# Table of Contents

**UMW Mission Statement** ................................................................. 1

**Laying a Strong Foundation** .......................................................... 2
   - Statement of Community Values
   - Principles on Diversity and Inclusion
   - Statement of Non-Discrimination
   - Statement on Rights and Responsibilities
   - Statement on Academic Freedom
   - The Honor System – A Way of Life
   - UMW Seal

**UMW Community** ........................................................................ 6
   - Eagle Spirit
   - Alma Mater
   - Beak Week
   - Class Council
   - Inter-Club Association
   - Inter-Honorary Association
   - OrgSync
   - Spirit Rock
   - Student Government

**Student Services – Academic** ....................................................... 11
   - Academic Policies
   - Academic Services
   - Career Services
   - Center for International Education
   - Digital Knowledge Center
   - Disability Resources
   - Hurley Convergence Center (HCC)
   - Registrar
   - Simpson Library
   - Speaking Center
   - Student Services Center – Lee Hall
   - Tutoring and Study Skills
   - Writing Center

**Student Services – Student Life** .................................................. 14
   - Athletics
   - Bookstore
   - Campus Ministries
   - Campus Recreation and Fitness Center
   - Center for Honor, Leadership and Service
   - Community Outreach and Resources
   - Commuter Student Services
   - Copy Center
Policies and Procedures – General

Complaints
Demonstration/Expressive Activity by University Community
Dining Hall Rules
Facility Scheduling
Fire Safety
Intellectual Property - Policy
Motor Vehicle Policy and Regulations
Network and Computer Use
Official Communications
Parental Notification
Posting Notices
Safety and Security Cameras
Searches, Seizures and Event Security
Snow Emergency
Solicitation
Student Organizations
Town and Gown
Use of the UMW Name
Virginia Freedom of Information Act

Residence Life

On-Campus Living Requirement
Living Learning Communities (LLC)
Standards and Procedures
The Judicial System ..................................................................................................................... 47
  Philosophy
  Adjudication
    Judicial Review Board
    Student Conduct Hearing Board
  Code of Conduct

Policies and Procedures – Behavioral ........................................................................................ 61
  Alcohol Policy
  Bias Policy
  Directives from University Officials
  Disorderly or Obscene Conduct
  Drug Policy
  Hazing
  Judicial Record Retention and Privacy Policy
  Off-Campus Misconduct
  Parental Notification
  Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence
  Smoking
  Unauthorized Entry
  Weapons and Projectiles

The Honor System........................................................................................................................ 89
  Scope of the Honor System
  Link to Honor Constitution
  Honor Pledge

Index.............................................................................................................................................. 92
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
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, and
- 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.

UMW Policy on Academic Freedom
For the complete text, see the Faculty Handbook, Appendix C

C.1 First Amendment Statement

C.1.1 University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of that 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 the University may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the University community.

C.1.2 University of Mary Washington has adopted the Statement on Academic Freedom of the Association of American Colleges (1941), and the American Association of University Professors’ statement on Freedom and Responsibility (1970). These statements and the First Amendment to the Constitution of the United States define the parameters of academic freedom in the University of Mary Washington Community.

C.1.3 The University of Mary Washington Community includes:
1 Faculty (defined herein as those University of Mary Washington personnel holding academic rank, including adjunct faculty and contract faculty). Faculty are afforded the full protection of the First Amendment to the United States Constitution. Moreover, by definition, teachers are entitled to the exercise of the freedom of inquiry, are obligated to follow scholarship wherever it leads and to promulgate the result of inquiry.

.2 Students (defined herein as those persons officially enrolled in one or more classes at University of Mary Washington). All students bring their First Amendment rights onto the
campus. Therefore, all University of Mary Washington students shall be afforded the same rights of inquiry and promulgation as the faculty.

.3 Speakers, public performers, artists and other guests

Speakers, public performers, artists and other guests invited by the institution and/or by recognized student, faculty, and institutional organizations shall be protected from any form of censorship or disruption, and shall be afforded the same freedom of expression in the chosen medium as is guaranteed members of the University of Mary Washington community. Freedom from censorship extends to individual as well as public behavior and carries with it accompanying responsibility for individual as well as public behavior, both on the part of members of the University community and their invited guests.

[Adopted by the faculty, 1986 and the Board of Visitors, 1987. Wording changed to reflect the University name change in 2004.]

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.
UMW Community

Eagle Spirit

It’s all about being involved! There are more than 150 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 a group of elected representatives from each class. The group is charged with presenting the traditional events on campus such as Junior Ring Week, Devil-Goat Day, Spring Formal, and Grad Ball.

Inter-Club Association

More than 150 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:

<table>
<thead>
<tr>
<th>ASSOCIATION</th>
<th>MISSION</th>
<th>ADVISOR</th>
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<tbody>
<tr>
<td>Alpha Psi Omega</td>
<td>National theatre honorary society</td>
<td>Gregg Stull</td>
</tr>
<tr>
<td>Athletic Honor Roll</td>
<td>Recognition of athletes and varsity teams for academic excellence</td>
<td>Clint Often</td>
</tr>
<tr>
<td>Chi Alpha Sigma</td>
<td>Student-Athlete Honor Society</td>
<td>Lindsey Elliott</td>
</tr>
<tr>
<td>Chi Beta Phi</td>
<td>National scientific honorary</td>
<td>Deborah Zies</td>
</tr>
<tr>
<td>Eta Sigma Phi</td>
<td>Honorary collegiate society for students of Latin and/or Greek</td>
<td>Liane Houghtalin</td>
</tr>
<tr>
<td>Gamma Theta Upsilon</td>
<td>International geography honorary</td>
<td>Dawn Bowen</td>
</tr>
<tr>
<td>Kappa Delta Pi</td>
<td>International honor society dedicated to scholarship and excellence in the field of education</td>
<td>Courtney Clayton</td>
</tr>
<tr>
<td>Mortar Board</td>
<td>Encourages scholarship and leadership to provide service, to emphasize advancement of the status of students, and to support the ideals of the university</td>
<td>Abbie Tomba</td>
</tr>
<tr>
<td>Mu Phi Epsilon</td>
<td>National honorary music fraternity</td>
<td>Mark Snyder</td>
</tr>
<tr>
<td>National Society of Collegiate scholars</td>
<td>Recognizes academic excellence and promotes scholarship, leadership, and service</td>
<td>Raymond Tuttle</td>
</tr>
<tr>
<td>Omicron Delta Epsilon</td>
<td>National economics honorary society</td>
<td>Robert Rycroft</td>
</tr>
<tr>
<td>Phi Alpha Theta</td>
<td>National history honorary society</td>
<td>Susan Fernsebner</td>
</tr>
<tr>
<td>Phi Beta Kappa</td>
<td>Recognizes superior academic achievement in the liberal arts</td>
<td>Robert Rycroft and Hilary Stebbins</td>
</tr>
<tr>
<td>Phi Sigma Iota</td>
<td>International Foreign Language Honor Society</td>
<td>Antonia Delgado-Poust and Jennifer Hansen-Glucklich</td>
</tr>
<tr>
<td>Pi Gamma Mu</td>
<td>National social science honorary</td>
<td>Bradley Hansen</td>
</tr>
<tr>
<td>Pi Mu Epsilon</td>
<td>Mathematics honorary</td>
<td>Suzanne Sumner</td>
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</table>
Pi Sigma Alpha
Recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government. **Membership in PSA is by invitation only and based on GPA, class standing, and completion of upper level coursework in Political Science.** Rosalyn Cooperman

Psi Chi
International honor society in psychology Mindy Erchull

Sigma Beta Delta
National honor society for business, management, and administration Galen deGraff

Sigma Pi Sigma
Honorary section for physics students George King

Upsilon Pi Epsilon
International honor society for the computing sciences Jennifer Polack

Who’s Who Among Students in American Universities and Colleges
Recognizes excellence in scholarship, leadership, and service Cedric Rucker

**myUMW Community**
myUMW (powered by OrgSync) is the easiest way to find out what's happening at UMW! Check out 130+ organizations, plan your social calendar, track your service hours and activities, upload and view pictures and videos…the list goes on and 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 umw.edu and 2. Look in the upper left-hand corner and select “myUMW” 3. Use your UMNetID and password to sign in!

Any questions? Visit Student Activities & Engagement in the University Center 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. 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 UMW 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 University 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 traditions, standards, and objectives of the University and instilling the principles of self-government and democracy in every student.”
Welcome, Class of 2020, to the University of Mary Washington!

First of all, congratulations! I’d like to personally welcome you to our amazing UMW community. You are officially Eagles! Over the past few months, you have all experienced the tedious, stressful, yet ultimately rewarding process of deciding where you will spend the next four years of your life. It’s safe to say you absolutely made the best decision.

There are only a few opportunities in life where you are given the freedom to experiment while having a strong support system beneath you. Mary Washington provides you with the platform to be the best version of yourself, and we are a community that will encourage you to reach beyond your boundaries. Whether you’re interested in joining a sport like Quidditch, our hype squad Eagle Nation, or something a little more academic, like UMW Ambassadors, our 130+ clubs and organizations are here at your disposal and encourage you to reach out and get involved.

College will be an adventure, I can tell you that. It will shine a light on your areas of strength, and help you with those areas requiring further growth, which is why we go to college in the first place. However, you will quickly realize that this is more than just a textbook education. You will learn just as much about yourself as you will about the subjects you study in class every day. Some of you may come here knowing exactly what you want to do with your life, while others may discover that along the way. It’s even possible that some of you may graduate without a full-fledged career plan in mind. However, if you put in the time and the work, you will graduate with the tools necessary to succeed at any level. Our spectacular faculty members will make sure of it.

So enjoy your time at the University of Mary Washington while you have it (It's true what they say about these being the best years of your life), and never forget…it's a great day to be an Eagle!

Alexander W. Clegg
Student Government Association President
Welcome, New Eagles!

UMW is an extraordinary institution, and our community values are really what make us so special. One of the most important of these values is honor. Members of the Mary Washington community are expected to uphold the Honor Code, and they gladly do so with a sense of personal responsibility. Our honor system is what maintains the community’s trust, respect and moral integrity.

I remember touring UMW as a junior in high school and sensing how comfortable and safe I felt here because of the honor system. For me, that feeling is what transformed the University of Mary Washington to My Mary Wash.

Before beginning your life at Mary Wash, you will sign the honor pledge at honor convocation. This is when you will truly become a member of our community. This school has been my home for three, going on four years, and I am thrilled to have the pleasure to welcome you to your new home at UMW.

Sincerely,

Jacqueline C. Khawand
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 the academic catalogs and on the web pages of various offices listed in this section of the Student Handbook. This 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 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. 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 Services. Incoming students and scholars receive support for immigration matters and can participate in a wide variety of social and educational programs. CIE partners with the International Living Community (ILC) at Framar House to welcome incoming international students and help ease their transition to campus life. This
partnership 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.

**Digital Knowledge Center**  
*HCC, Room 408; 540/654-5815; info@dkc.umw.edu*  
The Digital Knowledge Center provides peer tutoring to UMW students on digital projects that they encounter in classes at UMW. It is also a place for students to come for more general support with systems like UMW Blogs and Domain of One’s Own.

**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.

**FERPA**  
See “Registrar” (p. 13)

**Hurley Convergence Center (HCC)**  
The Hurley 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 are outfitted with the latest in technology resources.  
*Make a reservation to use a space in the HCC!*  

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;
• site of the Speaking and Writing Centers; and the IT Help Desk
• 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. Not only do students find it an excellent place to study, but many know that they can stop by the Reference Desk for help with class assignments and for assistance in using the Library’s numerous resources. Its 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; movies on DVD; maps; Federal and Virginia government documents; the ThinkLab makerspace, and a wide array of databases that furnish online access to books, magazines, journals, and newspapers. A full list of offerings and services can be found on the Library’s extensive website at libraries.umw.edu.

Speaking Center
HCC, Room 437; 540/654-1347
The Speaking Center is here to help with your class presentation, group project, class discussion, or other SI-related assignment. We also offer student workshops throughout the year to help you communicate effectively. Find us online at http://academics.umw.edu/speaking/speaking-center/.

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, Career Services, Center for International Education, Copy Center, Disability Resources, EagleOne Center,
Financial Aid, Multicultural Center, James Farmer Scholars, Parking Management, Talley Center for Counseling Services, Registrar, Student Accounts/Cashier, Student Health Center, and the University 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.

---

**Student Services – Student Life**

**Athletics**

*Goolrick Hall; 540/654-1039*

The Intercollegiate Athletics program at UMW encompasses 22 men’s and women’s NCAA Division III teams, 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 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 and used books, rental books, and course packs; art supplies and kits, DVD’s, and lab materials are also available at the store. The store team works with professional organizations, publishers, and other stores to bring new and affordable course material options to campus. 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, soft drinks, and health and beauty items fill the well-stocked convenience store. Visit and shop 24/7 at www.umw.edu/bookstore.

**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.

<table>
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<tr>
<th>Organization</th>
<th>Contact</th>
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| Center for Faith & Leadership (a Virginia Baptist Collegiate Ministry) 1514 College Avenue | Email: connect@umwcenter.org;  
Web: umwbcm.org  
540/371-3970 |
| Campus Christian Community  
(Methodist, Presbyterian, Lutheran, Episcopal – but welcomes all faiths) 1213 Dandridge Street | Web: campuschristiancommunity.com  
Email: info@Campuschristiancommunity.com  
540/373-9255 |
| The House: Episcopal Lutheran Campus Ministry  
820 College Avenue | Chaplain: Pastor Anne Jones  
Email: anne@christ-lutheran-church.org  
Web: umwcanterbury.com  
540/373-5087 |
| Catholic Campus Ministry  
1614 College Avenue | Chaplain: Father Christopher Vaccaro  
Email: fathervaccaro@umwccm.org  
Web: Umwccm.org  
540/373-6746 |
| Intervarsity Christian Fellowship  | Email: ivmdub@gmail.com |
| Islamic Student Association  | Email: isa.eagles@gmail.com |
| Jewish Student Assn./Hillel  | Facebook UMW JSA/Hillel |
**Campus Recreation and Fitness Center**  
*Fitness Center; 540/654-1732*

Campus Recreation and the Fitness Center provide 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 18 Eagle **sport club programs**:

- Men’s (Baseball, Basketball, Lacrosse, Frisbee, Soccer)
- Women’s (Basketball, Color Guard, Field Hockey, Frisbee, Lacrosse, Soccer, Softball, Volleyball)
- Coed (Cheerleading, Fencing, Quidditch, Swimming, Tennis)

**Center for Honor, Leadership, and Service**  
*University Center; 540/654-1122*

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)**  
*University Center; 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? No matter which plan you choose (special Commuter 8 Block and 30 Block plans, or any of the larger plans, you’ll enjoy the convenience. To enroll, go to [http://students.umw.edu/residencelife/mealplan/](http://students.umw.edu/residencelife/mealplan/). 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 myUMW portal.

Copy Center
Lee Hall, 2nd floor; 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; 1st 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.
Campus Dining offers a wide variety of dining services, everything from the all-you-care-to-eat buffet dining on the top floor of the University Center, to retail dining options in other campus locations, to catering services. Be sure to visit our dining web site at 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 have protein restrictions, please contact Roy Platt, General Manager of Campus Dining, at 540-654-2230 or 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.

**Resident Dining at the University Center** occupies the entire fourth floor and offers nine separate serving stations. For one meal swipe you can enjoy unlimited buffets that include burgers, pastas, pizzas, deli sandwiches, home-style entrees, international dishes, salads, breakfast features, and allergen-free “Simple Servings.” Vegan, vegetarian and gluten-free options are available at every meal.

**Retail Dining Options**
Campus Dining offers seven retail dining options on campus where you may use Flex Dollars, EagleOne, Cash or Credit to make food purchases. All of the retail locations, except the Food Truck, also offer “Meal Deals” which enable you to save money by using meal swipes and Flex Dollars for select combinations. *Note: Students on the Anytime Dining plan may use 30 meals per semester for “Meal Deals” at retail locations.*

**Vocelli Pizza** boasts the best π on campus, offering artisan pizzas made with fresh ingredients from old-world family recipes. Delivery service is available to all residence halls, 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.
**Blackstone Coffee** is located in the Hurley Convergence Center (HCC) and offers locally roasted coffee, gourmet sandwiches and desserts.

The Qdoba Mexican Grill offers a variety of burritos, tacos and other Mexican dishes on the second floor of the University Center.

**Jamba Juice**, located next to Qdoba Mexican Grill on the second floor of the University Center, offers fresh fruit smoothies, coffee, and pastries.

**Our food truck** serves a variety of hot sandwich favorites at campus locations Monday through Friday. Pick up a tasty treat on your way to class.

**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. For details about purchasing plans, go to [http://students.umw.edu/residencelife/mealplan/](http://students.umw.edu/residencelife/mealplan/).

**Flex Dollars** can be used like cash for making purchases in retail or resident dining facilities. The Flex rates for meals at the resident dining area of the University Center 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 as long as you have purchased a meal plan for 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 Dining Ambassadors:** Student Dining Ambassadors act as greeters, cashiers, and hosts for a variety of special dining events. They also serve as an advisory body providing our management team with valuable student feedback and insights regarding our dining programs. These are paid positions and applications may be made by contacting Rose Benedict at rbenedic@umw.edu or calling 540-654-2169.

**Campus Dining Employment:** Campus Dining actively seeks student employees for a variety of food service, catering wait staff, and marketing positions. We offer flexible hours to work with your class schedules, competitive pay and free meals when working a shift. Student job applications are available on our web site at umwdining.com or from any manager in the
Resident Dining Area in the University Center. For additional information e-mail us at dining@umw.edu.

**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, HCC, 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. Money can be added to your EagleOne account online at [https://eagleone-sp.blackboard.com/eAccounts/AnonymousHome.aspx](https://eagleone-sp.blackboard.com/eAccounts/AnonymousHome.aspx), the EagleOne Card Center, or the Cashier’s Office. Lost or stolen EagleOne cards may be replaced at a cost of $20. All lost or stolen cards should be reported immediately to the Police (x1025) AND invalidated online at the online card office, or in person at the EagleOne Card Center during normal business hours. To learn more, visit us in person or online at [http://adminfinance.umw.edu/eagleone](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 the Eagle Gateway – “MyUMW powered by OrgSync” 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. 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**
*Hurley Convergence Center (HCC), 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, or visit the website: technology.umw.edu/helpdesk.

**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, 2nd 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
- Disturbances 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 myUMW 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 Cell Phone App (Rave Guardian)**
Rave Guardian is a safety “app” for cell phones. It is free and UMW specific and can be downloaded from the UMW site or from the Google app or android locations. Rave Guardian improves safety for students on campus by providing a higher level of communication with campus safety and with friends/family they designate as “guardians.”

The app lets users set a “Safety Timer” session that, once activated:
- “Guardians” in their virtual safety network can monitor the user’s status updates and location  
- Guardians are automatically notified at assigned check-in times.  
- If the timer expires or the user initiates a panic call, Rave Guardian automatically notifies trusted safety resources.

Students can create a safety profile containing such details as residence and medical condition information that are automatically presented to campus safety officials during an emergency call. Learn more about Rave Guardian and download the app

**Safety Escort Service (Eagle Patrol)**
The **UMW Police Department** provides an escort on foot or by golf cart for any UMW student faculty or staff member from one point on campus to another, especially during hours of
darkness. Students may request this service by stopping by University Police in Brent House, via use of a campus emergency phone, or by calling the University Police at 540/654-4444 or the non-emergency number, 540/654-1025.

**Student Accounts**
*Lee Hall, Room 206; 540/654-1250*
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, or by phone at 540/654-1250.

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 for further information.

**Student Activities and Engagement**
*University Center, 3rd floor; 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. Look for the following programs:

*Green Dining:* Campus Dining is committed to sustainable dining. Dining at the Top of the University Center does not permit disposable containers of any kind. Reusable food trays and mugs approved and provided by Campus Dining must be used for all take-out orders. All food and paper waste is processed through a pulping machine and disposed of in a sustainable manner. Exhaust hoods over all cooking stations employ automatic sensors that adjust fan operations to the amount of heat and steam emanating from cooking surfaces. Campus Dining recycles grease, uses Fair Trade coffees and teas, and employs energy-efficient ware washing systems. 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.

*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 …

*Eco Reps:* Students work with the Sustainability Office to develop and implement sustainability education and awareness and plan RecycleMania, an 8-week national recycling competition.

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

*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.

*Internships:* Sustainability-focused internships are offered through the Career Services Office and have included work on funding and grant writing for sustainability programs, food waste reduction campaigns, RecycleMania planning and organizing, and sustainability PR and communication.

*UMW 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.
Additional information is available at sustainability.umw.edu or contact the Sustainability Office at 540/654-1165.

**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.

**Violence Prevention and Threat Assessment**
The Violence Prevention Team (VPT) is a multidisciplinary group composed of members of various campus departments who meet regularly to develop comprehensive threat management oversight and programming for UMW. The team also provides guidance to the campus community regarding the recognition of behavior that may represent a threat to the community and how such behavior should be reported.

The Threat Assessment Team (TAT) is also a multidisciplinary group and meets regularly (and as needed in crisis situations) to recognize and respond to various types of threats and concerns that may pose a significant disruption to the campus environment and thus the institution’s academic mission.

The Behavioral Intervention Team (BIT) has the primary focus on intervening with and supporting students of concern, including troubled or disruptive students. It has 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 team seeks to foster collaborative relationships with University departments and to maintain open lines of communication with previously identified and referred students, their families, faculty, and staff.

**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 VPT or TAT intervention may support or engage a student at a critical moment in his/her educational experience – please call and report the information to a 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 VPT or TAT team to discuss the circumstances of the situation and initiate a report. Visit [http://students.umw.edu/umw-cares/](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 houses UMW Dining as well as student offices, Student Activities and Engagement, Student Involvement, the Center for Honor, Leadership and Service, and the James Farmer Multicultural Center. Retail dining here includes Qdoba and Jamba Juice. Comfortable spaces to meet and relax have led this to be called the “campus living room.” A ballroom and plentiful meeting space support this vibrant and well frequented facility.

**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. These professionals provide security, law enforcement and crime prevention services to the UMW community. University Police Officers are state-certified law enforcement officers having the authority to enforce University rules and regulations as well as arrest authority for violations under the Code of the Commonwealth of Virginia (criminal and motor vehicle laws). Safety is everyone’s responsibility and requires all community members to be actively engaged. UMW community values encourage *active bystanders* to make a difference by taking action – if you see something, report something. Suspicious activities or unsafe conditions on campus may be called in directly to the UMW Public Safety Emergency Communications Center (540/654-1025) or for less urgent matters, reported anonymously through the Silent Witness Program available on the Police website.

UMW Police offer crime prevention and personal safety programming throughout the school year that is designed to enhance the quality of campus life; include a free *Rape Aggression Defense (RAD)* basic self-defense program. The Adopt-a-Hall program is another example of tailored student-directed programming that allows residential students the opportunity to discuss security concerns and personal safety issues with a University Police Officer.

The *Rave Guardian* personal mobile safety application can be downloaded for Android or Apple devices. This personal safety app allows students to designate a third party to monitor their travel itinerary and also incorporates an emergency quick link and a panic/distress call feature.

Student safety is always paramount – when in doubt, call us. Safety Escort Service is provided, upon request, by stopping by the Police office in Brent Hall, via use of a campus emergency phone, or by calling the UMW Police non-emergency number, 540/654-1025.

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.

Veterans Resource Center
Combs Hall, Room B24; 540/654-5995
This is a space for Veteran and military-connected students to gather informally, study, or socialize. There is a microwave, refrigerator, coffee maker, and work space. Listed below are the hours in which the area is staffed by a student worker.

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The VRC is available for eligible student use when unmanned any time Combs Hall is open. This includes nights and weekends. Eligible students include members of the Association of Student Veterans, veterans and veteran related students. Please sign the visitors log at the front desk so we can track usage. Eligible students please contact Golda Eldridge at geldridg@umw.edu for the room access code.

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.
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. Grade Appeals
B. General Academic Complaints (all academic complaints other than grade disputes or instances of harassment or discrimination)

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 & Gender-Based Harassment Complaints
   i. Against Students (Office of Judicial Affairs and Community Responsibility)
   ii. Against Employees (AA/EEO Officer)
L. Bias Incident Reports (AA/EEO Officer)
Demonstration/Expressive Activity by University Community Members

Purpose: The University of Mary Washington supports the right of individual students, student organizations, faculty, and staff to dissent and to demonstrate providing such activities do not disrupt normal campus operations, obstruct free access to University buildings, or unreasonably infringe upon the rights of others.

Definitions: "Expressive Activity" includes gatherings of one or more members of the University community for the purposes of publicly communicating a grievance or publicly stating a position or cause by spoken word, placard, or action.

For the purpose of implementation, expressive activity shall refer to all demonstrations, protests, marches, rallies, leaflet distribution or other activity involving the public display of expression by a group or multiple groups.

General: All University property is intended primarily for use by students, faculty and staff in their efforts to advance the educational mission of the University. Consistent with that mission, most outdoor areas of campus represent a limited public forum for speech and other expressive activities by members of the University community. The indoor facilities on campus are typically dedicated to particular academic or administrative purposes and may be used for expressive activity only to the extent that such activity does not unreasonably interfere with the intended purpose of the facilities.

All organizers are encouraged to provide advance notice to the University Police prior to commencement of an expressive activity in order to promote the safety and security of all individuals on campus. To be useful, advance notification must include the day, time, and location where the demonstration or other expressive activity is expected to begin as well as the full name and detailed contact information for the primary organizer and/or person responsible for the activity.

Certain areas of campus can be reserved by members of the campus community. If students, student organizations, faculty or staff desire to reserve campus facilities to conduct expressive activities, they must submit their requests to the appropriate administrator with sufficient notice to allow for logistical support and to otherwise comply with the applicable facility use guidelines.

Implementation Procedures: The University of Mary Washington does not permit expression that is unlawful or otherwise prohibited by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, criminal or civil harassment, sexual harassment, trespass, and false advertising.

In order that individuals and groups engaging in expressive activity not interfere with the operation of the University, state or federal law, or with the rights of others the following provisions shall apply:

a. Persons or their belongings may not block or otherwise unreasonably interfere with the free flow of vehicular, bicycle, or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
b. Persons or their belongings may not block or otherwise unreasonably interfere with ingress and egress into and out of campus buildings.

c. Persons or their belongings shall not obstruct or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.

d. Persons shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.

e. Persons shall comply with the directions of any University official acting in the performance of his or her duty.

f. Classes or other scheduled activities shall not be unreasonably disrupted.

g. Use of public address systems and amplified sound must be registered at least 72 hours in advance with the University Police. Use of such equipment may not unreasonably interfere with classes or other scheduled activities.

h. When an invited speaker is the object of protest, persons may demonstrate and/or distribute leaflets outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience, paying admission fees where applicable, and must give the speaker a respectful hearing. Failure to grant the speaker a respectful hearing may result in the offending persons being asked to leave.

All applicable federal, state, and local laws and regulations (including local ordinances regarding demonstrations on public streets), as well as all applicable University policies must be observed and followed.

**Dining Hall Rules**

- EagleOne Cards must be presented for admission into the buffets at the Top of the University Center (4th floor) if you are 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 to another student, using someone else’s card, or using regular meals rather than “guest meals” to pay for guests.
- Initial entrance to the buffets must be made through the cashier stations and payment must be received. Anyone coming in through any other entrance without paying will be considered to have committed a theft, will be reported to the UMW Honor Council, and may also be subject to other fines or penalties.
- 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.
- Food served at the buffets at the Top of the University Center is to be consumed in the dining area. No utensils, serving dishes, or other equipment may be removed from the Resident Dining Area and taken to other areas of the building without permission.
- Dirty dishes should be placed on the carousel along with glasses, napkins and leftover food. Utensils should be placed in the black plastic tubs.
• Exit Only: The exit doors near the dish return area are for exit only, unless there is a fire emergency. Always enter the buffets through the cashier stations, even if you have already paid, eaten food on the terrace, and just want to return your dirty dishes.
• Can you come into the buffets at the Top of the University Center without paying so you can sit with friends who are having a meal? No. Every entry requires payment. If you wish to sit with friends while they eat ask them to bring their food to the lounge area in front of the terrace. You may sit with them there.
• Problems with food or service: If you have any concern about your food or service please ask to see a supervisor or manager so the issue can be addressed immediately.
• Menus: Menus are posted at UMWDining.com each week along with ingredients and nutritional information. Special event or theme menus are often not included on the web site as they are special recipe items. Also, changes are sometimes made to the menus depending upon product availability or operational issues. Menus with all of the main features will always be on display at cashier stations. Detailed menus, including a list of any of the major allergens that are contained in the dishes, will be on display at each serving station or on small identifiers in self-service areas. If in doubt, always ask a server or supervisor for assistance.
• Take-Out Policy:
  o Because meals are unlimited on the Anytime Dining plan, students on that plan may not get meals “to go” from the buffets at the Top of the University Center. That would essentially be like grocery shopping rather than dining.
  o Guests not on the Anytime plan may use approved reusable containers for take-out orders. Approved containers may be purchased from the dining cashiers for $7.50 Flex, Cash, EagleOne or Credit. Only these approved containers may be used for take-out orders from the buffets.
  o When you purchase the reusable container you will either get the box (if you are doing take-out on that visit) or a token to redeem for a box on a later visit.
  o Getting Take-Out Only (not dining in)
    ▪ Upon entering the buffets let the cashier know that you wish to get your food “to go”. Present the cashier with your EagleOne Card and the approved take-out box or token. You will be charged one meal for your take-out order.
    ▪ The cashier will give you a new, sanitized box for your order regardless of whether you present a take-out box or token. The box you turn in will be properly washed and sanitized for future use.
    ▪ Even if you have washed the take-out box at home you must get a fresh, sanitized box. This procedure is required in order to comply with the health department approved practices
    ▪ You will be asked to leave your EagleOne card with the cashier while you get your take-out food. You may pick it up on your way out of the dining room. It is generally accepted practice that getting take-out food will take 10-15 minutes.
    ▪ Please do not dine in while you have the take-out box with you. If you want to dine in AND do take-out on the same visit you must pay two meal swipes and follow the below procedure.
Eating In & Taking Out on the Same Visit

- Pay for and enjoy your dine-in meal first. Swipe your card at the cashier.
- If you brought a take-out box with you, turn it in to the cashier before going in to dine. You will receive a token for the box.
- When you have finished dining return to the cashier, present your token and request a take-out meal and container. Get your card swiped again for your take-out meal. Your card will be held at the cashier station until you finish getting your take-out meal.

- Shoes and shirts must be worn at all times.
- The Resident Dining Area of the University Center will be open ONLY during posted dining hours and will close one-half hour after the last serving line closes.

Facility Scheduling

Student Activities and Engagement; University Center

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/

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 2nd 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 myUMW 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 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 or 540/654-2255), the Information Security Officer (540-654-2152) or, in the case of spam or email abuse, (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; University Center, 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.

**Flyer Policy:**
- All materials must include a phone number, and the first name of the contact person.
- Flyer cannot include any material that is illegal or a violation of University policies, including alcohol and drug-related content.
- Publicity materials may only be displayed on public bulletin boards, and not on windows, doors or other surfaces for safety/facility reasons.

**Tabling:**  Student organizations may reserve tables to place on Campus Walk or in the Nest. Guidelines for tabling include:
- No outside solicitation is allowed (IE: outside vendor sales, credit card applications, etc.). Outside organizations may contact the Procurement Office with further questions.
- Pickup and return of table is responsibility of the student organization.
- Dirty tables will result in a $25 cleaning fee to student organizations account.
- Refrain from placing staff at entrances of buildings, or in the middle of the campus walk for safety reasons.

**Chalking:**  Student organizations may use chalk as a means of publicity, but – chalking is limited to only sidewalks. Guidelines for chalking include:
- Chalk is not allowed on the side of buildings. Student organizations will be charged a cleaning fee in this situations, and will risk losing other SAE privileges.
- Student organizations may be asked to clean up their chalk if large institutional events are taking place.
- Chalk message cannot include any obscene or illegal information, including: vulgar and alcoholic/drug related content

**Advertising in Dining Facilities:** Advertising in Campus Dining facilities is limited and must be approved by Campus Dining. For further information contact Campus Dining at 540-654-2169 or e-mail us at dining@umw.edu.

**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.

**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.
   c. Tables may be reserved for the second floor entrance area (off of Ball Circle) on a first-come/first served basis. (see “b.” above)

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): University Center: 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 enhances communication between the University and the community and works collaboratively to solve issues and concerns. Currently, the Committee has 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 two times each year, alternating its meeting site between University and city facilities. If you have issues or concerns you would like the committee to consider, 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 Brand Standards and Visual Identity Toolkit. These guidelines require that the Primary Logo (University of Mary Washington text accompanied by the column design and tagline) be used. A high resolution digital file of the logo can be downloaded using your NetID and password here.

- Any organization wishing to use the UMW name for publications that will be distributed off campus must take a final draft to University Relations and allow at least one week 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 University Relations. Any questions regarding these regulations should also be made to this office (540/654-1934 or anewell@umw.edu).

• University Relations 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. 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.
Residence Life
Marye House; 540/654-1058; 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 complete their application (see http://www.umw.edu/residencelife/on-campus/housing-procedures/current-students-termination-of-housing-agreement/ ). 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):

First-year (new “freshmen”) students will live in Living Learning Communities (LLCs), which are clustered together based on the First Year Seminar (FSEM) course in which they are enrolled. The positive effect of learning communities on students’ academic success is well documented with significant gains observed in academic performance. Students who live together and share meaningful academic experiences form friendships and boost out-of-the-classroom learning. Because of this substantial benefit, first year students will live with or in close proximity to their LLC in the residence halls.
RESIDENCE LIFE - Standards and Procedures

Abandoned Personal Property: Any personal property left in the residence halls 24 hours after checkout will become property of the University and shall be disposed of or repurposed at the discretion of personnel within the Office of Residence Life and Commuter Student Services. Students will be held responsible for the labor costs to remove abandoned personal property from the residence halls.

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://www.umw.edu/residencelife/before-you-get-to-campus/air-conditioned/.

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 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. Students approved for break housing will be charged a $30 per night rental fee. Eagle Landing and the UMW Apartments do not close during break periods, however residents of these buildings still need to apply 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. Phone 1-877-478-8808, Chat @ MyResNet.com, Text “ResNet” to 84700. If you are not satisfied with Apogee’s resolution to your support issue, please contact the UMW IT Help Desk for further investigation and follow up.

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 an Anytime Dining 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 criminal 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/](http://adminfinance.umw.edu/safety/fire-safety/).

**Decorations:** Residents 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. Cornstalks, leaves, and hay are prohibited for use 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-inch clearance from ceilings and 18-inch 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 trapped 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- ASTME 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. 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:** 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. *Five days after 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 unless they meet the termination terms of 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 and conference room 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:** Residents are responsible for ensuring that their behavior does not violate another’s right to sleep or study. Excessive noise in and around residence-hall areas is prohibited. Quiet hours are generally 10 p.m. to 8 a.m., nightly. Sounds are not to be heard outside rooms during these hours. Each floor or hall may vote to extend these hours. At all times, “courtesy hours” are in effect and residents should comply with requests from other residents and/or staff members to lower their volume. Quiet hours may be extended by hall staff before and during examination periods and/or as necessary.

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 assistance 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 are not allowed in student residences. 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 turn it over to Animal Control, file judicial charges, and add a fine of $50 per day for every day over two.

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, assistance 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 bongs, 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
- hoverboards
- 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/Consolidation**: 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. The University also reserves the right to reassign students for the purpose of consolidating residents within similar housing accommodations.

**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 room change process is available through the Office of Residence Life. 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 umw.edu/students/living. 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 on 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.
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 Coordinator 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 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.
*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.

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. 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 build community and promote a positive, healthy atmosphere in each hall.

**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/](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.

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. 71)

JUDICIAL PROCESS RIGHTS AND RESPONSIBILITIES:
A student who has been accused of violating the Code of Conduct has the following rights with regard to the judicial process, including Title IX investigations:
1. To request a meeting in which judicial process rights and procedures are explained. The University reserves the right to mandate such a meeting.
2. To have a fair and impartial hearing or Title IX investigation.
3. To be presumed not in violation unless found in violation for any charge(s). The standard of evidence used in all University hearings and Title IX investigations 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, or Title IX investigator, that it is more likely than not that the student was in violation.
4. To name an advisor. The advisor must be willing to assist and advise the student during the hearing or Title IX investigation, but may not speak on behalf of the student. The advisor may be any individual of the accused student’s choosing, as long as he or she is not also a hearing witness. Accused students are requested to provide notice of the identity of their advisor preferably at least 24 hours in advance of any hearing or investigative meeting that the advisor is slated to attend.
5. To be aware of all evidence presented during the hearing or considered during the Title IX investigation, and to have the opportunity to review all relevant documents.
6. To be notified in writing of the decision or recommendation made as a result of the hearing or investigation.
In a judicial hearing with a UMW administrator, the Judicial Review Board, or the Student Conduct Hearing Board, a student who has been accused of violating the Code of Conduct has the following additional rights:

1. To advance notice of at least three working days before a hearing is to be conducted.
2. To be informed of all charges prior to a hearing, and to review incident documentation. Documentation that includes information about other individuals may be redacted. Copies of incident documentation generally are not released to students.
3. To request witnesses to speak in the student’s defense. The hearing officer or Chair may limit witnesses or statements deemed repetitious or unnecessary. Accused students should inform the hearing officer or Chair prior to the hearing as to the identity of their witnesses. When the hearing is with the Student Conduct Hearing Board, the accused student should inform the Chair within five working days of notification that a hearing is to take place as to the identity of their witnesses. For all other hearings, the accused student should inform the hearing officer or board no less than two working days prior to the hearing as to the identity of their witnesses. The only witnesses allowed will be those with evidence regarding the specific incidents or conduct in question.
4. To ask questions of all witnesses who participate in the hearing. In a Student Conduct hearing, questions will be asked indirectly, through the Chair.
5. 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.
6. To accept responsibility for the charge(s) and forego a hearing.
7. To have all applicable procedures promptly followed, including the opportunity to invoke any applicable appellate or review procedures.

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, including evidence of unfair bias which influenced the results of the hearing
2) identification of 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 designated administrator or duly constituted board may occur if deemed necessary by the administrator or board to whom the appeal has been addressed. In the case of 3), the designated administrator or board shall convene to consider the
sanction only. In no event shall a second sanction received by an appellant 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, Associate Coordinator of Judicial Affairs, or designee, an appeal may be made in writing within five business days to the Dean of Student Life, Marye House. 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.
Code of Conduct

The following lists specific violations that 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. Engaging in physical violence against another individual or group of individuals.

   G. Harassment, threats, or intimidation directed toward any individual or group of individuals.

   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 bongs.”
   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.

E. Failure to abide by the “Quiet Hours” or “Courtesy Hours” policies as stated in the Student Handbook.
F. 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.
   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”

G. Disorderly or obscene conduct.

H. Sports or related activities in the residence halls.

I. 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.

J. 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

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

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

M. Unauthorized entry/exit.

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

O. 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.

P. 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.

Q. Other prohibited items and activities.

R. Responsibility for guests.

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

T. 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.

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

V. Violation of published University policies, rules or regulations (e.g., Housing and

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

Prohibited Conduct as outlined in the “Policy on Sexual and Gender-Based Harassment and
Other Forms of Interpersonal Violence.” Prohibited Conduct includes sexual assault, sexual
exploitation, intimate partner violence, stalking, sexual or gender-based harassment, and retaliation.

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, i.e., through the Director of Judicial Affairs and Community Responsibility, Associate Coordinator 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.
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.
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.

University of Mary Washington
where great minds get to work
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 AAEEO 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 AAEEO 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
The purpose of this policy is to ensure that students at the University of Mary Washington are not subjected to hazing. Hazing is an unproductive and hazardous activity that has no place at the University of Mary Washington, either on or off campus. Hazing is injurious to the individuals involved, and to the University itself.

This policy applies to all persons and groups associated with the University of Mary Washington, including, but not limited to, administrators, coaches, faculty, organization advisors, staff, students, athletic teams and clubs, bands, and student organizations.

As it is impossible to anticipate every situation that could constitute hazing, this list does not, and cannot, encompass every circumstance that will cause the University to discipline individuals or groups for hazing. This policy is not intended to prohibit the following conduct:
1. Customary athletic events, contests, or competitions that are sponsored by the institution, or the organized and supervised practices associated with such events; or
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum or extracurricular program, as approved by the Institution.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:
1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass, punish, or harm an individual;
4. Excursions or road trips;
5. Confinement;
6. Spraying, painting, or pelting with any substance;
7. Burying in any substance;
8. Nudity with the intent to cause embarrassment;
9. Servitude;
10. Exposure to uncomfortable elements;
11. Verbal abuse;
12. Wearing, in public, of apparel which is conspicuous and/or indecent;
13. Forcing consumption of alcohol or any other substance, legal or illegal;
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);

15. Burning, branding, or tattooing any part of the body;

16. Psychological hazing, defined as any act which is likely to:
   a. Compromise an individual’s dignity;
   b. Cause an individual embarrassment or shame;
   c. Cause an individual to be the object of malicious amusement or ridicule; or
   d. Cause an individual emotional distress;

17. Interrogating an individual in an intimidating or threatening manner;

18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;

19. Misleading prospective members into believing that they will be hurt during induction or initiation;

20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;

21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;

22. Binding or restricting an individual in any way that would prohibit them from moving on their own; and

23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

This policy encompasses all acts of hazing that occur whether on or off campus. As such, an act of hazing by an individual or organization will be viewed by the University as a violation of its hazing policy, regardless of where the act of hazing took place.

An individual may not consent to being hazed, and a victim’s voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the University’s hazing policy by an individual or organization.

Any suspected violation of this policy should be reported in accordance with UMW’s reporting mechanisms. The initial report of a suspected violation may be reported in person, by phone, or by electronic communication, and may be done anonymously.

Hazing, as defined in this statement, is prohibited under the Code of Virginia as well as by the University’s policies. Any individual or organization found to be in violation of this policy shall be subject to appropriate disciplinary action in accordance with applicable law.

§ 18.2-56 of the Code of Virginia states: “the institution’s policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case
and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education, as applicable.”

I. Responsibility of individuals and organizations
Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

II. Retaliation
It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of 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 following four 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.

Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence

1. Policy Statement

The University of Mary Washington (UMW) is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the University
community. UMW does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that may violate Title IX of the Education Amendments of 1972 (“Title IX”); relevant provisions of the Violence Against Women Reauthorization Act of 2013 (“VAWA”); Title VII of the Civil Rights Act of 1964 (“Title VII”); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”); and the Virginia Human Rights Act.

UMW prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the University, and will not be tolerated.

The specific procedures for investigating, and resolving Prohibited Conduct are based upon the nature of the respondent’s relationship to the university (student, employee, or third party). Each set of procedures referenced below is guided by the same principles of fairness and respect for complainants and respondents. “Complainant” means the individual who presents as the survivor of any Prohibited Conduct under this policy, regardless of whether that person makes a report or seeks action under this policy. “Respondent” means the student, employee or third party who has been accused of violating this policy.

UMW adopts this policy with a commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering a community of trust and mutual respect in which Prohibited Conduct is not tolerated; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties; and (5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed. Employees or students who violate this policy may face disciplinary action up to and including termination or expulsion. The University will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The University conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy.

It is the responsibility of every member of the UMW community to foster an environment free of Prohibited Conduct. All members of the UMW community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Community members who take such actions will be supported by the university and protected from Retaliation.

This policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this policy. Where the date of the Prohibited Conduct precedes the effective date of this policy, the definitions of misconduct in existence at the time of the alleged incident(s) will be used. The procedures under this policy, however, will be used to investigate and resolve all reports made on or after the effective date of this policy, regardless of when the incident(s) occurred.
2. **Scope of Policy**

This policy applies to: a) all UMW students who are registered or enrolled for credit- or non-credit-bearing coursework; b) all UMW employees, consisting of all full-time and part-time faculty, administrative/professional faculty, classified and wage employees; and c) any contractors, vendors, visitors, guests or other third parties within the University’s control. This policy pertains to acts of Prohibited Conduct committed by or against students, employees and third parties when: (1) the conduct occurs on campus or other property owned or controlled by UMW; (2) the conduct occurs in the context of UMW employment or education program or activity, including, but not limited to, UMW-sponsored study abroad, research, on-line, or internship programs; or (3) the conduct occurs outside the context of a UMW employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for students, employees or third parties while on campus or other property owned or controlled by UMW or in any UMW employment or education program or activity.

A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third parties who commit Prohibited Conduct may have their relationship with UMW terminated or their privilege of being on UMW premises withdrawn.

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. UMW applies the preponderance of the evidence standard when determining whether this policy has been violated. “Preponderance of the evidence” means that it is more likely than not that a policy violation occurred.

3. **Conduct Prohibited Under This Policy**

Conduct under this policy is prohibited regardless of the sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent. Prohibited Conduct includes the following specifically defined forms of behavior: Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment, and Retaliation.

**A. Sexual Assault:** Sexual Assault is non-consensual contact of a sexual nature. It includes any sexual contact when the survivor does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, knowingly or unknowingly); intentional and non-consensual touching of, or coercing, forcing or attempting to coerce or force another to touch a person's genital area, groin, inner thigh, buttocks or breast; and non-consensual sexual intercourse, defined as anal, oral or vaginal penetration with any object.

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing
or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

**Being impaired by alcohol or other drugs is no defense to any violation of this policy.**

**B. Sexual Exploitation:** Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individuals' sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, or exposing one's genitals to another in non-consensual circumstances.

**C. Intimate Partner Violence:** Intimate Partner Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault (as defined on the next page).

Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

**D. Stalking:** Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

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1 Intimate Partner Violence includes “dating violence” and “domestic violence,” as defined by VAWA. Consistent with VAWA, UMW will evaluate the existence of an intimate relationship based upon the complainant’s statement and taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
E. Sexual or Gender-Based Harassment: Sexual or gender-based harassment is defined as gender-based verbal or physical conduct that unreasonably interferes with or deprives someone of educational access, benefits, or opportunities. It is unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal, non-verbal, or physical. Sexual harassment can involve persons of the same or different sexes. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes. Sexual harassment constitutes Prohibited Conduct when either of the following conditions is present:

i. 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. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the totality of known circumstances will be considered, including but not limited to: (a) the frequency, nature and severity of the conduct; (b) whether the conduct was physically threatening;

(c) the effect of the conduct on the complainant's mental or emotional state and the perspective of a "reasonable person" in the same situation as the person subjected to the conduct; (d) whether the conduct was directed at more than one person; (e) whether the conduct arose in the context of other discriminatory conduct; (f) whether the conduct unreasonably interfered with the complainant's educational or work performance or university programs or activities; and (g) where the conduct implicates concerns related to academic freedom or protected speech.

ii. 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 either 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.

F. Retaliation: Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging any form of Prohibited Conduct or any person cooperating in the investigation of allegations of Prohibited Conduct to include testifying, assisting or participating in any manner in an investigation pursuant to this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of Prohibited Conduct.

IV. ROLE OF THE TITLE IX COORDINATOR

Under Title IX, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
The Title IX Coordinator is charged with monitoring UMW’s compliance with Title IX; ensuring appropriate education and training; coordinating UMW’s investigation, response, and resolution of all reports under this policy; and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and address its effects. The Title IX Coordinator is available to meet with any student, or employee to discuss this policy or the accompanying procedures. UMW has also designated two Deputy Title IX Coordinators who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator and Deputy Title IX Coordinators receive appropriate training to discharge their responsibilities.

Concerns about UMW’s application of Title IX, VAWA, Title VII, the Clery Act, or the Virginia Human Rights Act may be addressed to the Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or (800) 421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or (800) 669-4000).

The Title IX Coordinator and Deputy Title IX Coordinator can be contacted in person during regular office hours or by telephone or email:

**Dr. Leah Cox**, Title IX Coordinator  
Special Assistant for Diversity and Inclusion  
George Washington Hall, Room 312  
lcox@umw.edu; (540) 654-2119 (office)

**Dr. Ray Tuttle**, Deputy Title IX Coordinator for Students  
Director of Judicial Affairs and Community Responsibility  
Marye House, Room 6  
rtuttle@umw.edu; (540) 654-1660 (office)

**Terri Lockhart**, Deputy Title IX Coordinator for Employees  
Employee Relations Manager  
Fairfax House  
tlockhar@umw.edu; (540) 654-2051

V. RESOURCES AND REPORTING OPTIONS

A. **Resources**: UMW offers a wide range of resources for both students and employees for support and guidance in response to any report of Prohibited Conduct. See Appendix A for information on accessing University and community resources, including emergency and ongoing assistance; health, mental health, and victim-advocacy services; options for reporting to the University and/or law enforcement; and available support with academics, housing, and employment. See Appendix B for a description of UMW's educational programs and campaigns to promote awareness of and prevent the occurrence of Prohibited Conduct, including the use of bystander intervention as appropriate.
B. Treatment of Reports as Private and Options for Confidential Reporting: UMW is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. UMW is also committed to providing assistance to help students and employees make informed choices. With respect to any report under this policy, UMW will make reasonable efforts to protect the privacy of participants while balancing the need to gather information to assess the report and to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

i. Distinction between Privacy and Confidentiality. Privacy and confidentiality have distinct meanings under this policy. Privacy means that information related to a report of Prohibited Conduct will be shared with a limited circle of UMW employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All Employees who are involved in the UMW’s Title IX response receive specific training and guidance about safeguarding private information.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the university’s FERPA policy. The privacy of an individual’s medical and related records generally is protected by Virginia’s Health Records Privacy statute, Va. Code § 32.1-127.1:03. Access to an employee’s personnel records in Virginia may be restricted in accordance with the Virginia Freedom of Information Act, and, where applicable, Department of Human Resources Management (“DHRM”) Policy 6.05 Personnel Records Disclosure and DHRM Policy 6.10 Records Management.

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Virginia law. When an individual shares information with a professional who has the ability to have privileged communications, that person cannot reveal the shared information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information shared in a confidential context may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

ii. Responsibility of UMW Employees to Report Information about Prohibited Conduct:

At UMW, a "Confidential Employee" is any employee who is a licensed medical, clinical or mental health professional when acting in his or her professional role providing services to a patient who is a student and any employee providing administrative, operational and/or related support for such health care providers. A Confidential Employee will not disclose information about Prohibited Conduct to the University’s Title IX Coordinator without the Student’s permission subject to the exceptions set forth above.
At UMW, a “Responsible Employee” is any employee who is not a Confidential Employee. Responsible Employees are required to report to the University’s Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of Prohibited Conduct that involves any student as a complainant, respondent, or witness, including dates, times, locations, and names of parties and witnesses. Responsible Employees receiving such reports or complaints should immediately notify the Title IX Coordinator and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator. Disclosures at public awareness events (e.g., “Take Back the Night”) and certain research-based disclosures (i.e., where a student is a subject in an Institutional Review Board-approved human subjects research protocol) will not trigger an individual investigation of Prohibited Conduct, although such disclosures may inform the need for community-wide education and prevention efforts.

Under this policy, supervisors, management and human resources professionals are required to report to the University’s Title IX Coordinator all relevant details about an incident of Prohibited Conduct where either the Complainant or the Respondent is an employee. Reporting is required when such supervisors, management and human resource professionals knew (by reason of a direct or indirect disclosure) or should have known of such Prohibited Conduct. For academic faculty, supervisors include department chairs, deans, and other unit administrators.

iii. University’s Responsibility to Report Incidents under the Clery Act: Pursuant to the federal Clery Act, UMW includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires UMW to issue timely warnings to the UMW community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students and employees. Consistent with the Clery Act, UMW withholds the names and other personally identifying information of complainants when issuing timely warnings to the university community.

C. Reporting Prohibited Conduct: There are multiple channels for reporting Prohibited Conduct. A complainant may choose to report to the university, to law enforcement, to both, or to neither. These reporting options are not exclusive. Complainants may simultaneously pursue criminal and disciplinary action. UMW will support complainants in understanding and assessing these options.

i. Reports to Law Enforcement

Complainants have the right to notify or decline to notify law enforcement. In keeping with its commitment to take all appropriate steps to eliminate, prevent, and remedy all Prohibited Conduct, however, UMW urges complainants to report Prohibited Conduct immediately to local law enforcement by contacting:
• 911 (for emergencies)
• University Police ((540) 654-1025) (for non-emergencies)
• City of Fredericksburg Police ((540) 373-3122) (for non-emergencies)

Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking Emergency Protective Orders. Although a police report may be made at any time, complainants should be aware that a one-year statute of limitations may apply to certain misdemeanors in Virginia. UMW will assist complainants in notifying law enforcement if they choose to do so.

The local Commonwealth's Attorney shall be notified within 48 hours of initiation if a law enforcement investigation is conducted of an incident involving a felony criminal sexual assault that occurs in a building or on property owned or controlled by the university and used in direct support of the institution's educational mission or on public property adjacent to campus. Identifying information of the victim is not required to be provided in this notification.

ii. Reports to the University

UMW also urges anyone who becomes aware of an incident of Prohibited Conduct to report the incident immediately to the university through the following reporting options:

a. By contacting UMW’s Title IX Coordinator or any Deputy Title IX Coordinator by telephone, email, or in person during regular office hours at their respective locations, email addresses and/or phone numbers listed in Section IV, above; or

b. Through Silent Witness, the University’s website for online reporting (which also allows for anonymous reporting) or by filing a Bias Incident Report

There is no time limit for reporting Prohibited Conduct to the university under this policy; however, UMW’s ability to respond may diminish over time, as evidence may erode, memories may fade, and respondents may no longer be affiliated with the University. If the respondent is no longer a student or an employee, UMW will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take reasonable steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. UMW’s ability to take appropriate corrective action against a third party will be determined by the nature of the relationship of the third party to the university.

D. Amnesty: Survivors of Prohibited Conduct 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 Prohibited Conduct. Recognizing the potentially devastating impact of Prohibited Conduct 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.

E. Preservation of evidence: Even if a survivor of Prohibited Conduct 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 responsible for Prohibited Conduct. 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.

VI. INITIAL UNIVERSITY RESPONSE

A. Review Committee: Within 72 hours of the Title IX Coordinator's receipt of a report of Prohibited Conduct, a review committee shall be convened consisting of the Title IX Coordinator or designee, a representative of the UMW Police Department, a representative of the Division of Student Affairs and other administrators as appropriate. The review committee shall consider whether it is necessary to disclose information about the incident, including personally identifiable information, without the Complainant's consent in order to protect the health or safety of the student or other individuals to the extent permitted under the federal regulations implementing FERPA (34 C.F.R. §99.36). If such disclosure is made, the Title IX Coordinator or designee shall promptly notify the affected student(s). If the reported Prohibited Conduct constitutes a felony violation of Article 7 of Chapter 4 of Title 18.2 of the Code of Virginia, then the UMW Police Department representative shall consult with the local Commonwealth Attorney or other responsible prosecutor within 24 hours and provide the prosecutor with the information received by the review committee without disclosing personally identifiable information unless such disclosure is deemed necessary as set forth above.

B. Interim Measures: UMW will offer reasonable and appropriate interim measures to protect a complainant and facilitate the complainant’s continued access to University employment or education programs and activities. These measures may be both remedial
(designed to address a complainant’s safety and well-being and continued access to educational opportunities) or protective (involving action against a respondent). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives (which are typically mutual), residence modifications, academic modifications and support, work schedule modifications, interim disciplinary suspension, suspension from employment, and pre-disciplinary leave (with or without pay). The university will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. If sufficient grounds exist, students may also seek a protective order from the Fredericksburg General District Court, which order, if granted, would be enforced by the UMW Police Department.

VII. INVESTIGATION PROCEDURES AND PROTOCOLS FOR COMPLAINTS OF STUDENT MISCONDUCT

A. Initial Investigation: After the university receives notice of allegations of Prohibited Conduct by a student, it will conduct an impartial investigation. Investigations of student versus student complaints shall be coordinated by the Title IX Investigator. 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. Both the complainant and the respondent will be notified if the process cannot be completed within the timeframe specified above.

To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:

- The name, department and position of the person or persons allegedly committing the Prohibited Conduct.
- A description of the incident(s), including the date(s), location(s) and the presence of any witnesses.
- The names of other students or employees who might have been subject to the same or similar misconduct.
- Any steps the complainant has taken to try to stop the misconduct, if appropriate.
- Any other information the complainant believes to be relevant to the misconduct.

The Title IX Investigator will discuss the complaint with the complainant and the respondent as appropriate. The Title IX Investigator will explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation. Both complainant and respondent will have the same opportunity to review and respond to evidence obtained during an investigation and will be afforded the same opportunity to review and provide comment about the written investigation report before it is finalized. The investigator shall determine if there is a preponderance of the evidence to substantiate the complaint of allegations of Prohibited Conduct. A respondent will not be found in violation of
this policy absent a finding of a preponderance of the evidence that the violation occurred. The preponderance of the evidence standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that a violation occurred.

At the completion of the investigation, both the respondent and the complainant will be informed in writing of the outcome of the investigation. The Title IX Investigator will make findings and recommendations for sanctions and other remedies or accommodations for the complainant. The recommended sanction will take into account the circumstances of the violation, its impact on the complainant and on the community, risk of further victimization, and any prior Code of Conduct violations (not just those related to this policy). Students can receive a range of sanctions, including, but not limited to: warning; educational project or paper; alcohol education; individual or community restitution; restrictions; disciplinary probation; relocation within or suspension or expulsion from the residence halls; fine; and suspension or expulsion from the university. For a description of these possible sanctions, please refer to students.umw.edu/judicial-affairs/the-judicial-system/judicial-sanctions/.

Because sexual misconduct is likely to have a negative impact on the survivor’s academic performance, the Title IX Coordinator may recommend that the survivor be allowed to withdraw from academic classes without penalty, be given the opportunity to retake academic classes, or to receive full or partial refunds for tuition and other fees. Other accommodations related to housing, meal plans, academics, participation in extracurricular activities, etc. may be given. The Title IX Coordinator may also recommend additional assessment, education, or steps to protect the greater UMW community, or a subset of the community (a specific residence hall or student organization, for example), as appropriate.

Either the complainant or the respondent may seek to have the Title IX Investigator’s findings and recommendations reviewed by the Student Conduct Hearing Board on one of the following grounds: 1) there is evidence of unfair bias which influenced the results of the investigation; 2) there was a violation of due process rights; 3) identification of evidence that was not available at the time of the investigation; or 4) the sanction was inappropriate for, or inconsistent with, the violation. If neither the complainant nor the respondent seeks review by the Student Conduct Hearing Board within 5 days of receiving the investigation report, the report shall become final and the Title IX Coordinator's recommendations shall be implemented.

B. Hearing Procedures before the Student Conduct Hearing Board

The Student Conduct Hearing Board (SCHB) is composed of student affairs administrators. A panel of the SCHB shall be comprised of the Chair and three standing members. The panel will be chaired by the Designated administrator for Sexual Misconduct hearings. Both the complainant and the respondent will be informed, at least three days in advance, as to which three members of the SCHB will be serving on their panel. Concerns about potential conflicts of interest or bias should be brought to the attention of the Chair no later than two business days before the scheduled hearing. The Chair can request the participation of witnesses, and these witnesses can be questioned by the complainant, the respondent, and SCHB members. The Chair ensures that the hearing is conducted in accordance with this policy. The Chair does not
determine whether or not a violation occurred (based on preponderance of evidence), nor what
the sanction should be; the Chair facilitates that discussion among SCHB members serving
during that hearing.

The complainant and the respondent may each be accompanied by an advisor of their choosing
during the hearing. The advisor must not be a witness. The purpose of the advisor is to assist the
student in preparing for and participating in the hearing, and, if an appeal is to be made, in
preparing an appeal of the hearing outcome. Advisors are not allowed to speak on behalf of
either the complainant or the alleged perpetrator, nor are they allowed to question witnesses or
other hearing participants.

As with other judicial hearings at UMW, the respondent has certain rights and responsibilities
during the judicial process. These are described in full here: students.umw.edu/judicialaffairs/the-judicial-system/rights-and-responsibilities/. Complainants
are granted equivalent rights. These rights include:

i.   the right of both parties to advance notice of at least three business days before a hearing is to
     be conducted;
ii. an opportunity for both parties to request the presence of witnesses, and to request that
evidence be presented at the hearing:
    1. Although both parties may present evidence at the hearing, evidence about the
       complainant’s prior sexual conduct with anyone other than the respondent may not be
       used. Note: evidence of a prior consensual dating or sexual relationship between the
       parties by itself does not imply consent or preclude a finding of sexual misconduct.
    2. Questioning of the complainant and respondent, whether by each other or by SCHB
       members, will not occur directly, but through the Chair.

iii. Rights given to the respondent in the hearing process are given to the complainant as well.
For example, either party may request to be in a separate room, or to ask additional questions of
the other party when invited to do so. The decision of one party not to exercise rights exercised
by another shall not be considered to be an error in the hearing process.

The SCHB may uphold any sanctions recommended by the Title IX Investigator, or it may issue
sanctions that are less or more severe. Within five working days of the hearing, the SCHB will
provide a written decision to the complainant, the respondent, the Title IX Investigator and the
Title IX Coordinator. The decision shall include a description of the grounds for requesting the
hearing; whether such grounds are accepted or rejected and the rationale for such determination;
the SCHB's decision to uphold or reject the findings or the recommendations of the Title IX
Investigator; and the rationale for such determination.

Concerns about the process followed by the SCHB or the conclusions reached in the
SCHB decision may be presented in writing to the Title IX Coordinator no later than five
working days after the SCHB’s decision.

Within seven working days of the SCHB’s decision, the Title IX Coordinator shall notify
in writing the complainant, the respondent, the panel members and the Title IX investigator of
the decision relative to the findings and recommendations of the SCHB. The decision of the Title IX Coordinator is final with no further right to appeal.

VII. INVESTIGATION PROCEDURES AND PROTOCOLS FOR COMPLAINTS OF EMPLOYEE MISCONDUCT

Complaints about faculty or staff violations of this policy may be resolved either formally or informally. Whether informal resolution is pursued will be based on the facts and must be agreed by both parties, the Title IX Officer and the AAEEO Deputy Title IX Officer. The informal complaint process may not be used to address allegations of sexual assault. The AAEEO/Deputy Title IX Officer will explain the informal and formal procedures to the complainant and the respondent. In all cases the University will ensure that there is no actual conflict of interest in the investigation and resolution of complaints and will strive to avoid the appearance of conflict of interest.

Interim measures, including temporary reassignment or placement on administrative leave, may be taken as necessary to ensure a proper investigation, to protect the complainant or as determined to be in the best interest of the University.

I. Informal Resolution (may not be used to address Sexual Assaults)

a. Initiating a Complaint. Complaints may be made orally or in writing, including by electronic mail to the Title IX Officer or the AAEEO Deputy Title IX Officer. Reports may also be made using the Silent Witness system or Bias Incident Report.

b. Timeframe. Employee complainants are encouraged to report Prohibited Conduct by another employee without undue delay, preferably within one (1) year of the alleged incident. Typically an informal investigation will be completed within 30 days of receipt of notice of complaint to the University. If an extension of the preliminary investigation beyond the 30 days is needed, all parties shall be notified of the expected timeframe before the end of the 30 day period.

c. Process. The Title IX Officer and AAEEO/Deputy Title IX Officer shall attempt to facilitate a resolution that is agreeable to the parties. The AAEEO/Deputy IX Officer will conduct a preliminary investigation with fact finding only to the extent needed to resolve the complaint, and to protect the interests of the parties and the university. Both parties may request witnesses be interviewed. Any resolution of a complaint through the informal procedure must adequately address the concerns of the complainant, as well as the rights of the respondent and the responsibility of the university to prevent, address and remedy alleged violations of the sexual misconduct policy. If at any point during this informal resolution, the complainant, respondent, Title IX Officer or AAEEO Officer wish to suspend the informal procedure and proceed through the formal procedure, that request shall be granted.

d. Outcomes. Informal procedure outcomes include, but are not limited, to the following:
- Training
- Behavioral Counseling
• Documented performance and conduct warnings of future corrective action, should behavior recur
• Changes in work locations, assignments, reporting structure, and other relevant workplace circumstances

e. Notice of Resolution. Both parties will be provided written notification of the resolution of the complaint through the informal procedures, including whether the preliminary investigation substantiated violation of this policy by a preponderance of the evidence and a description of the University’s response. There shall be no right of appeal afforded to complainant or the respondent following informal investigation and resolution.

II. Formal Investigation and Resolution

Timeframe. Employee complainants are encouraged to report Prohibited Conduct without undue delay, preferably within one (1) year of the alleged incident. The AAEEO Deputy Title IX Officer will conduct a prompt, adequate, reliable, and impartial investigation of the complaint. Typically an investigation, not including the time necessary for potential appeals, will be completed within 45 days of receipt of notice. If extension of the investigation beyond 60 days is necessary, all parties will be notified of the expected time frame. Only the AAEEO Deputy Title IX Officer or other trained investigator shall conduct the investigation.

a. Initiating a formal complaint. A formal complaint may be submitted either in written format to the Title IX Officer or the AAEEO Deputy Title IX Officer, or through a verbal interview of the complainant by the Title IX Officer or AAEEO Deputy Title IX Officer, regarding the events and circumstances underlying the complaint. In the case of notification by someone other than the survivor, the AAEEO Deputy Title IX Officer will contact the alleged victim promptly, and in no case later than three calendar days from the date of the complaint. The complainant must also disclose if a formal complaint has been filed with a state or federal agency for the same offense.

b. Process. The AAEEO Deputy Title IX Officer will discuss the complaint with the complainant and the respondent as appropriate, including providing information about the formal procedure and other resources. The AAEEO Deputy Title IX Officer will explain to the parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation.

The AAEEO Deputy Title IX Officer will confirm that the matter involves an allegation of Prohibited Conduct. If the conduct complained of is not Prohibited Conduct, but might constitute a violation of a different policy, an appropriate referral will be made.

Both complainant and respondent will have the same opportunity to review and respond to evidence obtained during an investigation.
The AAEEO Deputy Title IX Officer will present findings and recommendations to the Title IX Officer and appropriate administrator or supervisor for review, determination, and/or sanction as follows:

Alleged violations of policy by teaching faculty will be reviewed under:
http://publications.umw.edu/facultyhandbook/section_4/sanctions/

Alleged violations of policy by non-teaching faculty employees will be reviewed by their supervisors under standard policies and practices for staff performance and/or conduct consequences.
http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1_60.pdf?sfvrsn=2

If the AAEEO Deputy IX Officer believes by a preponderance of the evidence that Prohibited Conduct did occur, the findings presented to the appropriate administrator or supervisor will contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the complainant and the community. The findings will also contain recommendation on sanctions.

If interim measures as described above have been taken, the findings shall include a recommendation regarding continuation, suspension or modification of any such interim measures.

________________________________

APPENDIX A
(to Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence)
Sources of Counseling, Advocacy and Support

On-Campus Confidential Resources:

- Talley Center Counseling Services, Lee Hall 106, 540-654-1053 - Assists the needs of students who have experienced sexual misconduct by providing personal counseling and support.
- Health Center, Lee Hall 112, 540-654-1040 - Assists with medical needs for students who may have been sexually assaulted.

Other On-Campus Resources:

- 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, George Washington Hall, 540-654-2119.
- Office of Judicial Affairs and community Responsibility, Dr. Ray Tuttle, Marye House, 540 654-1660, rtuttle@umw.edu Provides information about student conduct process, legal and criminal options, and other possible remedies.
• AAEEO Office Deputy Title IX Coordinator, Terri Lockhart, SPHR, Employee Relations Manager, Fairfax House, 540 654-2051, tlockhar@umw.edu, Provides information and resources to faculty and staff about employment issues under Title IX and investigates employee related complaints.
  • Coordinator for Prevention and Advocacy, Marissa Miller, Marye House/Combs 108, 540-654-1193, mmille23@umw.edu. Connects survivors to different resources available both on and off campus to make sure they have support. Works closely with the Title IX Coordinator for education and prevention efforts to the campus community.
  • Dean of Student Life, Cedric Rucker, Marye House, 540-654-1200, crucker@umw.edu Assists with the academic-related needs of students who have experienced sexual misconduct. May provide changes to academic and living situations and will notify the student as to what changes are reasonably available
  • University Police, Brent House, 540 654-1025, Accepts formal reports from persons alleging assault and attend to the person’s immediate safety concern. Provide referrals to appropriate resources on and off-campus.

Off-Campus Resources
  • Rappahannock Council Against Sexual Assault (RCASA): 540-371-6771/540-371-1666 (crisis line)
  • Empowerhouse (a 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)

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. This includes all tobacco products, pipes, cigars, e-cigarettes or any device representing the use of smoking a product whether synthetic or organic.
Threat/Danger to individual students and the University community

In cases involving student-to-student behavior which is considered violent, harassing, or threatening, the Dean of Student Life or designee may issue a “no contact” order to the students involved. The purpose of these orders is to limit contact and communication (direct and indirect) between the students prior to any judicial action being taken. “No contact” orders may be extended indefinitely at the discretion of the Dean or designee, or as a judicial sanction.

The Dean or designee also may immediately relocate a student within the residence hall system, or immediately suspend a student from the residence halls, from specific areas of the University, or from the entire University pending judicial or criminal proceedings. Relocations and interim suspensions are enacted when the student’s continued presence is reasonably believed to pose a substantial threat to him/herself, to the safety and wellbeing of any member of the University community, to the preservation of property, or to the normal operations of the University.

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.
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 restitution by the Honor Council on [date] for the Honor Code offense of stealing. At the time of graduation from the University, this notation shall be removed from the official academic record.

3. 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.

   i. Honor Education Seminar – A student receiving the sanction of Honor Education is required to complete an online Academic Integrity Seminar that reinforces the values of integrity and honor through critical thinking and written analysis. A student receiving this sanction will also be required to meet with an appointed Honor Council member throughout the course of the education program.

   ii. Writing Workshop: A student sanctioned with a writing workshop will be required to attend a writing workshop through the UMW Writing Center. The workshops assigned will be chosen by the sitting council from a list coordinated with the Writing Center.

   iii. Time Management Workshop: A student sanctioned with the Time Management will be required to attend a time management workshop offered by Academic and Career Services.
4. 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.

5. 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.

6. 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
<table>
<thead>
<tr>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/EEO Officer, 62</td>
</tr>
<tr>
<td>Academic Complaints, 28</td>
</tr>
<tr>
<td>Academic Policies, 11</td>
</tr>
<tr>
<td>Academic &amp; Career Services, 11</td>
</tr>
<tr>
<td>Air Conditioners, 39</td>
</tr>
<tr>
<td>Alcohol Policy, 59</td>
</tr>
<tr>
<td>Alma Mater, 6</td>
</tr>
<tr>
<td>Athletics, 14</td>
</tr>
<tr>
<td>Beak Week, 6</td>
</tr>
<tr>
<td>Behavioral Intervention Team (BIT), 25</td>
</tr>
<tr>
<td>Bias Policy, 62</td>
</tr>
<tr>
<td>Brand Standards, 37</td>
</tr>
<tr>
<td>Bookstore, 14</td>
</tr>
<tr>
<td>Bulletin Boards, 34</td>
</tr>
<tr>
<td>Campus Ministries, 15</td>
</tr>
<tr>
<td>Campus Recreation and Fitness Center, 15</td>
</tr>
<tr>
<td>Career Services, 11</td>
</tr>
<tr>
<td>Center for Honor, Leadership and Service, 16</td>
</tr>
<tr>
<td>Center for International Education, 11</td>
</tr>
<tr>
<td>Class Council, 6</td>
</tr>
<tr>
<td>Clubs and Organizations, 36</td>
</tr>
<tr>
<td>Code of Conduct, 54</td>
</tr>
<tr>
<td>Community Outreach and Resources, 16</td>
</tr>
<tr>
<td>Commuter Parking Lots, 32</td>
</tr>
<tr>
<td>Commuter Student Services, 16</td>
</tr>
<tr>
<td>Complaints, 28</td>
</tr>
<tr>
<td>Complex Councils, 40, 48, 49</td>
</tr>
<tr>
<td>Computer Use in the Residence Halls, 33</td>
</tr>
<tr>
<td>Copy Center, 17</td>
</tr>
<tr>
<td>Counseling and Psychological Services (see Talley Center), 24</td>
</tr>
<tr>
<td>Culinary Council, 19</td>
</tr>
<tr>
<td>Dean of Student Life, 17, 80</td>
</tr>
<tr>
<td>Decorations, 41</td>
</tr>
<tr>
<td>Demonstration/Expressive Activity Policy, 29</td>
</tr>
<tr>
<td>Dictionary of Academic Regulations, 12</td>
</tr>
<tr>
<td>Digital Knowledge Center, 12</td>
</tr>
<tr>
<td>Dining Hall Rules, 30</td>
</tr>
<tr>
<td>Dining Services, 17</td>
</tr>
<tr>
<td>Directives from University Officials, 64</td>
</tr>
<tr>
<td>Directory Information, 13</td>
</tr>
<tr>
<td>Disability Resources, 12</td>
</tr>
<tr>
<td>Disorderly or Obscene Conduct, 65</td>
</tr>
<tr>
<td>Drug Policy, 65</td>
</tr>
<tr>
<td>EagleOne Card, 19</td>
</tr>
<tr>
<td>EaglePAY, 23</td>
</tr>
<tr>
<td>Eagle Spirit, 6</td>
</tr>
<tr>
<td>Employment on Campus, 19, 20</td>
</tr>
<tr>
<td>Entry to student rooms, 34</td>
</tr>
<tr>
<td>Facility Scheduling, 31</td>
</tr>
<tr>
<td>FERPA, 13, 28, 33, 54, 76</td>
</tr>
<tr>
<td>Financial Aid, 20</td>
</tr>
<tr>
<td>Fire Safety, 31, 58</td>
</tr>
<tr>
<td>Flex Dollars, 19</td>
</tr>
<tr>
<td>Guests in Residence Halls, 42</td>
</tr>
<tr>
<td>Hate Crime, 64</td>
</tr>
<tr>
<td>Hazing, 66</td>
</tr>
<tr>
<td>Health Center, 20, 74, 81</td>
</tr>
<tr>
<td>Honor System, 5, 88</td>
</tr>
<tr>
<td>Housing and Dining Services Agreement, 42</td>
</tr>
<tr>
<td>Information &amp; Technology Convergence Center (ITCC), 12</td>
</tr>
<tr>
<td>Information Technologies, 20</td>
</tr>
<tr>
<td>Intellectual Property, 31</td>
</tr>
<tr>
<td>Inter-Club Association, 6</td>
</tr>
<tr>
<td>Inter-Honorary Association, 7</td>
</tr>
<tr>
<td>Intimate Partner Violence, 73</td>
</tr>
<tr>
<td>IT Help Desk, 20</td>
</tr>
<tr>
<td>IT Security, 32</td>
</tr>
<tr>
<td>James Farmer Multicultural Center, 21</td>
</tr>
<tr>
<td>Judicial Affairs and Community Responsibility, 21, 47</td>
</tr>
<tr>
<td>Judicial Appeals, 52</td>
</tr>
<tr>
<td>Judicial Appellate Board, 52</td>
</tr>
<tr>
<td>Judicial Records, 68</td>
</tr>
<tr>
<td>Judicial Review Board, 53</td>
</tr>
<tr>
<td>Judicial Sanctions, 52</td>
</tr>
<tr>
<td>Judicial System, 47</td>
</tr>
</tbody>
</table>
Keys, 43
Living-Learning Communities, 38
Loft Beds, 39
Lost and Found, 22
Mail Services, 22
Meal Plans, 18
Mission Statement, 1
Motor Vehicle Policy and Regulations, 31
Multicultural Center, 21
Network and Computer Use, 32
No Contact Orders, 69
Non-Academic Student Complaints, 28
Off-Campus Misconduct, 69
Official Communications, 33
Official Notification, 22
On-Campus Living Requirement, 38
OrgSync Community, 8
Parental Notification, 33, 70
Parking Management, 31
Personal Property Insurance, 43
Pets, 43
Policies and Procedures – Behavioral, 59
Policies and Procedures – General, 28
Posting Notices, 33
Principles on Diversity and Inclusion, 2
Prohibited Items, 43
Rape Aggression Defense (RAD), 27
Rappahannock Council Against Sexual Assault (RCASA), 74
Recycling, 23
Registrar, 13
Residence Life, 38
  Standards and Procedures, 39
Rights & Responsibilities, Judicial, 51
Room Furnishings, 42
Room Reassignment, 45
Safety and Security Cameras, 34
Safety Escort Service, 22
Searches, Seizures and Event Security, 34
Sexual & Gender-Based Harassment and Other Forms Interpersonal Violence, 71
Silent Witness Program, 27, 82
Simpson Library, 13
Smoking, 86
Snow Emergency, 35
Solicitation, 36
Speaking Center, 13
Spirit Rock, 8
Statement of Community Values, 2, 47
Statement of Non-Discrimination, 3
Statement of Rights and Responsibilities, 3
Statement on Academic Freedom, 4
Student Accounts, 23
Student Activities and Engagement, 23
Student Conduct Hearing Board, 58, 81
Student Government, 8
Student Health 101, 28
Student Organizations, 36
Student Services - Academics, 11
Student Services - Student Life, 14
Student Services Center, 13
Study Abroad, 11
Sustainability, 23
Talley Center for Counseling Services, 24, 67, 73, 77, 81
Title IX/Sexual Misconduct Complaints, 28, 71, 75, 78
Town and Gown, 37
Tutoring and Study Skills, 13
UMW Alert System, 25
UMW Cares/Behavioral Intervention, 25
UMW Community, 6
UMW Seal, 5
Unauthorized Entry, 86
University Center, 26
University Police, 27, 78
Use of the UMW Name, 37
Veterans Resource Center, 27
Violations, Code of Conduct, 49
Virginia Freedom of Information Act, 37
Weapons and Projectiles, 87
Welcome Letter from SGA President, 9
Welcome Letter from Honor Council President, 10
Wellness Resource Center, 27
Withdrawal, Administrative, 52
Writing Center, 14