrigerators. Fridges must be plugged



directly into the wall. Eagle Landing and UMW Apartments are not permitted to have additional refrigerators beyond the large one provided by the University in the kitchen.

- space heaters
- removal of University-issued room furniture or relocation of any University-issued residential furniture
- signs considered to be University, government, or another's property
- wireless internet routers

**Reassignment:** The University reserves the right to change room assignments at its discretion, including, but not limited to, the right to reassign any resident of the University Apartments or Eagle Landing to traditional on-campus housing in the event of any violation of residential policies or because of other University policies or procedures.

**Refrigerators:** Personally-owned refrigerators that are 2 amps or 4.5-cubic-feet or less in size are permitted, providing they are UL approved. Only one refrigerator is permitted in a double or triple room and two are permitted in a quad. Locked refrigerators are not permitted unless approved by the Director of Residence Life or his or her designee. Only the full-sized refrigerator provided in each apartment kitchen is allowed in the UMW Apartments and Eagle Landing; no additional refrigerators are permitted.

**Room Changes:** Changes in room assignment must have prior approval from the Office of Residence Life. All students involved in an unauthorized room change will be assessed a \$50 fine and are subject to disciplinary action. A housing wait-list process and the room change process are available through the Residence Life website. Once approved, unless otherwise detailed, residents must remove all belongings from the room, turn in room keys, and check-out of their room. When moving into a new room, students must follow directions to obtain their new key.

**Room Condition:** Each resident is responsible for leaving his or her room space in the same or better condition than that in which it was found upon moving in, as stated on the "Room Condition Inventory" (RCI) provided upon moving-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning made necessary by misuse of facilities; removal of any extra furniture, abandoned property, or trash/item removal; or other unusual conditions requiring correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. Work orders may be filed by residents at [eaglenet.umw.edu](http://eaglenet.umw.edu). Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate receptacles. Damage assessments will be conducted upon move-out, and students will be charged for any damages not previously indicated on the RCI.

**Storage:** Storage space is not available for personal belongings or for the removal of University furnishings. No student may store anything in a residence hall storage closet/room. Anything a student brings to campus must fit inside of his/her room.

**Unauthorized areas:** Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, custodial areas, or in rooms or UMW Apartment balconies without permission.

### **Additional UMW Apartment and Eagle Landing Notes:**

**Balconies and porches (UMW Apartments only):** All apartments are equipped with either a balcony or porch area. For reasons of safety, no more than four people are permitted on a balcony at any one time.

Additionally, balconies and porches are to be kept orderly at all times and are not to be used as storage areas for personal belongings, such as laundry or trash. Grills, hammocks, futons, couches, bicycles, mattresses, and swings are not permitted on the balconies or porches. Residents shall not hang or display any flags, banners, signs, items of clothing, or household linens outside apartments from windows, doors, railings and porch roofs, or place such items on balconies and porches.

No University-provided furniture is permitted to be moved from the apartment to the balcony/porch.

**Cooking:** Care needs to be taken at all times while cooking. Cooking materials should not be left unattended or left on when the apartment is unoccupied.

**Married student housing (UMW Apartments only):** If a one bedroom or efficiency apartment is available, two currently enrolled full-time married students may elect to be assigned there during housing selection. Should an apartment become available during the year, a married couple on a waiting list may be housed in a one bedroom or efficiency apartment. Documentation of marriage is required. Children are not permitted to reside in on-campus housing.



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## The Judicial System

*Office of Judicial Affairs and Community Responsibility, Marye House, 540/654-1660*

Students at the University of Mary Washington are entitled to a community that is conducive to their safety, personal growth, and academic success. By providing expectations for responsible conduct, and by having a judicial system that responds when community standards may have been violated, the University seeks to maintain a balance between the rights of individual community members and the rights of the community as a whole.

The judicial system includes the Director of Judicial Affairs and Community Responsibility, the Associate Director of Judicial Affairs, professional members of the Residence Life staff, the Student Conduct Hearing Board, and the [Judicial Review Board \(JRB\)](#). (The [Honor Council](#) is a separate entity, and is not a part of the judicial system.)

### PHILOSOPHY:

The University's judicial system seeks to balance the needs of individual students and the needs of the surrounding community. Education is the system's primary goal — specifically, assisting students to develop a sense of ethics and responsibility to themselves, to each other, and to the communities in which they study, work, and live. Furthermore, when students conduct themselves in a manner that is inconsistent with the standards of the University, it also is a goal of the judicial system to educate them about the consequences of their conduct, and to provide them with the tools to make decisions that are consistent with responsibility both to themselves and to their community.

The "[Statement of Community Values](#)" provides a template for standards promoting a campus environment that is safe, comfortable, and supportive of the University's mission. Some conduct cannot be tolerated as it threatens the basic safety and well-being of others in the University community. Other conduct, while less serious, has an adverse impact on the University's educational mission. Policies and conduct standards have been carefully developed to minimize the risk of harm to all members of the University community, and to maximize the ability of students to achieve excellence in all areas. In addition, local, state and federal laws have been considered in developing the University's rules, regulations, and judicial policies. The Code of Conduct (below) lists expectations UMW has of all its students. However, an academic community should provide many opportunities for self-government. To this end, authority has been given to students through organizations such as the Student Government Association, the Student Senate, and the Judicial Review Board, as well as through Self-determination by Community Standards to uphold the rights of students on our campus and in our community.

The University's judicial system and the Code of Conduct are administered by the [Office of Judicial Affairs and Community Responsibility](#). The Office maintains oversight over administrative hearings, the Judicial Review Board, and the Student Conduct Hearing Board.

Because student behavior, character development, and ethics go hand in hand, the Office of Judicial Affairs and Community Responsibility supports programs that raise students' awareness of ethical issues – from individual and community-related to global – that are present

in contemporary society. It also assists students to resolve conflicts that may arise by using alternatives to the judicial process, including mediation.

### **SELF-DETERMINATION BY COMMUNITY STANDARDS:**

The University's dedication to a liberal arts education is reflected in its policy of self-determination. Each residence hall\* is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each hall, with the guidance of Residence Life staff members, develop guidelines and procedures of governance for living which allow for both individual freedom and respect for the privacy and personal rights of others in the community.

Residents in each hall exercise this responsibility of self-governance through Complex Councils. Students develop guidelines called community standards which pertain to the maintenance of a clean and orderly environment, the establishment of quiet and courtesy hours, the regulation of visitation of guests, the assurance of a reasonable level of safety and security, and the regulation of conduct which infringes on the rights of other residents.

The policies and procedures, adopted by Complex Councils as the community standards for each hall, must be compatible with University policy, public laws, and the academic objectives of a residential, educational community. The individual's right to privacy and freedom of personal choice, and the educational goals of the University must always be ensured. Each student has the right to counsel with a member of the Residence Life staff concerning problems arising from self-determination. The staff of Residence Life and the Office of Judicial Affairs and Community Responsibility have the right to intervene to ensure that the rights of all students are respected.

The ultimate goal is to build communities in which individuals are not harassed, excluded, or made to feel uncomfortable because of sex, color, religion, sexual orientation, disability, lifestyle, or political beliefs. The University years should allow the exploration and development of personal identity and values, and this exploration can best take place in an atmosphere of mutual respect, understanding, and self-determination.

\*NOTE: The words "residence hall" or "hall" are used interchangeably and refer to any residential unit associated with campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.

*Self-Determination by Community Standards in the residence halls:* Residence Life staff members will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, 24-hour study rooms, and kitchen use are areas in which students may exercise self-determination. Students may choose to adhere to the rules which have already been set as a standard in the Student Handbook. These rules will remain in place until the residents reach a different decision. Safety regulations and policies based upon the Code of Virginia and/or federal laws are not negotiable. Issues which may affect the entire building, such as quiet hours and visitation, will be decided by the community based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to the Complex Council for reconsideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted.

Alleged violations of individual or community rights may be reported and/or documented by any member of the community. Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. The Self-determination by Community



Standards concept reflects a strong preference for educational rather than punitive outcomes in instances where University policies are violated. Where these approaches are not successful or not appropriate, the judicial processes are designed to enforce adherence to the rules on community standards and protect the interests of individuals who are being victimized as well as the community at large. Each disciplinary situation is handled on a case-by-case basis. Given the individual nature of each situation, there is no set list of mandatory sanctions attached to specific violations.

*Complex Councils:* The Complex Council serves as the representative governing body for each residence hall within the complex. The Complex Council is comprised of the president, a vice president for each hall within the complex, a treasurer, a secretary, and a historian; the social/publicity and sustainability chairpersons; and floor representatives. The Complex Supervisor or Senior Resident Assistant serves as Complex Council advisor and acts as a valuable resource for facilitating community development. Councils serve to coordinate the community standards program within each residence hall and also strive to build community and promote a positive, healthy atmosphere in each hall.

*The role of Self-Determination by Community Standards (fall semester):* During the first few weeks of the fall semester, Resident Assistants will convene and conduct floor meetings to discuss and decide upon the rules and regulations that will serve as community standards for the floor. Rules that affect other floors or the entire building must be presented to the building residents for a vote. The voting process is as follows: 1) at least 66% of building residents must vote; then, 2) a majority of the vote will determine the outcome.

*The role of Self-Determination by Community Standards (spring semester):* During the first few weeks of spring semester, fall semester community standards are to be reviewed by the Complex Council of each building. Changes are to be discussed and voted upon. All changes are to be announced throughout the residence hall. After initial spring semester revisions are made, the Complex Council proposal format should be used to recommend changes in policies, procedures, services, or community standards.

*Self-Determination by Community Standards outside the residence halls:* Commuting students also benefit from the concept of self-determination. Furthermore, not all community standards concerning students who live in the residence halls apply to residence hall settings. Under the auspices of the Student Government Association (SGA), the Student Senate has the responsibility to legislate with regard to all issues of student concern.

## **ADJUDICATION:**

### **Process for handling alleged violations of UMW's Code of Conduct**

In any judicial hearing related to alleged violations of the Code of Conduct, students are guaranteed specific rights throughout the process, and also have specific responsibilities. These are detailed at [students.umw.edu/judicialaffairs/the-judicial-system/rights-and-responsibilities/](https://students.umw.edu/judicialaffairs/the-judicial-system/rights-and-responsibilities/).

### **Alleged violations inside residence halls:**

When an alleged violation of UMW's Code of Conduct occurs within the residence halls, an Incident Report documenting the alleged violation is written – for example, by a residence hall staff member – although any member of the UMW community may report an alleged violation. Incident Reports may be considered individually or cumulatively in addressing the behavior involved. A student can be charged with one or more alleged violations of the Code of Conduct by a Residence Life administrator, or by the Director of Judicial Affairs and Community Responsibility, and will be given the opportunity to attend a hearing in which it is determined whether or not the student is responsible for the alleged violations, and if responsible, what sanctions he or she should receive.

Less serious alleged violations heard by Residence Life administrators and/or the Judicial Review Board (JRB) – also known as Level II violations (see below, under “Code of Conduct”) – generally are handled as follows:

The Residence Life administrator notifies the accused student that he or she has been charged with one or more judicial violations. At a mandatory pre-hearing conference, available incident documentation is made available to the student, and the student is invited to review the University's judicial procedures. The student is then given the opportunity to choose a hearing with the JRB, or to waive his or her rights to a hearing and to accept sanctions determined by the Residence Life administrator at the close of the pre-hearing conference.

Alleged violations heard by the Director of Judicial Affairs and Community Responsibility or designee – also known as Level I violations (see below, under “Code of Conduct”) – generally are handled as follows:

Upon receipt of incident documentation by the Director, the student will be informed in writing of the charges. Formal pre-hearing procedures are not required at this level of alleged violations because accused students do not have a choice of hearing options. However, the Office is committed to assisting accused students throughout the judicial process, and students in need of further information related to the charges, or to the judicial process in general, are invited to meet with the Director.

For information on how alleged violations are handled by the Student Conduct Hearing Board, please see the section below pertaining to that judicial body.

### **Alleged violations outside residence halls:**

When an alleged violation of University policy occurs outside the residence halls but on University property, a report will be written by the observer of the alleged violation — for example, by a University Police Officer. The report is then routed to the Office of Judicial Affairs and Community Responsibility and referred to the appropriate hearing body. Alleged violations that are otherwise handled by Residence Life administrators or by the JRB may be heard by the Office of Judicial Affairs and Community Responsibility when they occur outside of residence halls. Alleged violations that are heard by the Student Conduct Hearing Board are heard by this Board no matter where they occur, on or off University property.

### **Alleged violations off campus:**

(See “Off-Campus Misconduct,” p. 60)



## **JUDICIAL PROCESS RIGHTS AND RESPONSIBILITIES:**

An accused student has the following rights with regard to any and all judicial hearings:

1. To request a prior meeting in which judicial process rights and procedures are explained. The University reserves the right to mandate such a meeting.
2. To be informed of all charges prior to a hearing, and to review available incident documentation. (For example, if a student is criminally charged, University Police documentation may not be available. In this case, University Police shall provide a written summary of the documentation that shall be available to the accused student whether the UMW judicial process precedes or follows the resolution of any criminal proceedings.) In addition, documentation that includes information about other students may be redacted. Copies of incident documentation generally are not released to students.
3. To have a fair and impartial hearing.
4. To have advance notice of three business days before a hearing. Accused students may waive this right, verbally or in writing, at the discretion of the hearing officer or board.
5. To be presumed not responsible unless found responsible for any charges. The standard of evidence used in all University hearings is preponderance of evidence. This means that for a student to be found responsible for a charge, the evidence must persuade the hearing officer or board that it is more likely than not that the student was in violation.
6. To name an advisor. The advisor must be willing to assist and advise the student during the hearing. The advisor must be a UMW student, faculty, or staff member who is not also a witness. Accused students are requested to contact the hearing officer/board about the identity of their advisor at least one day prior to the hearing.
7. To be aware of all evidence presented during the hearing, and to be allowed to question all witnesses present at the hearing.
8. To request witnesses to speak in the student's defense. The hearing officer or board may limit witnesses or statements deemed repetitious or unnecessary. Accused students should inform the hearing officer or board no less than two business days prior to the hearing as to the identity of their witnesses. Character witnesses are not allowed.
9. To be present at the hearing, except during deliberation, or when other accused students are speaking. A student who does not appear for a hearing is not assumed to be responsible, but the hearing may occur in his or her absence.
10. To plead responsible and forego a hearing.
11. To have a hearing and to be sanctioned within a reasonable period of time.
12. To be notified in writing of the hearing outcome and of any sanctions issued.
13. To appeal the outcome or the sanction, under certain circumstances.

An accused student has the following responsibilities with regard to any and all judicial hearings:

1. To be on his or her honor.
2. To attend all scheduled conferences and hearings, or to notify appropriate parties of conflicts at least three days in advance.
3. To complete any sanctions by stated deadlines.
4. To conduct himself or herself in a civil and respectful manner.

## **SANCTIONS:**

The disciplinary process can result in a range of sanctions varying in severity according to the violation, but all have the ultimate goal of creating an educational outcome.

The most serious violations can result in a student being suspended from the residence halls, or from the University entirely; or being permanently expelled.

## **APPEALS:**

Appeals of judicial hearing decisions may be made only on one or more of the following grounds:

- 1) denial of Judicial Process Rights and Responsibilities as listed above
- 2) new evidence unavailable at the time of the hearing; or,
- 3) sanction deemed inappropriate for, or inconsistent with the violation.

In the case of 1) or 2), a new hearing with the appropriate administrator or duly constituted board (see below) shall occur if deemed appropriate. In the case of 3), the appropriate administrator or board shall convene to consider the sanction only. In no event shall the second sanction be more severe than the first. Appeal decisions are final.

- If the student wishes to appeal the results of a hearing or waived rights sanctioning with a Residence Life administrator, an appeal may be made in writing within five business days and addressed to the Director, Office of Judicial Affairs and Community Responsibility, Marye House.
- If the student wishes to appeal the results of a hearing with the Director of Judicial Affairs and Community Responsibility or designee, an appeal may be made in writing within five business days and addressed to the Dean of Student Life, Marye House.
- If the student wishes to appeal the results of a hearing before the Student Conduct Hearing Board, the appeal may be made in writing within five business days and addressed to the Vice President for Student Affairs, George Washington Hall 310.
- If the student wishes to appeal the results of a hearing before the Judicial Review Board, the appeal may be made in writing within five business days addressed to the Judicial Appellate Board, c/o the Office of Judicial Affairs and Community Responsibility, Marye House. The Judicial Appellate Board shall be composed of a presiding officer and five non-biased members of the Judicial Review Board who did not sit on the original hearing.

## **Administrative Withdrawals:**

When the withdrawal of a student from a semester is required by action of the Honor council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled/suspended is not eligible for readmission or refund of any fees, except the balance of a meal plan, if applicable.

## **Judicial Review Board**

### *Philosophy of the Judicial Review Board*

All of the Judicial Review Board's (JRB's) activities, and ultimately its very existence, derive from a single principle: the student's accountability for his or her own conduct. Thus the JRB conceives of its role, in terms of the University judicial process, as one of mediation between the expectations of the University as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and conduct of the individual student. Each alleged violation of University rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

### *Composition of the Board*

The Judicial Review Board (JRB) shall be comprised of the President, Vice President, and twenty elected members — five from each of the first-year, sophomore, junior, and senior classes. The JRB is advised by the Office of Judicial Affairs and Community Responsibility. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself/herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal. The JRB members will select (from within the JRB), a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

### *Procedures for JRB hearings:*

1. The JRB President receives the Incident Report and will contact the accused student about the scheduled date and time of the hearing.
2. All those in attendance introduce themselves by their name and their role in the hearing.
3. The Hearing Chair reminds all present about adherence to the Honor Code, and about the standard of evidence used, which is preponderance of evidence.
4. The Hearing Chair reads the charges to the accused student, who pleads "Responsible" or "Not Responsible" after each charge. (If the accused student pleads "Responsible" to all charges, the hearing moves directly into the sanctioning phase.)
5. The incident documentation is read by the Hearing Chair.
6. The incident documenter (if present) and witnesses requested by the JRB (if present) relate their perspectives of the incident.
7. The accused student relates his or her perspective of the incident.
8. Witnesses requested by the accused (if present) share their perspectives of the incident.
9. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses, and to question these individuals in front of the JRB following their statements.
10. The accused student is given the opportunity to make a closing statement.
11. The Hearing Chair adjourns the hearing for deliberation. The Board may recall any individual to question his or her statements further. The decision of the JRB is based on the incident documentation and on statements made during the hearing. A simple majority of JRB members present will determine whether the accused student is found "Responsible" or "Not Responsible" for each charge.
12. The Hearing Chair reconvenes the JRB and the accused student (and his or her advisor, if

present) and announces the JRB's decision.

13. If the accused student is found "Responsible" for one or more charges, s/he is given the opportunity to make a statement and the JRB is given the opportunity to question the accused student further.

14. The Hearing Chair adjourns the hearing for sanctioning. The decision of the JRB is based on the incident documentation, statements made during the hearing, and any prior violations for which the accused has been found "Responsible." JRB members will reach a decision concerning sanctions by a simple majority.

15. The Hearing Chair reconvenes the JRB and the accused student (and his or her advisor, if present) and announces the JRB's decision. The accused student is reminded about his or her right to appeal the hearing.

16. The Hearing Chair adjourns the hearing.

## **Student Conduct Hearing Board**

Students accused of having violated the University's Sexual Misconduct Policy may be referred to the Student Conduct Hearing Board (SCHB). Please see p. 58 for information about the Sexual Misconduct Policy, and about resources available to students.

The purpose of the hearing is to provide an opportunity for both the accuser and the accused to give a full account of the circumstances and facts involved. Generally, a hearing will take place prior to the University enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the University community, the student may be suspended from the University or residence halls on an interim basis until the hearing can be scheduled.

The SCHB shall have full authority to determine the disciplinary sanction, if any, to be imposed upon a student found responsible for a violation. The SCHB is chaired by the Director of Judicial Affairs and Community Responsibility (or designee).

### *Composition of the SCHB and responsibilities of the Chair*

1. Student Affairs administrators serve as standing members of the SCHB. A hearing board shall be comprised of the Chair and three standing members. The responsibilities of the Chair, who is not a voting member, shall include:

- a. Protecting the students' rights throughout the judicial process.
- b. Contacting the standing members of the SCHB to notify them of the date, time, and location of the hearing.
- c. Notifying the Vice President for Student Affairs of the SCHB's decision and recommendations. In those cases in which a student is suspended or expelled from the University, the Registrar, Office of Business & Finance, and Admissions Offices shall also be notified (to the extent allowed by FERPA).
- d. Taking all responsible steps to ensure that any imposed sanction is carried out by the student.

2. The Chair of the SCHB shall arrange for the proceedings of the hearing to be recorded solely for the purpose of providing the Vice President for Student Affairs, the accused student, and the accuser with a record of the hearing in the event either of the students appeal the decision. No recording of the hearing shall be made by other persons. The Chair shall maintain the recording

for the period of time the students are allowed to make an appeal. In the event of an appeal, the recording shall remain in the possession of, and under the control of, the Vice President until final disposition of the appeal. The student shall be provided reasonable access to the recording for purposes of review, with the understanding that no duplication of the recording shall be permitted.

#### *Student Conduct Hearing Board procedures:*

1. The Chair of the SCHB will notify the students by email and campus mail of the date, time and location of the hearing. This notification will be at least 72 hours prior to the hearing.
2. The accuser and the accused student shall each be entitled to have one advisor appear with them at the hearing. This advisor must be a member of the student body, faculty, or staff of the University. If a student elects to have an advisor, it is his/her responsibility to identify an advisor. Students are requested to contact the Chair about the identity of their advisor at least one day prior to the hearing. The advisor does not play an active role in the hearing, nor may s/he serve as a witness. The role of the advisor shall be to:
  - a. Support the student in preparing for the hearing.
  - b. Assist the student in preparing his or her statements and responding to questions
  - c. Advise the student in questioning others present at the hearing
  - d. Assist in the preparation of an appeal, if appropriate.
3. Any documentation (including, but not limited to, personal statements and witness statements) that the accuser or the accused wish to have presented during the hearing must be submitted to the Office of Judicial Affairs a minimum of 48 hours prior to the start of the hearing. In part, this is to allow the other student (and his/her advisor) the ability to review the material. Available documentation provided by third parties (including, but not limited to, incident reports written by staff members or other students) to be introduced during the hearing also will be made accessible for review by the accuser and the accused (and their advisors) at least 48 hours prior to the hearing. Some documentation – police reports, for example – may not be available for review, however.

#### *Hearing Procedure:*

- a. The Chair calls the hearing to order.
- b. All involved parties (the accused student, advisors, accuser, and witnesses) are present.
- c. All are reminded of the Honor Code.
- d. Introductions are made.
- e. All witnesses exit and are called when needed.
- f. The Chair states the charge(s).
- g. The accused student is given the opportunity to respond either “Responsible” or “Not Responsible” to the charges.
- h. When recognized by the Chair, the accused student, the accuser, and members of the SCHB may ask questions at the conclusion of each statement and presentation of evidence. Questions directed to the accuser, the accused, and witnesses, will be asked through the hearing chair.

- i. The evidence supporting the charge(s) is submitted by the accuser. The accuser may make a statement concerning the impact that the incident had on him or her.
- j. Witnesses supporting the charges are called in and asked to share what they witnessed that relates to the incident being reviewed during the hearing.
- k. The accused student is asked to relate the circumstances surrounding the incident.
- l. The witnesses supporting the accused student are called in and asked to share what they witnessed that relates to the incident being reviewed during the hearing.
- m. The accused student and the accuser will have the opportunity to make a final statement before the deliberation of responsibility.
- n. All are excused except SCHB members who stay for deliberation. Deliberation ends with a decision regarding responsibility for the charge(s).
- o. The accused student(s), advisors, and accuser are called back in, at which time the Chair informs all persons present of the Board's decision. If the accused student is found not responsible, the hearing ends. If the accused student is found responsible, the hearing continues.
- p. The accused student and the accuser will have the opportunity to make a final statement before sanctioning. The SCHB may question both students, both students may question each other through the hearing chair.
- q. All are excused except SCHB members who stay for sanctioning.
- r. The accused student(s), advisors, and accuser are called back in, at which time the Chair informs all persons present of the Board's decision regarding sanction(s). The Chair reminds the accused student and accuser of their right to appeal. If the hearing just concluded was held to appeal an earlier sanction, no further appeal can be made.
- s. The accused and the accuser are reminded that they may appeal the case to the Vice President for Student Affairs, in writing, within five business days from the time the sanction is imposed. This appeal must be based on violation of judicial process rights, upon the presentation of evidence not available at the hearing, or upon the sanction being inappropriate for, or inconsistent with, the violation. In the case of new evidence or violation of judicial process rights, the Vice President may direct a new Student Conduct Hearing Board to rehear the case.
- t. Unless there is any further discussion, all are dismissed and the hearing ends.

## Code of Conduct

The following lists specific violations of community standards which are addressed through UMW's judicial system, and the hearing board or administrator who adjudicates them:

### **I. Adjudicated by the Director of Judicial Affairs and Community Responsibility or designee**

A. Alcohol violations, including, but not limited to, the following (also see "[Alcohol Policy](#)").

1. Intoxication, as determined by instrumentation, or by behavioral or physical manifestations. Any student under the age of 21 with a blood alcohol level of 0.02% or higher will be considered to be intoxicated.



B. Fire safety violations including:

1. Arson/setting fire
2. Tampering with or needlessly discharging a fire extinguisher
3. Tampering with fire alarms or smoke detectors
4. Other

C. Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals.

D. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other official University activities, or authorized non-University sponsored activities, when the activity occurs on University premises.

E. Actions endangering the mental or physical health or safety of a student, or involving the destruction or removal of property, that are associated with initiation, admission into, affiliation with, or continued membership in a group or organization. (See “[Hazing Policy](#)”)

F. Violence, threats, intimidation, pranks, or any other action which interferes with the rights of any individual.

G. Student-to-student harassment including physical abuse, verbal abuse, threats, intimidation, harassment; or interference with the activities or rights of another person on the basis of color, creed, gender, disability, national origin, race, religion, sexual orientation, or any other classification.

H. Conduct that intentionally or recklessly threatens or endangers the health or safety of any person.

I. Violations of the University [Drug Policy](#), including but not limited to, use, being under the influence of, possession, or distribution of narcotic or other controlled substances except as permitted by law, and the possession or use of drug paraphernalia.

J. Making, using, disclosing, or distributing a recording of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it; and any other conduct that constitutes an invasion of the privacy of another person under applicable law or University policies. Such conduct includes, without limitation, unauthorized recording of personal conversations, images, meetings, or activities.

K. Possession of fake or altered official identification, or the manufacturing, acquisition, or attempted acquisition of fake or altered official identification for oneself, or for other individuals.

L. Violation of federal, state, or local law.

## **II. Adjudicated by the Judicial Review Board or Residence Life professional staff members:**

- A. Alcohol violations (also see “[Alcohol Policy](#)”)
  - 1. Consumption or possession of alcohol by persons under the age of 21.
  - 2. Any public display of alcohol (includes drinking with room door open or consumption of alcohol in common areas).
  - 3. Possession or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, “beer bong.”
  - 4. Hosting a gathering, regardless of host’s age, which involves underage drinking, or the intoxication of any individual.
  - 5. Use or possession of alcoholic beverages by a student 21 years old or older in a residence hall room where all assigned residents are under the age of 21.
  - 6. Purchasing or supplying alcohol to any underage person.
- B. Property
  - 1. Conduct which results in damage to any property
  - 2. Redistributing University furniture
  - 3. Unsanitary, cluttered, or obstructive conditions
  - 4. Throwing objects from roofs, windows, or balconies
- C. Fire safety violations including, but not limited to, the following:
  - 1. Open flames (from oil lamps, etc.), candles, and incense. These are prohibited in any University building (unless with express written permission).
  - 2. Failing to vacate a building during a fire alarm.
- D. Smoking in residence halls, within 50 feet of a residence hall, or in a non-smoking area, as determined by the Office of Residence Life or Self-determination by Community Standards.
- E. Failure to abide by the “Quiet Hours” or “Courtesy Hours” policies as stated in the Student Handbook or in the Self-determination by Community Standards for each residence hall.
- F. Failure to fulfill resident desk duty, where required by Self-determination by Community Standards.
- G. Visitation violations including, but not limited to, the following:
  - 1. Failing to sign in and/or out of a residence hall, or failure of a guest to sign in/and or out of a residence hall, whether or not the guest is a UMW student.
  - 2. Falsifying sign-in or -out times.
  - 3. Violating visitation hours as determined by Self-determination by Community Standards for each residence hall.
  - 4. Visiting a residence hall which does not have visitation at the time.
  - 5. Exceeding the allowed number of overnight residence hall visits, as described under “Guest Policies”

H. Disorderly or obscene conduct.

I. Sports or related activities in the residence halls.

J. Abuse of the judicial system including, but not limited to:

1. Failure to obey the summons of a judicial body or University official.
2. Attempting to discourage an individual's proper participation in or use of the judicial system.
3. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
4. Harassment and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
5. Failure to comply with a sanction imposed by the Judicial System.
6. Influencing, or attempting to influence, another person to commit an abuse of the judicial system.

K. Failure to comply with the directives of a University official who is attempting to enforce the policies and procedures of the University. University officials include, but are not limited to, the following:

University Administrators	University Police	Honor Council
Residence Life Staff	Faculty	Judicial Review Board

L. Unauthorized presence on balconies, roofs, or ledges of any University building.

M. Entering a residence hall building during official University breaks.

N. Unauthorized entry/exit.

O. Unauthorized possession, duplication or use of keys to any University premises.

P. Abuse of computer time, including, but not limited to:

1. Unauthorized entry into a file for any purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
5. Use of computing facilities to interfere with the normal operating procedures of the University computing system.
6. Use of computing facilities to make copies of, or make available to others, copyrighted material without authorization.
7. Abuse of computer time, including, but not limited to use of computing facilities to send obscene or abusive messages.

Q. Misuse of a telephone on campus including but not limited to:

1. Unauthorized entry into an individual's phone mail to listen to the contents or for any other purpose.
2. Unauthorized use of another person's passcode.
3. Use of a telephone on campus to relay obscene or abusive messages.

R. Other prohibited items and activities.

S. Responsibility for guests.

T. Housing or hosting in a residence hall any animal which could reasonably be described as a pet (exception—aquarium fish).

U. Violation of [Motor Vehicle Policy and Regulations](#).

1. Bringing a vehicle to campus without authorization. (First-year residential students are not permitted to bring cars to campus.)
2. Failing to register a vehicle with University Police.
3. Transferring a University-issued parking decal without authorization.
4. Other.

V. Obstruction of the free flow of pedestrian or vehicular traffic.

W. Violation of published University policies, rules or regulations (e.g., Housing and Dining Services Contract, Network and Computer Use Policy).

NOTE: Violations of a serious nature or any pattern of the preceding violations may result in direct referral to the Office of Judicial Affairs and Community Responsibility, the Dean of Student Life, or the Vice President for Student Affairs.

NOTE: Several violations of policy may be considered cumulatively in the judicial process.

### **III. Adjudicated by the Student Conduct Hearing Board**

A. Sexual misconduct as outlined in the "[Sexual Misconduct Policy](#)." Sexual misconduct includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, stalking, and intimate partner violence.

### **IV. Adjudicated by the Vice President for Student Affairs, Dean of Student Life, or designee**

Violations of a serious nature, including but not limited to those described above, or any pattern of such violations, may result in referral to the Vice President for Student Affairs, Dean of Student Life, or designee for adjudication.

Also, if the Judicial Review Board or Student Conduct Hearing Board cannot be convened for a hearing (for example, at the end of the semester, or during summer sessions), the University reserves the right to adjudicate alleged violations administratively, e.g., through the Director of

Judicial Affairs and Community Responsibility, Associate Director of Judicial Affairs, Dean of Student Life, or Vice President for Student Affairs. This option may be used when a student is graduating, is not anticipated to return the following semester, or when the alleged violation is of a serious nature.

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## **Policies and Procedures – Behavioral**

### **Alcohol Policy**

The laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume, or possess any alcoholic beverage; and that persons over 21 have these rights, but are prohibited by law from obtaining alcoholic beverages for the purpose of reselling or providing them to anyone under 21 years of age.

The University also prohibits intoxication by students of any age. Students who violate this rule are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction may also be required to have a substance abuse assessment. The University endeavors to ensure that alcohol consumption by students on campus is handled maturely, responsibly, and in conformity with the law.

Serious and/or repeated violations of the University Alcohol Policy may lead to probation, suspension, or expulsion. Persons requesting alcohol-related information or services may contact the Talley Center for Counseling Services, Office of Residence Life, or the Office of Judicial Affairs and Community Responsibility. Parents or guardians may be notified if a student is found responsible for repeated or severe violations of the Alcohol Policy. See “Parental Notification Policy.”

#### **Elements of Policy:**

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in their assigned upper-class residence hall living spaces. These beverages may be served to other persons, who are also 21 years of age or over, in upper-class residence hall living spaces.
2. No student under 21 years of age may purchase, possess, or consume alcoholic beverages of any type.
3. No student shall possess or be under the influence of alcohol while operating or traveling in any vehicle.
4. Beer is the only alcoholic beverage that may be sold on campus by the food service company or other agents of the University.
5. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged.
6. Beer must be served only in beer cans or bottles at any function where students of both legal age and underage are present.
7. Eagle Dining may sell keg beer at their regularly licensed locations — the Eagle’s Nest and Underground.

8. Host responsibility applies to a residential student who is present and/or aware that his/her guests are engaged in underage consumption of alcohol within the host's assigned living space, or of-age intoxication which resulted from consumption within the host's assigned living space. Likewise, host responsibility includes ensuring that underage guests do not possess or consume alcohol and that guests of any age do not become intoxicated.
9. No alcoholic beverages may be consumed in public, nor may open containers of alcoholic beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.
10. No of-age persons (including parents) are permitted to bring alcoholic beverages into residence hall living spaces where all assigned occupants are under the age of 21. Empty alcohol containers (decorative or otherwise) in the assigned living spaces of underage individuals do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy. Similarly, beer pong tables or devices associated with unsafe consumption of alcohol do not constitute a violation of the University's Alcohol Policy, but they do constitute a violation of the residence hall policy.
11. Violations of this policy will be reported to the Director of Judicial Affairs and Community Responsibility or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are adjudicated appropriately.
12. Severely intoxicated students will be referred to the University Police. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to Fredericksburg Emergency Medical Services or a higher level of care for treatment. Violations of the policy against alcohol intoxication are reported to the Director of Judicial Affairs and Community Responsibility or designee.

UMW has obtained or can obtain Virginia Alcoholic Beverage Control (VA ABC) licensing for the sale or service of alcoholic beverages, including at the Campus Center, the Underground, and the Jepson Alumni Executive Center.

No alcohol is allowed at an event sponsored by a UMW student organization. No organization funding, whether from the University Finance Committee or raised as revenue, may be used to purchase alcohol.





**NEVER  
DRINK  
AND  
DRIVE**

## ALCOHOL IMPAIRMENT CHART

APPROXIMATE BLOOD ALCOHOL PERCENTAGE									
Drinks	Body Weight in Pounds								
	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
1	.04	.03	.03	.02	.02	.02	.02	.02	Impairment Begins
2	.08	.06	.05	.05	.04	.04	.03	.03	
3	.11	.09	.08	.07	.06	.06	.05	.05	
4	.15	.12	.11	.09	.08	.08	.07	.06	Driving Skills Affected Possible Criminal Penalties
5	.19	.16	.13	.12	.11	.09	.09	.08	
6	.23	.19	.16	.14	.13	.11	.10	.09	
7	.26	.22	.19	.16	.15	.13	.12	.11	Legally Intoxicated — Criminal Penalties
8	.30	.25	.21	.19	.17	.15	.14	.13	
9	.34	.28	.24	.21	.19	.17	.15	.14	
10	.38	.31	.27	.23	.21	.19	.17	.16	

Your body can get rid of one drink per hour.  
Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.

**NEVER  
DRINK  
AND  
DRIVE**

## ALCOHOL IMPAIRMENT CHART

	APPROXIMATE BLOOD ALCOHOL PERCENTAGE									
Drinks	Body Weight in Pounds									
	90	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
1	.05	.05	.04	.03	.03	.03	.02	.02	.02	Impairment Begins
2	.10	.09	.08	.07	.06	.05	.05	.04	.04	Driving Skills Affected
3	.15	.14	.11	.10	.09	.08	.07	.06	.06	Possible Criminal Penalties
4	.20	.18	.15	.13	.11	.10	.09	.08	.08	Legally Intoxicated — Criminal Penalties
5	.25	.23	.19	.16	.14	.13	.11	.10	.09	
6	.30	.27	.23	.19	.17	.15	.14	.12	.11	
7	.35	.32	.27	.23	.20	.18	.16	.14	.13	
8	.40	.36	.30	.26	.23	.20	.18	.17	.15	
9	.45	.41	.34	.29	.26	.23	.20	.19	.17	
10	.51	.45	.38	.32	.28	.25	.23	.21	.19	

Your body can get rid of one drink per hour.  
Each 1½ oz. of 80 proof liquor, 12 oz. of beer or 5 oz. of table wine = 1 drink.

*Images from the Pennsylvania Liquor Control Board*

*Note: These charts are for educational purposes only. Individual responses may vary.*

## Bias Policy

The Bias Offense and Incident Reporting Policy has been established to help ensure a safe and welcoming working and educational environment for all members of the University of Mary Washington community. The University considers acts of bias on the basis of race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age to be unacceptable and antithetical to its commitments to diversity, inclusiveness and the right of every individual to be treated with dignity and respect.

### 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).

The University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of this community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others.

While these freedoms protect controversial ideas, differing views, and sometimes offensive and hurtful words, they do not protect individual or group conduct that constitutes a bias offense.

The University considers bias offense conduct to be unacceptable and antithetical to its commitments to diversity, inclusiveness, and the right of every individual to be treated with dignity and respect. To ensure an environment that fosters civility and mutual respect for members of the University community, *bias offenses are prohibited*.

### 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.

An intimidating and/or hostile environment is one that reasonably results from severe or pervasive bias related conduct.

Whether an act of bias constitutes a bias offense will be determined within existing University investigative, administrative, and judicial processes. Complaints regarding the behavior of University employees may be initiated with the University's Affirmative Action and Equal Employment Officer (AAEEO) in the Office of Human Resources. Complaints regarding student behavior may be initiated with the University Judicial System.

### **What should be done if a bias offense occurs?**

Students, faculty, and staff who believe that they are targets of or witnesses to bias offenses on University campuses and at University sponsored or supervised events are encouraged to take the following actions. *Student Handbook* provisions regarding alleged violations of University policy or other misconduct which occur off campus will apply.

- 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.
- If possible, any physical evidence related to the offense should not be touched or disturbed. University police personnel will document what happened, including where and when the incident occurred.
- University police personnel 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.
- Complete the University's Bias Incident Report Form for additional follow-up.

### **BIAS INCIDENT REPORT FORM**

The bias incident reporting program is established to assist the University in promoting an environment that fosters civility and mutual respect for all. Members of the University community are strongly encouraged to report all bias incidents. A person does not have to be a member of a protected class or group in order to be a victim of a bias incident.

### **What is meant by bias incident?**

Bias incidents involve any behavior that a person finds harmful or hurtful and reasonably believes is directed at him or her or others simply because of one's race, color, religion, disability, national origin, political affiliation, marital status, sexual orientation, gender, veteran status, or age.

### **What is the difference between a bias incident and a bias offense under this policy?**

Bias incident is the broadest category of bias related behavior that includes bias offenses, as defined earlier in this policy, hate crimes, and lesser incidents that are motivated by bias (see definition of hate crime below). A bias incident may involve protected speech.

*This definition is used for reporting and statistical purposes only. It carries no independent sanctioning weight or authority.*

### **How does one make a Bias Incident Report?**

The University of Mary Washington urges all members of the University to promptly report all bias incidents using the [BIAS INCIDENT REPORT FORM](#).

- Only UMW students, faculty and staff may submit Bias Incident Report Forms.
- Each report requires the user to log on with a valid UMW user ID and password.
- You may also download and/or print a PDF file of the [Bias Incident Report Form](#). Please complete and submit the form to the AAEEEO Officer in the Office of Human Resources (Fairfax House).

**Knowingly falsifying a report is a violation of this policy and the Honor Code and may result in disciplinary action under University policy.**

### **What happens to the report?**

The AAEEEO Officer will receive all reports. All bias incident reports will be reviewed promptly by a designated staff member. Reports concerning student behavior will be followed up by personnel in Student Affairs on the appropriate campus. Reports of employee conduct will be followed up by the Office of Human Resources. For all reports containing contact information, a designated staff member will contact the reporting person and will be available to meet with him or her to explore a plan for resolution and to provide information about related University policies, procedures, and services.

Other University offices may be consulted as needed to ensure a proper response. Incident reports and related follow up will be treated as confidentially as possible. Information will be shared only as needed. Bias incident data will be used to develop community educational and outreach programs.

### **What is a hate crime?**

Hate crimes are specifically defined in various federal and state statutes. These statutes vary in terms of the acts and categories of bias that are covered. The FBI investigates acts that fall within federal hate crime legislation. Categories of bias under federal law are race, religion, sexual orientation, ethnicity/national origin, and disability. State and local law enforcement authorities investigate violations of Virginia law. The University's definition of bias incident is broader than state and federal laws governing hate crimes. For information on federal hate crime legislation and the FBI's enforcement of it, see the FBI's website.

There are three Virginia statutes that specifically address hate crimes:

- *Statute on Assault and Battery*: Enhances the criminal penalties for acts of assault and battery when such acts are based on a person's race, religious conviction, color or national origin.
- *Statute on Hate Crimes Reporting Act*: Requires state, county and municipal law-enforcement agencies to report to the Department of State Police all hate crimes occurring in their jurisdictions.
- *Statute on Civil Action for Racial or Ethnic Harassment, Violence or Vandalism*: Permits any victim of an act of intimidation, harassment, violence or vandalism motivated by racial, religious or ethnic animosity to sue for civil damages in Virginia state courts.

All hate crimes are bias incidents, but not all bias incidents are hate crimes.

*Approved by the University of Mary Washington Board of Visitors  
at the meeting on April 18, 2008.*

### **Directives from University Officials**

It is the student's responsibility to respond immediately to any of the following directives or requests from a University official while he or she is enforcing University policy or procedure, or is in the discharge of his or her responsibilities:

1. Identify oneself
2. Come to the office of an official
3. Leave a gathering when asked to disperse
4. Any other reasonable request



University officials include, but are not limited to, UMW administrators and faculty, UMW police, Honor Council members, resident assistants, and Judicial Review Board members. University officials have the right to stop and question any person entering the UMW residence halls to determine his or her purpose for being there.

## **Disorderly or Obscene Conduct**

No student shall be involved in disorderly or obscene conduct. Such conduct includes, but is not limited to: fighting, creating a disturbance, obscene language, verbal or physical harassment, making excessive noise. Disorderly or obscene conduct on campus, at any UMW-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle, should be reported to the Office of Judicial Affairs and Community Responsibility, or, in urgent situations, to University Police.

## **Drug Policy**

The University of Mary Washington does not tolerate the possession or use of, or being under the influence of, illegal drugs. This policy also pertains to any University-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle.

The University prohibits the possession, use, providing for other's use, manufacturing, and merchandising of illegal drugs. The possession of prescription drugs without a doctor's prescription, and the use of prescription drugs in a manner inconsistent with the prescription also are prohibited. Drug paraphernalia, including hookahs and electronic devices directly associated with the use of illegal drugs, are similarly prohibited. Students charged with violating any of these policies will be subject to judicial action. Students who violate state or federal drug laws may be subject to criminal prosecution as well.

For the purpose of this regulation, illegal drugs are defined as including, but not limited to: marijuana, "spice"/"K2," "bath salts," cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with the law.

Students who wish to seek counseling concerning the use of drugs are reminded that the Talley Center for Counseling Services and the Health Center are available for such help. Conferences with staff from these offices are confidential, subject to the standards of privacy established in the medical and counseling professions. Others, including the Dean of Student Life, the Director of Judicial Affairs, and the Director of Residence Life are also available to help students, but cannot guarantee absolute confidentiality.

Students are strongly advised against the use or possession of legal drug analogues, including but not limited to so-called "legal marijuana substitutes" and "herbal Ecstasy." The University investigates all suspected violations of the Drug Policy, and individuals performing authorized searches will take possession of suspicious materials, even though they may subsequently be found to be legal. Also, students are advised that the health risks associated with many of these analogues are not fully understood at this time.

Students arrested off campus for alleged violations of federal or state drug laws may be referred for judicial action on campus, particularly if the alleged violation is a felony.

UMW has made a strong commitment to be a drug-free community, and sanctions for violating UMW's Drug Policy are severe. Illegal drugs have no place in the UMW community. Sanctions will vary depending on the type(s) and quantity of illegal drugs involved, and the nature of the violation. For example, violations involving the apparent distribution,

merchandising, or manufacturing of illegal drugs, regardless of type and quantity, are likely to result in permanent expulsion from this institution. Violations involving the possession or use of marijuana might result in relocation or removal of the student from the residence halls, community restitution, marijuana education, suspension from the University, or expulsion, depending on the circumstances. The possession or use of other illegal drugs also may result in more severe sanctions. For other violations (for example, possession of drug paraphernalia), educational sanctions and community restitution are among the possible sanctions.

## Hazing

Hazing is strictly prohibited at the University of Mary Washington. Specifically, the University defines hazing as any physical or mental interference, request, or obligation that could cause inconvenience, discomfort, pain, fright, embarrassment, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or University policy. Whether or not the student so endangered or injured voluntarily participates in the activity is not a factor in determining if the activity was hazing.

## Judicial Record Retention and Privacy Policy

Judicial records are confidential to the extent allowed by University policy and the law, and the judicial contents of student educational files cannot be shared unless students sign a release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated by the Registrar's Office and with the four following exceptions:

1. Judicial information may be shared with other educational institutions and other university personnel considered those who "need to know," such as a coach in his or her role as an advisor to a student athlete;
2. Judicial information pertaining to repeated or major violations of the drug and alcohol policy may be shared with parents or other legal guardians. This exception does not apply if the student is 21 years old or over, or if the student can demonstrate that he or she is financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.
4. Judicial information may be shared subject to subpoena or other court order.

Certain judicial documents (e.g., incident reports, decision letters) are shared with accused students to assist them with preparation for a hearing or to provide them with official notification of a hearing's outcome. Because these documents may contain private information about other students (witnesses, other accused students, etc.), they are not to be shared with other individuals. Copies of incident documentation generally are not released to students. Students who do not respect the privacy of other individuals with respect to judicial documentation will be subject to additional judicial action.

Records in the Office of Judicial Affairs and Community Responsibility are retained in a student's educational file while they are a student at the University of Mary Washington until three years after they last attend the University. However, in the case of judicial expulsions from the University, judicial records are retained indefinitely. The University is required to retain certain judicial records for longer than three years after the student's last attendance — for example, to comply with the Campus Security Act. To that end, some judicial records, once they



have been removed from an individual student's educational file, may be retained for a longer period of time in a separate file. At that point, they will not be considered part of the student's educational file, and will not be released under most circumstances. However, in the event that the University is subpoenaed to release an individual student's judicial records, any information still retained, even if it is retained outside of the student's educational file, will be released in compliance with the subpoena.

Students are encouraged to keep in mind that potential employers, in addition to graduate institutions, law enforcement, and the military, frequently request judicial information concerning candidates during the hiring or admissions process, and that the University complies with such requests whenever possible.

## Off-Campus Misconduct

Violations of civil or criminal law are subject to University adjudication in cases where the interests of the University may be affected, (as judged by proper authorities to be the case). Participants in this decision may include the Director of Judicial Affairs and Community Responsibility, Dean of Student Life, and /or the Vice President for Student Affairs (or designee).

The University also has jurisdiction, notwithstanding the location of the offense, to suspend a student on an interim basis (interim suspension prior to adjudication) for any alleged major violation of state or federal criminal law which the Dean of Student Life, Director of Judicial Affairs and Community Responsibility, or designee finds would jeopardize the safety and security of the campus community. The student shall have the right to appeal the interim suspension, and the appeal will be heard by the Vice President for Student Affairs. For purposes of this section, "major violation" shall mean only felonies or their equivalents and not misdemeanors, traffic violations, or their equivalents.

## Adjudication of Off-Campus Incidents

**Philosophy:** The conduct of UMW students away from campus has an impact not just on those students involved, but also on UMW peers and on members of the greater Fredericksburg community. Holding students accountable, through the judicial system, for off-campus conduct (resulting in arrest or citation) is a standard process in higher education resulting in positive learning outcomes for students and favorable town-gown relationships. UMW's judicial process is an educational tool to support student learning and is intended to perpetuate life skills and citizenship through accountability.

## Off-Campus Adjudication Policy

**Jurisdiction:** Geographic jurisdiction includes any violation of the UMW Code of Conduct occurring on campus or University-leased or controlled properties, in study abroad programs, at any UMW-related event, in Stafford or Spotsylvania Counties or the City of Fredericksburg that impacts the educational mission of the University. (The University reserves the right to adjudicate felonies derived from outside of this geographic scope when deemed in the best interest of the University community.)

**Process:** UMW will adjudicate off-campus violations when the conduct has an equivalent in the Code of Conduct. For example, if a student is arrested or cited for being "drunk in public," he or she could be charged with violating UMW's policy related to alcohol intoxication. If a student is charged with public urination, he or she could be charged with violating UMW's policy related

to disorderly conduct. This information will typically come to the University through official police communication. The incident will be adjudicated by an administrator or by the Judicial Review Board (or Student Conduct Hearing Board) as noted in the judicial hearing procedures.

A standard response to off-campus conduct may include the following:

1. Off-campus incidents involving first offenders may be noted for record-keeping purposes; unless the Dean of Student Life (or designee) makes a finding that the alleged violation impacts the safety and security of the campus community. In these cases the University reserves the right to adjudicate the offense.
2. Off-campus incidents involving students who previously have been found responsible for any violation on campus, or who previously have been previously arrested or cited off campus will be adjudicated through the campus judicial system.

(This policy does not apply in minor traffic or parking violations.)

## **Parental Notification**

The Family Educational Rights and Privacy Act (FERPA) allows for universities to notify certain family members if their student is found responsible for violating the institution's alcohol or drug policies, or state laws regarding alcohol or drug use. At the University of Mary Washington, a parent or guardian of any student under the age of 21 will be notified under the following conditions:

1. If the student is found responsible for violating the University's policy prohibiting alcohol intoxication, whether or not the student was arrested or transported to the hospital.
2. If the student is found responsible for a second or subsequent violation of the University's Alcohol Policy, regardless of the violation's seriousness.
3. If the student is found responsible for any violation of the University's Drug Policy.

A letter and/or phone call from the Dean of Student Life or designee will inform the parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and the student's right to appeal the outcome has expired.

## **Sexual Misconduct Policy**

### **1. Introduction**

Sexual misconduct encompasses behaviors including but not limited to sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence, and stalking.

Members of the University of Mary Washington (UMW) community have the right to work, study and live in an environment free from any kind of sexual misconduct. All members of the community are expected to abide by the Statement of Community Values, which affirms "the right of every individual to be treated with dignity and respect at all times." The University is committed to providing an environment that is free from sexual violence and in which the

freedom to make individual choices regarding sexual behavior is respected by all. Sexual misconduct is not tolerated and will be investigated and addressed in a timely fashion. Individuals who are responsible for acts of sexual misconduct will be held accountable for their actions and will be subject to serious penalties.

We encourage members of the campus community who experience any form of sexual misconduct discussed in this policy to contact one of the persons listed – regardless of when or where the act occurred. These resources can assist the student in recovering from the experience and in deciding what options may be available. Some of these resources may also be available for non-students as well.

The University's Sexual Misconduct Policy has been developed to reaffirm our community's values and to provide recourse for those individuals whose rights have been violated. The University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities. Title IX is an all-encompassing federal law that prohibits discrimination based on gender for universities receiving federal funding.

The University of Mary Washington policy includes procedures for the UMW community regarding reporting, investigating, and adjudicating sexual misconduct. This policy also contains expectations for the UMW community in terms of sexual communication, responsibility, and respect.

## **2. Scope of Policy**

All members of the University of Mary Washington community are expected to abide by the [stated policy](#). The University will make every effort to protect a student's privacy. The University encourages victims of sexual violence to report what happened so victims can get the support they need, and so the University can respond appropriately.

## **3. Resources**

On Campus:

- *Title IX Coordinator, Dr. Leah Cox*  
Provides information about rights and responsibilities concerning discriminatory behavior, including the application of Title IX. Answers questions about the University's compliance with Title IX. [lcox@umw.edu](mailto:lcox@umw.edu), George Washington Hall, 540-654-2119.
- *University Police, Brent House, 540 654-1025*  
Accept formal reports from persons alleging assault and attend to the person's immediate safety concerns. Can assist with filing criminal charges. Provide referrals to appropriate resources on and off- campus.
- *Talley Center for Counseling Services, Lee Hall 106, 540-654-1053*  
Assists the needs of students who have experienced sexual misconduct by providing personal counseling and support.

- *Office of Judicial Affairs and Community Responsibility*, Dr. Ray Tuttle, Marye House, 540 654-1660, [rtuttle@umw.edu](mailto:rtuttle@umw.edu) Provides information about student conduct process, and other possible remedies.
- *Dean of Student Life, Cedric Rucker*, Marye House, 540-654-1200. [crucker@umw.edu](mailto:crucker@umw.edu) Assists with the academic-related needs of students who have experienced sexual misconduct. May provide support to academic and living situations and will notify the student as to what changes are reasonably available.
- *Health Center*, Lee Hall 112, 540-654-1040- Assist with medical needs for students who may have been sexually assaulted.

#### Off-Campus

- Rappahannock Council Against Sexual Assault (RCASA): 540-371-6771/540-371-1666 (crisis line)
- Empowerhouse (local agency supporting victims and survivors of domestic violence): 540-373-9373
- Mary Washington Hospital Emergency Room: 540-741-1000/ '911' (emergencies)- specially trained and compassionate nurses can collect evidence even if the victim isn't sure about moving forward with criminal charges
- Fredericksburg Police Department: 540-373-3122/ '911' (emergencies)
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)
- National Domestic Violence Hotline: 1-800-799-SAFE (7233)

#### 4. Title IX Coordinator:

The Title IX coordinator oversees the creation of policies, procedures and notifications designed to ensure University compliance with Title IX; supervises the implementation of compliance (grievance) procedures, including investigation and disposition of complaints; answers questions and provides guidance about Title IX compliance and the University's related policies and procedures. The coordinator is a liaison to the state and federal agencies that enforce Title IX. The coordinator monitors all other aspects of the University's Title IX compliance and oversees education about Title IX and sexual misconduct; which includes periodic surveys of the campus climate concerning attitudes, expectations and experiences.

#### 5. Definitions

- A. The behaviors listed and defined below are prohibited by UMW's Sexual Misconduct Policy:
  - i. Sexual harassment is defined as gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits, or opportunities.
  - ii. Hostile environment sexual harassment exists when there is any situation in which there is harassing conduct that is sufficiently severe, pervasive or persistent, and patently offensive, such that it alters the conditions of education or employment, from

both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.

iii. Quid pro quo sexual harassment exists when:

- there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
- adverse educational or employment actions are taken or credibly threatened if these behaviors are rejected; or
- advantageous educational or employment actions are taken or credibly threatened if these behaviors are accepted;

iv. Sexual assault

1) Non-consensual sexual contact is:

- any intentional touching of the genitalia, groin, breast or buttocks, or clothing covering any of these areas;
- using force (or credible threat of force) to compel an individual to touch these areas on his or her own body or on anyone else's body ;
- any attempted touching of these areas, as described above;
  - however slight;
  - with any object;
  - by a man or a woman upon a man or a woman;
  - without valid consent.
- Slapping or spanking another individual on the buttocks, coming up from behind an individual and putting one's hands on her breasts, and "humping" an individual, even if both individuals are clothed, are examples of non-consensual sexual contact, if the other individual has not given valid consent.

2. Non-consensual sexual intercourse is

- any sexual penetration or intercourse (anal, oral, or vaginal);
- any attempted sexual penetration or intercourse;
- however slight;
- with any object (penis, finger, inanimate object, etc.);
- by a man or woman upon a man or a woman;
- without valid consent.

v. Intimate partner violence (also called "dating violence" or "domestic violence") is when one partner in an intimate relationship causes physical, sexual, or emotional harm to the other partner, or makes credible threats to cause such harm. Intimate partner violence can occur between individuals who are dating, married, sexually intimate, or who reside together.

vi. Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another individual for his/her own advantage or benefit, or to benefit or

advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

- vii. Stalking is unwanted behavior directed at another individual on more than one occasion when that behavior creates in the other individual a reasonable fear of imminent sexual assault, physical or emotional harm, or death. Behaviors include, but are not limited to, unwanted communication (in person, by phone, or by computer—i.e., cyberstalking), following an individual, and surveillance of or remaining in the physical presence of the other individual.
  - viii. Retaliation is any adverse action (harm or credible threat of harm) taken against an individual because of the individual's participation in a complaint or investigation of sexual misconduct.
  - ix. Intimidation is any adverse action (harm or credible threat of harm) taken against an individual to prevent or discourage the individual's participation in a complaint or investigation of sexual misconduct.
- B. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission—a voluntary agreement to engage in sexual activity. Here are some things to know about consent:
- Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and what you don't want.
  - Your consent to one form of sexual activity cannot be automatically interpreted as consent to any other sexual activity. For example, your consent to participate in oral sex does not imply your consent to participate in vaginal or anal sex.
  - There is a difference between seduction and coercion. Coercion is when someone unreasonably pressures you for sex. Coercion makes your consent invalid. So do threats.
  - A person who is asleep, unconscious, or mentally or physically incapacitated (for example, by alcohol or other drugs) cannot give valid consent.
  - Valid consent cannot be given by an individual who is under the legal age of consent.

## 6. Reporting Policies and Protocols

### a. Definitions:

**“Advocate”** - Annually staff and students from the University community are asked to serve as contact persons under this policy. These individuals receive specific training on this policy and the handling of complaints, and can generally



talk to a victim about their options and assist in receiving other support and services without revealing any personally identifying information about the incident to the University. A survivor can seek assistance and support from these individuals without triggering an investigation that could reveal the survivor's identity or that the survivor disclosed the incident. While maintaining confidentiality, these individuals should report the nature, date, time, and general location of an incident to the Title IX Coordinator to help he track patterns, evaluate the scope of the problem and formulate University wide responses. A survivor may later choose to file a complaint and have the incident fully investigated. The Advocate will provide the survivor with assistance if requested.

**“Survivor,” “victim,” “accuser,” and “complainant”** -- an individual who has been the recipient of unwanted activity of a sexual nature.

**“Perpetrator,” “assailant,” and “accused student/individual”** -- an individual who is in violation of, or who has been accused of being in violation of, this Sexual Misconduct policy.

**“Mandated reporter”** – any UMW employee who is required to report complete information (including the name of the victim and the name of perpetrator, if known) about any alleged act of sexual misconduct that he or she has been made aware of by the victim, by a witness, or by any other third party. This information is shared to assist the school in identifying that there has been an incident of sexual misconduct, and in responding to it appropriately. Elements of an appropriate response include supporting the complainant, taking steps to prevent his or her further victimization, and taking steps to protect and educate the UMW community. This report must be made to UMW's Title IX Coordinator. Mandated reporters at UMW include teaching faculty, professional Residence Life staff members and Resident Assistants (RAs), employment supervisors, program coordinators or directors, and UMW Police.

**“Non-mandated reporter”** – any UMW employee who is not required to report the names of anyone involved in or associated with an alleged act of sexual misconduct that he or she has been made aware of by the victim, by a witness, or by any other third party. However, non-mandated reporters will report the following information (if known) to UMW's Title IX Coordinator: date and time of incident, location of the incident, and what happened. Non-mandated reporters at UMW are counselors acting within their professional roles in the Talley Center for Counseling Services, and health professionals acting within their professional roles in the Health Center and persons appointed each year to serve as Advocates under this policy.

NOTE: While non-mandated reporters may maintain a victim's confidentiality for under University policy and procedures, all University employees are mandated by law to report abuse of minors to state officials.

<http://adminfinance.umw.edu/hr/employee-relations/respectful-workplace-policies/child-abuse-and-neglect-reporting/>.

**“Privacy”** – Mandated reporters can offer an individual reporting a sexual misconduct incident privacy, but not confidentiality. In other words, mandated reporters will treat the information reported to them with the utmost respect for and sensitivity to the victim, and will not share the information with anyone else in the UMW community, except with the Title IX Coordinator, and with those individuals who, by virtue of their professional roles, are responsible for addressing sexual misconduct-related issues.

**“Confidentiality”** – Only non-mandated reporters can offer an individual reporting a sexual misconduct incident confidentiality. Confidentiality means that the name of the victim and the name of the perpetrator (if known) are not shared with any other UMW employee.

**“No contact order”** – a letter sent to two or more individuals requiring them to have no further contact with each other. “Contact” includes all direct, indirect, formal, or casual contact or communication, be it physical, verbal, written, or electronic (which includes, but is not limited to, telephone, IM, and e-mail). The recipients are prohibited from contacting each other or attempting to contact each other through other individuals. If they find themselves in the same immediate area, they need to take all reasonable steps (which may include leaving the premises) to avoid contact with each other. It is important to understand that receiving a no contact order by itself does not imply that the Sexual Misconduct Policy has been violated or that a crime has been committed. It simply acknowledges that UMW has become aware of a situation in which it is in the best interest of both individuals involved to have no further contact or communication with each other.

**“Formal complaint”** – any report of sexual misconduct that results in UMW investigating the incident. That investigation often will result in a hearing or official review of the alleged perpetrator’s conduct, and if he or she is found in violation, a sanction or other punitive action will be taken. The complainant retains considerable but not complete control over the process as it moves forward. For example, he or she can choose not to be interviewed by a UMW employee investigating the incident, or not to participate in a judicial hearing, but there are circumstances when an investigation or a judicial hearing will need to occur even without the participation of the complainant.

**“Informal complaint”** – a report of sexual misconduct that, at the request of the complainant, does not result in an investigation or a hearing. Actions taken as a result of an informal complaint may include issuing a no contact order between the complainant and the alleged perpetrator; modifying either individual’s class schedule, work schedule, or housing assignment; referral of either individual to the Talley Center or other on- or off-campus resources; requiring the alleged perpetrator to meet with a UMW official to review UMW’s regulations, as stated in the Sexual Misconduct Policy and elsewhere; and requiring the alleged

perpetrator to meet with a UMW administrator who will issue a strong warning related to the reported misconduct.

**“Abuse of a minor”** – By Virginia law, any UMW employee (whether or not that employee is a mandated reporter) who is made aware of the possible abuse of a minor (that is, any individual under the age of 18) is mandated to report the suspected abuse – including sexual assault – to the local Department of Social Services or to the Child Abuse and Neglect Hotline (1-800-552-7096) within 24 hours. For more information on UMW’s policies related to reporting child abuse and neglect, please [click here](#).

- b. **REPORTING PROCEDURES.** An unfortunate outcome of sexual misconduct is that victims often remain silent. Many times the act is perpetrated by someone they knew, liked, and trusted, and as a result, the victim might not recognize that he or she has been assaulted. Or, the victim might feel that he or she is responsible for the assault, or that he or she will be blamed in some way for what happened. UMW affirms the victim’s right to report the incident and to seek assistance from campus authorities; it also affirms his or her right not to do so. However, telling another individual what happened can be an important first step in addressing the trauma experienced by the victim. Telling a campus authority about what happened also helps UMW to be aware of what is going on in the campus community, to collect accurate data about the incidence of sexual misconduct in the community, and to provide adequate resources and protections to everyone in the community. **No individual who reports to a campus employee (whether or not that employee is a mandated reporter) that he or she has been the victim of a sexual misconduct incident will be required to file a report with law enforcement (including University Police), nor will he or she be required to participate as a complainant in a judicial hearing about the incident.**

The survivor may choose to speak with a wide range of campus authorities about what happened. Some campus authorities are [mandated reporters](#) and others are [non-mandated reporters](#). The following is a list of campus authorities to whom the survivor may choose to speak. For more information about the roles played by these offices or individuals, and about how to contact them, please click on their name.

### **Mandated reporters:**

#### Title IX Coordinator

Anyone who wishes to report an incident of sexual misconduct may directly notify Dr. Leah Cox, UMW’s Title IX Coordinator, at 540/654-2119 or [lcox@umw.edu](mailto:lcox@umw.edu). (The Director of Judicial Affairs and Community Responsibility (see below) serves as the Deputy Title IX Coordinator for purposes of receiving such reports.) Dr. Cox works with a number of UMW offices (University Police, Judicial Affairs and Community Responsibility, Residence Life, the Dean of Student Life, Academic Services, etc.) to coordinate the investigation of and response to reported incidents of sexual misconduct, whether they involve students, faculty members, staff members, contracted employees, or visitors to the University. The Title IX Coordinator also oversees how members of the UMW community are educated about sexual

misconduct, including recognizing it, responding to it appropriately, and preventing it. This includes periodic surveys of the campus climate concerning attitudes, expectations, and experiences related to sexual misconduct.

The Title IX Coordinator oversees the investigation of all Title IX complaints. Typically, the investigation involves interviewing individuals known to be involved in the incident, including witnesses and any UMW staff members who responded to it, identifying any physical evidence that may be relevant, and soliciting written documentation.

Complaints against University faculty or staff, or third parties, also are directed to the Title IX Coordinator for investigation and resolution through University human relations procedures, as applicable.

### University Police

The investigation of potential crimes is directed by University Police. Therefore, one option the survivor has is to report sexual misconduct to University Police. Reporting sexual misconduct to the police, even if he or she does not want any action to be taken at that time, brings awareness to the community, and increases the survivor's options, should he or she decide, at later date, to pursue criminal or civil charges, or on-campus judicial charges, against the perpetrator. However, it is the survivor's right not to report the incident to the police. (This does not eliminate any obligation on the part of campus authorities to report possible sex offenses, should they be made aware of them, to the police.) If the survivor decides to pursue criminal charges, University Police will provide information about the procedure for criminal prosecution, and coordinate meetings with the local Commonwealth Attorney and Victim Assistance Director. If the incident took place off campus, University Police will assist the survivor in reporting the incident to local law enforcement, as appropriate. In addition to investigating crimes and providing necessary to campus and/or local agencies, the police can advise the survivor about appropriate procedures for obtaining a protective order against the perpetrator. University Police will report the incident, including the names of the complainant and the alleged perpetrator (if known), to UMW's Title IX Coordinator. University Police is located in Brent House and is available 24 hours a day at '4444' (emergency) or 540/654-1025 (non-emergency).

### Dean of Student Life/Director of Judicial Affairs and Community Responsibility

Other individuals the survivor might wish to make a report to include the Dean of Student Life or the Director of Judicial Affairs and Community Responsibility. These individuals can provide information to the survivor about options, including holding the alleged assailant accountable through the University judicial process. If a student wishes, he or she may start the judicial process by contacting the Director of Judicial Affairs and Community Responsibility. The Director (or designee) will explain support options, investigative steps, and hearing procedures, should the student wish to initiate the judicial process, as described below. Under those circumstances, potential violations of the Sexual Misconduct Policy also are investigated by the Office of Judicial Affairs and Community Responsibility,

working collaboratively with law enforcement so as not to compromise the criminal prosecution of the incident, should the survivor wish to proceed in that manner. A “no contact” order may be issued to decrease the risk that the survivor will be harassed or harmed by the alleged assailant, and to minimize further contact between the two individuals.

The Dean of Student Life will work with the Director of Residence Life to provide options for modifying living arrangements if the survivor and the alleged assailant live in the same residence hall or in close proximity. The Dean of Student Life and the Director of Judicial Affairs will report the incident, including the names of the complainant and the alleged perpetrator (if known), to UMW’s Title IX Coordinator. 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 [crucker@umw.edu](mailto:crucker@umw.edu). The latter can be reached at 540/654-1660 or [rtuttle@umw.edu](mailto:rtuttle@umw.edu).

#### Residence Life Staff

Resident Assistants (RAs), Area Coordinators (ACs), and Assistant Directors (ADs) live in residence halls and have a close connection to their hall community.

Residential students often first report an act of sexual misconduct to an RA, AC, or AD. Student staff members are mandated to notify a professional Residence Life staff member so the reporting student can receive the best assistance in obtaining necessary services. The professional Residence Life staff member will report the incident, including the names of the complainant and the alleged perpetrator (if known), to UMW’s Title IX Coordinator. Residence Life is located in Marye House and can be reached at 540/654-1058 or [reslife@umw.edu](mailto:reslife@umw.edu).

#### Other Mandated Reporters

Other members of the UMW community to whom a survivor might report sexual misconduct include members of the teaching faculty, coaches, employment supervisors, and program coordinators or directors where students are involved. All of these individuals will report the incident, including the names of the complainant and the alleged perpetrator (if known), to UMW’s Title IX Coordinator.

#### **Non-Mandated Reporters:**

##### Talley Center for Counseling Services, counselors

The Health Insurance Portability and Accountability Act (HIPAA) limits the information that health professionals (including Talley Center counselors) may share with other individuals without the patient’s permission. This is why these individuals are not mandated to share personally identifying information about an incident of sexual misconduct with the Title IX Coordinator, other than to report the date, time, and location of the incident, if known. The Talley Center is located in Lee Hall, Room 106, and their telephone number is 540/654-1053. For general information about the Talley Center, click [here](#).

##### Student Health Center, medical professionals

The Health Insurance Portability and Accountability Act (HIPAA) limit the information that health professionals (including UMW Health Center employees) may share with other individuals without the patient's permission. This is why these individuals are not mandated to share personally identifying information about an incident of sexual misconduct with the Title IX Coordinator, other than to report the date, time, and location of the incident, if known. The Student Health Center is located in Lee Hall, Room 112, and their telephone number is 540/654-1040. For general information about the Student Health Center, click [here](#).

Any member of the UMW community who becomes aware of a crime, including incidents of sexual misconduct (whether they are a victim, a witness, or have indirect knowledge of the incident) is encouraged report it to University Police, either by contacting an officer from that office, or by doing so anonymously through the [“Silent Witness” program](#). University Police are located in Brent House, and their telephone number is 540/654-1025 (‘4444’ in emergencies).

c. Timely Warnings

The University has a duty to issue timely warnings about crimes that have occurred within the community, and a mandate, through the Clery Act, to collect and report campus crime statistics on an annual basis. Depending on its nature, a crime that has been reported to a campus security authority must be included in UMW's Annual Security Report, published each October for the previous calendar year. Forcible and non-forcible sex offenses, domestic and dating violence, and stalking all are included in the category of offenses that must be reported annually.

d. Daily Crime Logs

The University of Mary Washington Police Department maintains a Daily Crime Log of all reported crimes on and around campus. The crime log is located in the UMW Emergency Communications Office in Brent Hall, and, by law, is accessible for review by the general public, including journalists and other representatives of the media, upon request to the on duty police communications officer. The Daily Crime Log is available for viewing at the Dahlgren campus during business hours at the reception desk. The Daily Crime Log is available for viewing at the Stafford campus during business hours at the reception desk in the South Building. All reported crimes will be listed by:

- Date the crime was reported to Police
- Nature, date, time and general location of each crime
- Disposition of the complaint, if known.

The names of the victim and the perpetrator are not included in the Daily Crime Log. Reports made to the University Police Department will be entered into the Daily Crime Log within two business days (defined as Monday through Friday, excluding state/national holidays) of the actual date the police report was taken.



e. Disclosure of the Victim's Name to the Complainant.

When possible, UMW will honor a complainant's request, when an informal complaint is made, that his or her name not be disclosed to the alleged perpetrator, or that no investigatory or disciplinary action will be taken. However, under certain circumstances (including issuance of a "no contact" order between the complainant and perpetrator, or in preparation for and during a formal judicial hearing) the complainant's name will be disclosed to the alleged perpetrator.

By definition, when a complainant makes an informal complaint, UMW's ability to investigate the alleged incident is likely to be limited. Nevertheless, UMW may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant.

- f. Retaliation. UMW's Sexual Misconduct policy prohibits retaliation against those who file a complaint or a third-party report, or otherwise participate in the investigative and/or disciplinary process – see above. Acts of retaliation reported to UMW will be treated as alleged violations of the Sexual Misconduct Policy: they will be investigated, and are subject to adjudication through a formal hearing process, with those found in violation subject to receiving severe sanctions.
- g. Alcohol and drug amnesty. Victims of sexual misconduct frequently have been using alcohol or other drugs at the time of the incident, and might fear that they will be held accountable or "get into trouble" for having violated UMW's policies related to alcohol or drugs, or other aspects of the Code of Conduct, if they report the sexual misconduct. Recognizing the potentially devastating impact of sexual misconduct on not just the individual but on the UMW community, UMW may grant limited amnesty to the survivor from drug, alcohol, and other student conduct policies, particularly if their behavior did not put other individuals at risk. The decision to grant limited amnesty will be made by the Dean of Student Life in consultation with the Title IX Coordinator and the Director of Judicial Affairs and Community Responsibility.

## 7. Investigation Procedures and Protocols

- a. *Timeframe.* Every effort will be made to investigate and resolve a complaint in a timely fashion – usually within 60 days of it being reported. In some cases, however, (for example, if the incident takes place shortly before the end of the spring semester) this will not be possible, but in the interim, UMW will take appropriate steps to support the victim and to address the needs of the UMW community.

There is no time limit for reporting sexual misconduct to campus authorities, but please keep in mind that the University's ability to respond effectively is reduced as more time elapses between the incident and the report. Once the alleged perpetrator is no longer affiliated with UMW, the ability to respond effectively may be reduced still further.

- b. *Preservation of evidence.* Even if a survivor of sexual assault is unsure whether he or she wants to report the incident, steps should be taken to preserve evidence. A forensic examination by a Sexual Assault Nurse Examiner (SANE nurse) will preserve evidence, and may be done up to 84 hours after an assault. Such evidence can be stored for up to a year. There is no cost to the survivor. Currently, SANE nurses are available through the Mary Washington Hospital Emergency Room: 540-741-1000 / '911' (emergencies). Preserving evidence, including from a forensic exam performed by a SANE nurse, does not obligate the survivor to pursue criminal charges or to appear in court.

Survivors of a sexual assault frequently feel a strong urge to clean themselves and to remove any evidence of the assault that has been left behind on their bodies, on their clothing, on their bedding, or in their living and working areas. This is understandable; yet doing so may remove evidence that could be valuable in convicting the perpetrator of a crime, or in finding him or her in violation of UMW's Sexual Misconduct policy. Therefore, survivors are asked to consider following these suggestions, if they are able to do so:

- Do not bathe, shower, or douche;
- Try not to urinate. Urinating may reduce the ability to detect "date rape" drugs;
- If there was oral contact, do not smoke, eat, brush teeth, or use mouthwash;
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven't changed, keep the original clothes on and bring an extra set to wear home from the hospital.

- c. *Equity, freedom from bias, and interim measures.* Throughout the investigation of a complaint, the survivor and the alleged perpetrator will be treated equitably by UMW. Those who are conducting the investigation, interviewing individuals involved in the incident, and reviewing any available evidence, do so without bias or without predisposition to find one individual more credible than another. Investigators who are biased must remove themselves from the process.

This does not mean that certain measures cannot be taken with the alleged perpetrator on an interim basis, for the wellbeing of both the complainant and the UMW community, while the investigation is being conducted. These interim measures are intended to limit the alleged the perpetrator's contact with the complainant, and to reduce the risk that further victimization (of the complainant or of others in the community) may occur.

By the same token, UMW can take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures.

- d. Set forth parameters and clarify what information may and may not be shared during a parallel investigation with law enforcement (e.g., via a Memorandum of Understanding with local law enforcement). The University of Mary Washington

Police Department (UMW PD) is the University department responsible for criminal investigation as well as overall campus security. The University Police Department stands ready to support and assist both Judicial Affairs staff and the University Title IX Coordinator with their respective investigations. Technical advice and information is shared to support fact finding efforts of University officials charged with Judicial Affairs Hearings or Title IX responsibilities when release of such information would not compromise or unduly impact an on-going criminal investigation or court proceeding or other laws of the Commonwealth of Virginia. UMW PD maintains Memorandums of Understanding with both the City of Fredericksburg Police Department and the Virginia Department of State Police. Additionally, UMW PD is available to assist victims as a resource and can assist victims with making with other outside law enforcement agencies.

## **8. Hearing Procedures**

If the alleged perpetrator is a current UMW student, the survivor of a sexual misconduct incident may request that the incident be brought to a formal judicial hearing conducted by the University, to determine whether or not the Sexual Misconduct Policy was violated. UMW's judicial process does not establish whether or not a crime was committed; it establishes, based on the evidence presented, whether or not the Sexual Misconduct Policy/Code of Conduct was violated. The judicial body charged with conducting such a hearing is the Student Conduct Hearing Board (SCHB). Basic information about SCHB composition and processes is provided in this document; additional information can be found at: <http://students.umw.edu/judicialaffairs/student-conduct-hearing-board/>

### **Investigative and Hearing Procedures for Alleged Faculty and Staff Conduct**

These procedures cover cases where the alleged perpetrator is a University employee and the complainant is a student or University employee. All members of the University community, full-time and part-time students and employees, have the right to bring a complaint under these procedures.

These procedures do not apply to the following:

1. Alleged harassment by students; see policy and procedures for student conduct.
2. Alleged harassment by persons from outside the University community (contractors, visitors, vendors, etc.); see AA/EEO Officer and/or University Police

### **BYSTANDER INTERVENTION:**

Every student can play a role in reducing sexual misconduct within and around the UMW community. Research shows that most students are not comfortable with, and do not approve of, language or conduct that objectify, demean, or harms others. Most UMW students also believe that it is wrong to use alcohol as a way to increase the likelihood that sexual activity will occur between two people.

## **Smoking**

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the university that (1) smoking is prohibited in all buildings, and UMW and state vehicles, and (2) the right of the nonsmoker to protect from smoke his or her health will take precedence over an individual's desire to smoke. Smoking is permitted on campus only in limited locations. Smoking is NOT permitted within 50 feet of any residential building.

## **Unauthorized Entry**

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or University official except by permission or invitation of the resident student, faculty member, or appropriate University official. Further, any unauthorized student entering a University-operated building or room that has been closed or locked shall be guilty of trespassing. Individuals who are not University of Mary Washington students but who commit any of the above infractions may be prosecuted and prohibited from returning to the campus.

## **Weapons and Projectiles**

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, airsoft gun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University. In addition, no student shall keep use, possess, display or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, knives with blades greater than 5 inches in length, any Tasers, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the University.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging University or private property or causing personal injury or disruption.

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# The Honor System

## Scope of the Honor System

The Honor System at the University of Mary Washington is a deeply cherished tradition founded upon the personal integrity of each individual member of the University community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community which characterizes the institution.

It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the Honor System Guidebook.

The *Honor System Guidebook and Constitution* is designed to assist students and faculty in understanding the Honor System at the University of Mary Washington. It contains the Honor Council Mission Statement and Honor Council Bylaws, including organizational guidelines and hearing procedures. A brief summary of student responsibilities and an explanation of various terms is also included. This material should be read carefully by all members of the University community. Questions regarding any aspect of the Guidebook should be directed to the appropriate Fredericksburg or Stafford campus Honor Council president or other Honor Council members, or to any of the respective faculty advisors.

## Mission Statement

The University of Mary Washington Honor Council ensures the integrity of the University's Honor System, and operates on the basis that members of the University community take responsibility for their own actions. The Honor Councils provide education concerning the Honor System for all members of the University, that together we may develop a community in which honorable decision making prevails. Facilitation of student enforcement and understanding of the Honor System, as defined in the Honor Constitution, is a key function of the Council. As elected representatives of the student body, the University of Mary Washington Honor Councils address student concerns regarding the Honor System, and serve the entire University community.

## Honor Pledge

In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate:

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

By writing and signing this statement, the student affirms his or her promise to uphold the Honor Pledge. This 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.

## Violations of the Honor Code

The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows:

- A. Lying: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.
- B. Cheating: an intentional misrepresentation of another's work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
- C. Stealing: the taking of the property of another person, the University, or any other organization or entity, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a University key.

## Possible Sanctions

When a student is found responsible, one or more of the following entries shall be made on the student's official academic record, as appropriate:

- 1. *Sanctioned by the Honor Council on [date] to perform [number] hours of community service for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.*
- 2. *Sanctioned by the Honor Council on [date] to complete Honor Education for the Honor Code offense of [name of violation]. At the time of graduation from the University, this notation shall be removed from the official academic record.*
- 3. *Sanctioned loss of credit in [insert course name] for the Honor Code violation of [name of violation]. Three years after graduation from the University, this notation shall be removed from the official academic record.*
- 4. *Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]. This is a permanent notation.*
- 5. *Permanently dismissed from the University by the Honor Council on [date] for the Honor Code offense of [name of violation]. This is a permanent notation.*

Each sanction imposed will include a reflective element.

In the event of a stealing violation, the sanction of restitution may be rendered. A student sanctioned with restitution will be required to restore the owner of the stolen item to his or her original position prior to the theft, which may include, but is not limited to, reimbursing the owner for actual damage caused by the theft.

An accuser cannot withdraw a charge of an honor violation upon agreement of the accused to withdraw from the University.

If the accused elects to discontinue enrollment:



- a. The Honor Council shall take appropriate action to record the facts as they were presented.
- b. The Honor Council president shall notify the President of the University and other appropriate administrative officers of such action; and the following entry shall be made on the student's official academic record: *"Discontinued enrollment from the University on [date] under accusation of an Honor Code violation of [name of violation]."*

Resources:

[Honor System Guidebook and Constitution](#)

[Contact the Honor Council](#)

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