



UNIVERSITY OF  
MARY WASHINGTON

# STUDENT HANDBOOK

**2011-12**



## UNIVERSITY OF MARY WASHINGTON *Mission Statement*

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

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

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

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

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

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

## STATEMENT OF COMMUNITY *Values*

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

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

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

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

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

## STATEMENT OF *Nondiscrimination*

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

## UMW 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.

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

## OFFICIAL SEAL

# University of Mary Washington



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

## 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

## UNIVERSITY *Colors*

Navy Blue, Gray, and White



## UNIVERSITY *Mascot*

Eagle



# UMW ALERT *System*

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

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

## OFFICIAL *Communication*

To have a question answered by phone, dial any of the following four-digit numbers using an on-campus phone. 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.

Click on any **red website** to go to the webpage.

QUESTIONS ABOUT	OFFICE	LOCATION	WEBSITE	PHONE NUMBER
AA/EEO	Human Resources	Fairfax House	<a href="http://umw.edu/hr">umw.edu/hr</a>	x1046 TTY 1104
Absence from class	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Academic policies/exception	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Academic record	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Accidents	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x1025
ADA compliance	Disability Resources	Lee Hall 401	<a href="http://umw.edu/disability">umw.edu/disability</a>	x1266
Address change	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Admissions	Admissions	Lee Hall 301	<a href="http://umw.edu/admissions">umw.edu/admissions</a>	x2000 TTY 1105
Apogee – network and cable	Apogee	GW 27 (Lower)	<a href="http://apogeenet.net">apogeenet.net</a>	877-478-8808
Athletics	Athletics	Goolrick 106	<a href="http://www.umweagles.com">www.umweagles.com</a>	x1039
Audio-visual equipment				
Faculty/staff	Dodd Auditorium	GW, Dodd Auditorium	<a href="http://umw.edu/dodd">umw.edu/dodd</a>	x1235
Classroom use	DOIT Help Desk	GW 27	<a href="http://umw.edu/doit">umw.edu/doit</a>	x2255
Dodd	Dodd Auditorium	GW, Dodd Auditorium	<a href="http://umw.edu/dodd">umw.edu/dodd</a>	x1235
Student events	Student Activities and Community Service	Seacobeck, lower level	<a href="http://umw.edu/osacs">umw.edu/osacs</a>	x1061
Bachelor of Liberal Studies	BLS Program	Lee Hall 437	<a href="http://umw.edu/cas/bls">umw.edu/cas/bls</a>	x1120
Bills	Student Accounts	Lee Hall 206	<a href="http://umw.edu/studentaccounts">umw.edu/studentaccounts</a>	x1250
Books	Bookstore	Lee Third Floor	<a href="http://umw.edu/bookstore">umw.edu/bookstore</a>	x1017
Calendar			<a href="http://umw.edu/calendar">umw.edu/calendar</a>	
Campus Recreation	Campus Recreation	Fitness Center	<a href="http://umw.edu/recreation">umw.edu/recreation</a>	x1732
Career Services	Career Services	Lee Hall 308	<a href="http://umw.edu/careerservices">umw.edu/careerservices</a>	x1022
Community Service	Student Activities and Community Service	Seacobeck Lower	<a href="http://umw.edu/osacs">umw.edu/osacs</a>	x1061
Copy services	Copy Center	Seacobeck Lower	<a href="http://umw.edu/copies">umw.edu/copies</a>	x1935
Counseling and Psychological Services	Counseling and Psychological Services	Lee Hall 106	<a href="http://umw.edu/cas/psychservices">umw.edu/cas/psychservices</a>	x1053
Crime/crime prevention	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x1025
Dean of Student Life	Dean of Student Life	Marye House	<a href="http://umw.edu/studentlife">umw.edu/studentlife</a>	x1200
Declaring a major	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Dining	UMW Dining Services	Seacobeck Hall	<a href="http://umwdining.com">umwdining.com</a>	x1928
Disabilities	Disability Resources	Lee Hall 401	<a href="http://umw.edu/disability">umw.edu/disability</a>	x1266
Drop/add & other course changes	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
EagleOne Card (Fredericksburg)	EagleOne Center	Lee Hall 110	<a href="http://umw.edu/eagleone">umw.edu/eagleone</a>	x1005
EagleOne Card (Stafford)	Stafford Campus	Front desk	<a href="http://umw.edu/eagleone">umw.edu/eagleone</a>	540/286-8000
<b>Emergencies (Fredericksburg)</b>	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	<b>x4444</b>
<b>Emergencies (Stafford or Centre Court)</b>				<b>911</b>

<b>QUESTIONS ABOUT</b>	<b>OFFICE</b>	<b>LOCATION</b>	<b>WEBSITE</b>	<b>PHONE NUMBER</b>
Emergency closing	University Relations and Communications	Eagle Village 300	<a href="http://umw.edu/news">umw.edu/news</a>	x2424
Emergency management	Public Safety	Brent House	<a href="http://umw.edu/publicsafety">umw.edu/publicsafety</a>	x2096
Facilities	Maintenance	Physical Plant	<a href="http://umw.edu/facilities">umw.edu/facilities</a>	x1047
	<i>Maintenance work order system online at <a href="http://eaglenet.umw.edu">eaglenet.umw.edu</a></i>			
Facility scheduling				
Faculty/staff	Conferences & Events	Brent House	<a href="http://umw.edu/visitors/events">umw.edu/visitors/events</a>	x1097
Student events	Student Activities and Community Service	Seacobeck Lower	<a href="http://umw.edu/osacs">umw.edu/osacs</a>	x1061
Fax services	Copy Center	Seacobeck Lower	<a href="http://umw.edu/copies">umw.edu/copies</a>	x1935
Fees	Student Accounts	Lee Hall 206	<a href="http://umw.edu/studentaccounts">umw.edu/studentaccounts</a>	x1250
Financial aid	Financial Aid	Lee Hall 206	<a href="http://umw.edu/financialaid">umw.edu/financialaid</a>	x2468
Fire safety	Public Safety	Brent House	<a href="http://umw.edu/publicsafety">umw.edu/publicsafety</a>	x2108
Fitness Center	Campus Recreation	Fitness Center	<a href="http://umw.edu/recreation">umw.edu/recreation</a>	x1732
Grade reports	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Health Center	Health Center	Lee Hall 112	<a href="http://umw.edu/healthcenter">umw.edu/healthcenter</a>	x1040 TTY 1103
Health insurance	Health Center	Lee Hall 112	<a href="http://umw.edu/healthcenter">umw.edu/healthcenter</a>	x1040 TTY 1103
Honor Council	Honor Council	Mercer Hall 205	<a href="http://umw.edu/honor">umw.edu/honor</a>	x1144
Housing	Residence Life	Marye House	<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
Illness	Health Center	Lee Hall 112	<a href="http://umw.edu/healthcenter">umw.edu/healthcenter</a>	x1040 TTY 1103
Info Hotline (weather closings)	University Relations and Communications	Eagle Village 300	<a href="http://umw.edu/universityrelations">umw.edu/universityrelations</a>	x2424
Information	University Switchboard			x1000
Information Desk	OSACS	Woodard Campus Center		x1211
Information Technologies	IT Help Desk	GW 27	<a href="http://umw.edu/doiit">umw.edu/doiit</a>	x2255
Insurance	Health Center	Lee Hall 112	<a href="http://umw.edu/healthcenter">umw.edu/healthcenter</a>	x1040 TTY 1103
Institutional research	Institutional Analysis and Effectiveness	GW 305	<a href="http://umw.edu/iae">umw.edu/iae</a>	x1241
Intramurals	Campus Recreation	Fitness Center	<a href="http://umw.edu/recreation">umw.edu/recreation</a>	x1126
International students and scholars	Center for International Education	Lee Hall 435	<a href="http://umw.edu/international">umw.edu/international</a>	x1870
Internships	Career Services	Lee Hall 308	<a href="http://umw.edu/careerservices">umw.edu/careerservices</a>	x1022
James Farmer Multicultural Center	James Farmer Multicultural Center	Lee Hall 211	<a href="http://umw.edu/multicultural">umw.edu/multicultural</a>	x1044
James Farmer Scholars	James Farmer Scholars Program	Lee Hall 201	<a href="http://umw.edu/cas/jfscholars">umw.edu/cas/jfscholars</a>	x2119
Judicial Affairs	Judicial Affairs and Community Responsibility	Marye House	<a href="http://umw.edu/judicialaffairs">umw.edu/judicialaffairs</a>	x1660
Judicial Review Board	Judicial Review Board	Mercer Hall 204	<a href="http://umw.edu/judicialaffairs">umw.edu/judicialaffairs</a>	x1142
Leave of absence	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Library	Simpson Library	Simpson Library	<a href="http://umw.edu/library">umw.edu/library</a>	x1125
Lost and found	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x1025
Mail	University Post Office	Woodard Campus Center	<a href="http://umw.edu/mail">umw.edu/mail</a>	x1049
Maintenance	Maintenance	Physical Plant	<a href="http://umw.edu/facilities">umw.edu/facilities</a>	x1047
	<i>Work order system online at <a href="http://eaglenet.umw.edu">eaglenet.umw.edu</a></i>			
(Emergency after hours)	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x1025
(Residence hall)	Residence Life Staff		<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
Majors	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Meal plans	Student Accounts	Lee Hall 206	<a href="http://umw.edu/studentaccounts">umw.edu/studentaccounts</a>	x1250

QUESTIONS ABOUT	OFFICE	LOCATION	WEBSITE	PHONE NUMBER
Media relations/news	News and Public Information	Eagle Village 300	<a href="http://umw.edu/news">umw.edu/news</a>	x1055
Parking	Parking Mgmt. Office	Lee Hall	<a href="http://umw.edu/parking">umw.edu/parking</a>	x1129
Police (Emergency)	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x4444
(Non-Emergency)	University Police	Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x1025
Recreation	Campus Recreation	Fitness Center	<a href="http://umw.edu/recreation">umw.edu/recreation</a>	x1732
Recycling	Recycling at UMW	Physical Plant	<a href="http://umw.edu/recycle">umw.edu/recycle</a>	x2088
Registration	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Research assistance	reference librarian	Simpson Library	<a href="http://umw.edu/library">umw.edu/library</a>	x1148
Residence Life	Residence Life	Marye House	<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
Résumé help	Career Services	Lee Hall 309	<a href="http://umw.edu/careerservices">umw.edu/careerservices</a>	x1022
Room assignments (residence halls)	Residence Life	Marye House	<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
Room reservation				
Faculty/staff	Conferences and Events	Brent House	<a href="http://umw.edu/visitors/events">umw.edu/visitors/events</a>	x1097
Student events	Student Activities and Community Service	Seacobeck Lower	<a href="http://umw.edu/osacs">umw.edu/osacs</a>	x1061
Safety Escort Service	University Police	Brent House		x1025
Sexual Assault Services				
Counseling and Psychological Services		Lee Hall 106	<a href="http://umw.edu/cas/psychservices">umw.edu/cas/psychservices</a>	x1053
Dean of Student Life		Marye House		x1200
Health Center		Lee Hall 112	<a href="http://umw.edu/healthcenter">umw.edu/healthcenter</a>	x1040 TTY 1103
Judicial Affairs		Marye House		x1660
Residence Life Staff		Main office in Marye	<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
University Police		Brent House	<a href="http://umw.edu/police">umw.edu/police</a>	x4444
Rappahannock Council Against Sexual Assault		(off-campus, non-profit)	<a href="http://rcasa.org">rcasa.org</a>	540/371-1666
Speaking Center	Speaking Center	Combs Hall 107	<a href="http://umw.edu/speaking">umw.edu/speaking</a>	x1347
Sports Information Hotline	Athletics	Goolrick 106	<a href="http://umw.edu/athletics">umw.edu/athletics</a>	x1UMW (1869)
Stafford campus	Front Desk			540/286-8000
Student Accounts		Lee Hall 206	<a href="http://umw.edu/studentaccounts">umw.edu/studentaccounts</a>	x1250
Student Activities and Community Service (OSACS)		Seacobeck Hall	<a href="http://umw.edu/osacs">umw.edu/osacs</a>	x1061
Student conduct	Judicial Affairs and Community Responsibility	Marye House	<a href="http://umw.edu/judicialaffairs">umw.edu/judicialaffairs</a>	x1660
Student employment	Dining Services	Seacobeck Hall	<a href="http://umwdining.com">umwdining.com</a>	x1029
	Financial Aid	Lee Hall 206	<a href="http://umw.edu/financialaid">umw.edu/financialaid</a>	x2468
Student Government Association	Student Government Association	Seacobeck Hall	<a href="http://studentgov.umwblogs.org">studentgov.umwblogs.org</a>	x1150
Student Life	Dean of Student Life	Marye House	<a href="http://umw.edu/studentlife">umw.edu/studentlife</a>	x1200 TTY 1090
Student Transition Program	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Study skills workshops	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Study abroad	Center for International Education	Lee Hall 436	<a href="http://umw.edu/international">umw.edu/international</a>	x1434
Substance abuse services	Counseling and Psychological Services	Lee Hall 106	<a href="http://umw.edu/cas/psychservices">umw.edu/cas/psychservices</a>	x1053
Summer courses	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Summer housing	Residence Life	Marye House	<a href="http://umw.edu/residencelife">umw.edu/residencelife</a>	x1058 TTY 1090
Testing (CLEP, PRAXIS, etc.)	Stafford Campus	Front desk	<a href="http://umw.edu/nationaltesting">umw.edu/nationaltesting</a>	540/286-8015
Transcripts	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Transfer credits	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Tutoring	Academic Services	Lee Hall 206	<a href="http://umw.edu/acservices">umw.edu/acservices</a>	x1010
Volunteering	Community Outreach and Resources (COAR)	Seacobeck Lower	<a href="http://umw.edu/coar">umw.edu/coar</a>	x1802
Withdrawal from UMW	Registrar	Lee Hall 206	<a href="http://umw.edu/registrar">umw.edu/registrar</a>	x1063
Writing Center	Writing Center	Trinkle Hall 107A	<a href="http://umw.edu/fredericksburg/writing">umw.edu/fredericksburg/writing</a>	x1036

Eaglets!

You are now a part of a very special community! Community, because that is first and foremost what the University of Mary Washington is. As you pack up your belongings and say good-bye to your high school friends, I want you to get ready to start the adventure of a lifetime. When you arrive for Orientation you will be surrounded by new faces and have the opportunity to be a part of all sorts of activities. Please, make friends with those strangers and go tubing in the river, take a walk downtown with your floor mates, and have a movie night with the new roomie, because if there is anything I have learned here in the past three years it is that one of the most important things you will take away from Mary Washington is your group of friends.

I look forward to meeting each and every one of you during Orientation! Come out, get involved and don't be shy!

All the best,

Ashley Nixon  
President, Student Government Association



Welcome UMW Class of 2015!

As you prepare to leave your family and friends at home, I hope you are also preparing to experience the greatest four years of your life. At UMW you can experience early mornings on campus walk helping your friends campaign for student office, late night visits to the fountain, and lunches at Seacobeck with the President. These things and so much more are what make UMW such a great place.

Once you arrive at UMW you will begin to appreciate the amazing community you now belong to – a community of trust. You will have your first unproctored exam and extend trust to your peers. Because at Mary Washington you learn that the Honor System goes outside the classroom, and is a code that students live by in their day-to-day lives.

All of this contributes to making Mary Washington your future home. My advice to you is to get involved. Don't stop experiencing after you walk out of the classroom, because what you will always remember is the time you spent canvassing for College Republicans or Young Democrats, the all nighter (or two.....or three) you pulled with your best friend during finals week (even though no studying will probably get done), and that stupid YouTube video you watched 800 times instead of writing your paper.

I look forward to meeting each of you during Orientation!

All the best,  
Aaron McPherson  
President, Honor Council



# BECOME *Involved!*

UMW strives to provide students with opportunities for development, leadership, and personal success in an environment that fosters growth.

There are more than 115 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.

Visit the Office of Student Activities and Community Service website at <http://www.umw.edu/osacs/> for additional information on ways to be involved at UMW.

*Involvement = Success!*



## ATHLETICS

The Intercollegiate Athletics program at UMW encompasses 23 sports, whose seasons typically end in conference, regional and/or national championship tournaments. Excellent facilities include baseball and softball stadiums, Olympic-size track, grass fields plus two turf fields (new for fall 2011), indoor(6) and outdoor (12 ighted) tennis courts, Goolrick Gymnasium and Pool (75,000 sq ft), and a new performance gym – the Anderson Center (65,000 sq ft) –new for fall 2011. Students have opportunities to become involved as athletes, athletic trainers, 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 at [www.umweagles.com](http://www.umweagles.com) for coaches' contact information.



# INTER-HONORARY *Association*

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

ASSOCIATION	MISSION	ADVISOR
Alpha Phi Sigma	encourages learning and community service, recognizing high scholastic achievement	Rosemary Barra
Alpha Psi Omega	National theatre honorary society	Gregg Stull
Alpha Sigma Lambda	association for bachelor of liberal studies students demonstrating academic excellence	Michael L. Howard
Athletic Honor Roll	recognition of athletes and varsity teams for academic excellence.	Clint Often
Chi Beta Phi	national scientific honorary	Deborah Zies
Eta Sigma Phi	honorary collegiate society for students of Latin and/or Greek	Liane R. Houghtalin
Gamma Theta Upsilon	international geography honorary	Dawn S. Bowen
Kappa Delta Pi	international honor society dedicated to scholarship and excellence in the field of education	Courtney Clayton
Lambda Iota Tau	recognizes and promotes interest in literary achievement	Teresa A. Kennedy
Mortar Board	encourages scholarship and leadership to provide service, to emphasize advancement of the status of students, and to support the ideals of the university	Abbie Tomba
Mu Phi Epsilon	national honorary music fraternity	David J. Long
National Society of Collegiate Scholars	recognizes academic excellence and promotes scholarship, leadership, and service	Raymond S. Tuttle
Omicron Delta Epsilon	national economics honorary society	Robert S. Rycroft
Phi Alpha Theta	national history honorary society	Susan Fernsebner
Phi Beta Kappa	recognizes superior academic achievement in the liberal arts	Robert S. Rycroft and Gary Richards
Phi Sigma Iota	national honorary modern foreign language fraternity	Marisa Isabel Martinez-Mira
Pi Gamma Mu	national social science honorary	Bradley A. Hansen
Pi Mu Epsilon	mathematics honorary	Suzanne Sumner
Pi Sigma Alpha	recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government	Rosalyn L. Cooperman
Psi Chi	international honor society in psychology	Mindy J. Erchull
Sigma Beta Delta	national honor society for business, management, and administration	Galen F. deGraff
Sigma Pi Sigma	honorary section for physics students	George King
Upsilon Pi Epsilon	international honor society for the computing sciences	Marsha F. Zaidman
Who's Who Among Students in American Universities and Colleges	recognizes excellence in scholarship, leadership, and service	Cedric B. Rucker

## FACILITY *Scheduling*

Student organizations wanting to reserve space for on-campus activities may view the policies for room reservation and register at [umw.edu/osacs/room\\_reservation](http://umw.edu/osacs/room_reservation).

## UNIVERSITY *Services*

### Academic Services – Lee Hall, Room 206; 540/654-1010

Offers a variety of academic support services, including academic advising, assistance for students of color, and information about declaring a major, requesting exceptions to academic regulations and deadlines, study skills workshops, tutoring, degree requirements, academic regulations, and grades. The Dictionary of Academic Regulations, a compendium of academic policies and procedures, is available to all students at [umw.edu/acservices](http://umw.edu/acservices).

### Admissions – Lee Hall, Room 301; 540/654-2000

Responsible for UMW recruitment efforts, coordinating new student applications, readmitting students who have been away from UMW for three semesters or longer, and coordinating official UMW tours. [umw.edu/admissions](http://umw.edu/admissions)

### Apogee – 877/478-8808

Provides internet services to students in the residence halls and cable television for the entire campus in a partnership with UMW. Assistance is available 24/7 at [apogeenet.net](http://apogeenet.net) and 877/478-8808.

### Bookstore - Lee Hall, 3rd Floor

Provides course material rentals, sales and buyback; academically priced software; on-line computer sales; and author events and promotions.

### Campus Recreation – Fitness Center; 540/654-1732

Provides opportunities for recreation, wellness, and leadership through intramural sports, sport clubs, group fitness classes, informal recreation, and the Wellness Resource Center. The 19,000 sq.ft. Fitness Center features free weight, cardiovascular, and circuit equipment. Broad-based intramural programming ensures there is something for everyone. Non-traditional events include a Wii bowling league, inner tube water polo, and a go-kart race. The Eagle sport club program offers intercollegiate competition against local, regional, and national competition. UWM currently has 23 sport club programs:

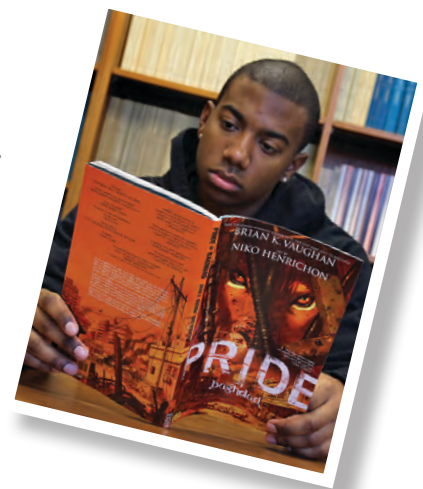
- Mens (Baseball, Basketball, Lacrosse, Rugby, Soccer, Ultimate)
- Women's (Basketball, Color Guard, Field Hockey, Lacrosse, Rugby, Soccer, Synchronized Swimming, Ultimate, Volleyball)
- Coed (Boxing, Canoe & Kayak, Cheerleading, Cycling, Fencing, Polo, Tennis, Swimming) [umw.edu/recreation](http://umw.edu/recreation)

### Career Services – Lee Hall, Room 308; 540/654-1022

Coordinates activities designed to assist students as they choose majors, make career plans, and seek internships and employment. [umw.edu/careerservices](http://umw.edu/careerservices)

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

The Center for International Education (CIE) seeks to build a community of students, faculty, and staff who can engage effectively, knowledgeably, and responsibly in a rapidly changing global community. With the goal of creating, sustaining and assessing intercultural engagement through informative and transformative programs and experiences, the Center provides information on a wide variety of study abroad opportunities and a range of support to international students and scholars. Students desiring an educational experience abroad may select from UMW faculty-led programs as well as from the many programs offered by other universities and study abroad providers. Students may earn academic credits toward graduation requirements by studying abroad for an academic year, a semester, over the summer, or during the spring and winter breaks. [umw.edu/international](http://umw.edu/international)



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

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

<http://coar.umwblogs.org>

### **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 are dedicated to helping you feel connected, supported, informed and a welcomed 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:

- Tan Lounge - The place for commuter students to relax, talk with one another, get some work done or just hang out in between classes. It's located in the Woodard Campus Center.
- Lockers - Available in the Woodard Campus Center. Check at the Information Desk!
- Overnight lodging - During severe weather, contact the Office of Residence Life to arrange for temporary housing. (540-654-1058)
- Meal plans - You have a busy life! Why not let UMW Dining Services do the shopping, cooking and clean-up? Whether you take the commuter plan (5 meals a week) or a larger plan, you'll enjoy the convenience. You can add a meal plan through EagleNet during the first two weeks of each semester. After that, please contact the Office of Student Accounts to add a plan. Please note that fall meal plans will roll to spring unless you contact Student Accounts at the end of the fall semester!

### **Copy Center – Seacobeck Hall, lower level; 540/654-1935**

Provides copying, faxing, laminating, binding, shredding, digital processing services, personalized stationery, and a wide variety of paper choices. It also provides 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. [umw.edu/copies](http://umw.edu/copies)

### **Counseling and Psychological Services (CAPS) – 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 through individual evaluation, short-term individual and group therapy, consultation, crisis intervention, and, when appropriate, referral to other local mental health resources. CAPS also provides literature on a variety of mental health and wellness topics. [umw.edu/cas/psychservices](http://umw.edu/cas/psychservices)

### **Dining Services**

The Sodexo Company provides on-campus dining in Seacobeck Hall, the Eagle's Nest in the Woodard Campus Center, and in the Underground in Lee Hall. For more information on hours and meal plan options, visit [umwdining.com](http://umwdining.com) or call 540/654-2233. Dining Services also provides catering services on and off campus. More information is available at [umwcatering.com](http://umwcatering.com) or by calling 540/654-1930.

### **Dining Hall Rules:**

- EagleOne Cards must be presented for admission into Seacobeck Hall dining areas.
- Improper use of an EagleOne Card is a violation of the Honor Code; examples are loaning out one's card or using someone else's card.
- Food served in Seacobeck Hall is to be consumed in dining areas. Take-out containers are available at the cashier's stand but are not available to those on the "super" meal plan. No utensils, serving dishes, or other equipment may be removed from Seacobeck Hall without permission.

- Second servings are permitted except on premium meals.
- Shoes and shirts must be worn at all times.
- Seacobeck will be open ONLY during eating hours and will close one-half hour after the last serving line closes.
- No guest will be permitted to eat unless proper payment has been made or a valid EagleOne Card has been presented. Abuse of guest privileges will result in immediate disciplinary action.
- Malicious mischief and/or destructive conduct may result in loss of dining hall privileges and referral to Judicial Affairs.

### Dining Hall – Presidential Advisory Committee

Promotes maintenance of high quality food service and dining facilities at UMW. Student appointments are made by the Student Government Association. All students are encouraged to participate. Check [umwdining.com](http://umwdining.com) for meeting times and locations.

### 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 [umw.edu/disability](http://umw.edu/disability) to learn more about documentation requirements, services available, and frequently asked questions.



### EagleOne Center – Lee Hall 110; 540/654-1005

Students are required to acquire and carry an EagleOne Card – the most important card a student will have at UMW. The card is used for identification and access to UMW facilities and events. It can also be used as a debit card at various off-campus locations. Money can be added to your EagleOne account online at [eagleone.umw.edu](http://eagleone.umw.edu), the Cashier’s Office, or the EagleOne Center. The card is UMW property and is nontransferable. No individual account shall be accessed by anyone other than the cardholder. The fee for replacing an EagleOne card is \$20. A student who withdraws from the university must surrender his or her card to the EagleOne Center. Please visit our website for more information about deposits, locations the card is accepted, frequently asked questions, terms and conditions, and much more at [umw.edu/eagleone](http://umw.edu/eagleone)

### Financial Aid – Lee Hall 206; 540/654-2468

Each year, UMW administers more than \$26 million in financial assistance, including educational loans totaling \$19 million, for students at both the Fredericksburg and Stafford campuses. Through a comprehensive program of grants, scholarships, loans, and student employment from federal, state, institutional, and private resources, the Office of Financial Aid strives to assist applicants with various aid sources to pay for college expenses. 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.

[umw.edu/financialaid](http://umw.edu/financialaid)

### 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: Incoming students are required to have a Health History/Immunization/Tuberculosis Screening form on file, available at [umw.edu/healthcenter](http://umw.edu/healthcenter). 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 at [umw.edu/healthcenter](http://umw.edu/healthcenter). 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.



### Information Technologies – George Washington Hall, Ground Floor; 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 basement of GW Hall <http://www.umw.edu/vtour/tour/default.php?bldg=20> on the Fredericksburg campus. The Help Desk may be reached at 540/654-2255, or via email at [helpdesk@umw.edu](mailto:helpdesk@umw.edu) <mailto:helpdesk@umw.edu>. [umw.edu/doit](http://www.umw.edu/doit).

### Institutional Analysis and Effectiveness – George Washington Hall, Room 305; 540/654-1241

IAE is the central contact for data about UMW. The office collects, analyzes, and disseminates data and information in support of the institutional effectiveness, decision-making, and planning processes at UMW. [umw.edu/iae](http://www.umw.edu/iae)

### 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. Drop by to visit and learn more information. The center's most important goal is to enhance students' educational experiences at UMW by increasing awareness and knowledge of diversity issues that impact the individual and the community; these include cultural, 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.

### Judicial Affairs and Community Responsibility – Marye House; 540/654-1660

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

### 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. 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.**

Student mailing address:

Full student name  
University of Mary Washington  
UMW Box No. \_\_\_\_  
1701 College Ave.  
Fredericksburg, VA. 22401-4661

Eagle Landing residents should change the box number line to show:  
Eagle Landing Box No. \_\_\_\_.

Summer mail forwarding: To have mail forwarded over summer break, students must visit the post office to complete a campus change of address form. [www.umw.edu/mail](http://www.umw.edu/mail)

### Parking Management – Lee Hall, 540/654-1129

Parking regulations and registration information for vehicles and bicycles is available at Lee Hall and at [umw.edu/parking](http://umw.edu/parking).



### Public Safety and Community Services – Brent House; 540/654-1025

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

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

Directory Information may be released by UMW under the authority of FERPA, unless a student requests by May 1 of the preceding academic year via an official form through the Office of the Registrar that such information should not be made available. No student directory information is provided to any individual, company, or entity for commercial purposes unless specifically authorized by the student or approved in writing by the Office of the Registrar. Students may also voluntarily withdraw from UMW through the Office of the Registrar. [umw.edu/registrar](http://umw.edu/registrar)

### Residence Life – Marye House; 540/654-1058

The goal of the Residence Life staff is to provide a supportive environment in which students can develop the skills and abilities needed for leadership, citizenship, and personal responsibility. This is done through intentional programming, meaningful interactions, and experiential opportunities. The two-year on-campus residency requirement facilitates an enhanced academic experience and the development of lifelong friendships through on-campus living. A successful residential experience depends upon each resident's acceptance of personal and collective responsibility and learning how each person's actions impact themselves and fellow students. Students should regularly check the Residence Life website to keep in touch with deadlines and important information.

[umw.edu/residencelife](http://umw.edu/residencelife)



### Simpson Library – 540/654-1125

With its individual desks, study carrels, and lounge areas, Simpson Library is not only an excellent place to read and study, but it also provides the perfect setting to work with class groups and get help with assignments. Do you need information for a short essay – or even a lengthy term paper? How about ideas for an in-class presentation or speech? Reference librarians can assist students with research projects and provide expert advice on using the Library's online catalog, periodical databases, and its numerous other resources.

These librarians are subject specialists, and professors often ask them to conduct instruction sessions for individual courses. These classes give you the opportunity to know the librarian in your field; you can even make appointments for one-on-one assistance!

Simpson Library has almost 400,000 volumes and more than 63,000 electronic books. Many of its hundreds of electronic databases provide access to full-text articles in thousands of publications (and furnish millions of articles).

Want to take a break from studying? Simpson Library has a popular reading section, as well as an extensive collection of movies. But most important, it has a friendly and knowledgeable staff ready to answer questions (and probably calm a few nerves at the same time). To manage your Library account and for details on services, hours, borrowing privileges, and other useful information, see the Library's website at [umw.edu/library](http://umw.edu/library).

### Student Activities and Community Service – Seacobeck Hall, 540/654-1061

OSACS 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. OSACS collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills. [umw.edu/osacs](http://umw.edu/osacs)

## Student Grievance Procedure

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

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

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

## Student Services Center – Lee Hall

The Student Services Center in Lee Hall provides a convenient, one-stop location for the offices of:

- Academic Services
- Registrar
- Financial Aid
- Student Accounts
- Cashier

The center also allows students easy access to key administrators.

Lee Hall also houses:

- Career Services
- Center for International Education
- Counseling and Psychological Services (CAPS)
- Disability Resources
- EagleOne Center
- James Farmer Multicultural Center
- James Farmer Scholars Program
- Parking Management
- Student Health Center
- University Bookstore



## University Police – Brent House, 540/654-1025; Emergency 540/654-4444

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

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

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

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

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

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

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

## Writing Center – Trinkle Hall, Room 107A; 540/654-1036

Provides 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.

[umw.edu/fredericksburg/writing](http://umw.edu/fredericksburg/writing)

# COMMUNITY *Standards*

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

UMW's Code of Conduct is described in detail at [umw.edu/judicialaffairs/system/code\\_conduct111.php](http://umw.edu/judicialaffairs/system/code_conduct111.php). Listed below are highlights from the code, and other community standards important to life and learning at UMW.

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

## Overview

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

## What is a Bias Offense?

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

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

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

UMW's Bias and Incident Reporting Policy is also located at [umw.edu/bias](http://umw.edu/bias).

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

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

## Sexual Misconduct

UMW does not tolerate sexual misconduct in any form. Sexual misconduct includes (but is not limited to) rape, stalking, and other forms of intimidation or sexual violence, when they occur either by force, threat, coercion, intimidation, or when the survivor is physically or mentally unaware, or is unable to provide consent -- including when she or he is incapacitated by alcohol and/or other drugs. Consent is defined not by the absence of a “no,” but by the presence of a “yes.” Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, and sexual exploitation. Sexual harassment is a form of sexual discrimination and as such is illegal behavior, and also is a violation of the Sexual Misconduct Policy. Sexual harassment is distinguished from consenting sexual behavior by the introduction of the element of coercion. There are three general types of sexual harassment. “Hostile environment” harassment includes 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. “Quid pro quo” sexual harassment exists when 1) there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and 2) submission to or rejection of such conduct results in adverse educational or employment action. The third type, retaliatory harassment, is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of sexual misconduct. Complete information about this Sexual Misconduct Policy can be found at [umw.edu/judicialaffairs/sexual\\_misconduct/default.php](http://umw.edu/judicialaffairs/sexual_misconduct/default.php). Sexual misconduct is a serious violation of the Mary Washington Statement of Community Values and constitutes a violation of University regulations.

The University has a duty to inform in a timely fashion about crimes that have occurred within the community, and the obligation to collect and report campus crime statistics on an annual basis. At the same time, the University respects the privacy of individuals involved in a report of sexual misconduct, and will protect it to the extent allowed by law and University policy. More information about privacy and confidentiality, can be found at [umw.edu/judicialaffairs/sexual\\_misconduct/default.php](http://umw.edu/judicialaffairs/sexual_misconduct/default.php).

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

The University recognizes the importance of professionally trained staff and encourages participation in training in sexual misconduct issues on an annual basis. Judicial Affairs, Residence Life, Counseling and Psychological Services, Health Center, and University Police staffs, in particular, are prepared to respond appropriately in the event of an incident of sexual misconduct. They are trained regarding the prevalence of sexual misconduct, how and where it happens, its impact on the victim, the role of alcohol and drugs, and appropriate actions to be taken when an incident of sexual misconduct occurs. Training and education, as well as responses to incidents of sexual misconduct, are coordinated by UMW’s Title IX Coordinator.

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

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

**Residence Life:** Resident Assistants (RA) and Building Supervisors (BS) live in residence halls and have a close connection to their hall community. Student residents often first report an act of sexual misconduct to an RA or BS. Student staff members are required to notify a professional Residence Life staff member so the reporting student can receive the best assistance in obtaining necessary services. Residence Life is located in Marye House and can be reached at 540/654-1058 or [rlif@umw.edu](mailto:rlif@umw.edu).

**Health Center:** For immediate medical attention, a student may be taken to the UMW Health Center during operating hours or to the Mary Washington Hospital Emergency Room. If the student wishes to have physical evidence collected for possible prosecution, the exam must be performed at the emergency room by trained S.A.N.E. (Sexual Assault Nurse Examiner) nurses. The Health Center is located in Lee Hall, room 112, and can be reached at 540/654-1040 or [healthcenter@umw.edu](mailto:healthcenter@umw.edu).

**Counseling and Psychological Services (CAPS):** CAPS can provide support as the student deals with the emotional and psychological impacts of the incident, assist in decision-making regarding the reporting of the incident, help in the handling of academic commitments, etc. CAPS can provide follow-up services or help the student connect with additional resources, and can also provide emotional support and assistance to friends of the survivor. CAPS is located in Lee Hall, room 106, and can be reached at 540/654-1053.

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

UMW community members may also report alleged violations to the AA/EEO Officer in Human Resources (Fairfax House; 540/654-1214) if the alleged assailant is a faculty or staff member or a University contractor.

- ***UMW students must not engage in behaviors which could endanger their health or safety, or the health or safety of other members of the UMW community.***

- ***UMW prohibits the hazing of any individual, even if the individual gave voluntary consent.***

UMW prohibits hazing, defined as any physical or mental interference, request, or obligation that could cause inconvenience, discomfort, pain, fright, embarrassment, disgrace, or injury; that is personally degrading; or that violates federal, state, or local statutes or UMW policy. Whether or not the student so endangered or injured or put in the position to be so endangered or injured voluntarily participates in the activity is not a factor in determining if the activity was hazing. The full Hazing Policy is located at [umw.edu/judicialaffairs/hazing\\_policy](http://umw.edu/judicialaffairs/hazing_policy).

- ***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.***

### **Misuse of University Computers, Networks, or Telephones:**

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

1. Network and Computer Use Policy: [umw.edu/doit/policies/network\\_computer\\_use\\_policy.php](http://umw.edu/doit/policies/network_computer_use_policy.php)
2. Users must not illegally download or distribute, including via peer-to-peer file sharing, copyrighted material.

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

**Protecting Your Credentials:** UMW will NEVER ask you to confirm your credentials or your personal information via email. You should never reply to such a message. Here are some tips to protect your account:

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

**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.

**Residence Halls:** UMW partners with Apogee Inc. to provide quality network assistance to on-campus residents. Assistance is available at [apogeenet.net](http://apogeenet.net) or by calling 877/478-8808. Apogee Inc.'s End-User Agreement is available 24/7 at [apogeenet.net/pdf/apogee\\_eua.pdf](http://apogeenet.net/pdf/apogee_eua.pdf). Note that the use of non-Apogee routers and the downloading of illegal content may result in termination of one's internet service.

- ***Fire safety equipment must not be tampered with or needlessly used, and fire safety regulations must be obeyed.***

For the safety of the UMW community, tampering with or needlessly discharging fire extinguishers is strictly prohibited, as is tampering with alarms, smoke detectors, and other fire safety equipment. Arson/setting fire in any University building or on campus is a serious violation of community standards. Also, open flames from oil lamps, candles, incense, hookahs, etc. are prohibited. Students must vacate a University building during a fire alarm. Possible sanctions for tampering with fire safety equipment include permanent expulsion from the residence halls.

- ***Unauthorized entry or remaining on or in UMW property without permission is prohibited.***

For more information, visit [umw.edu/judicialaffairs/unauthorized\\_entry](http://umw.edu/judicialaffairs/unauthorized_entry).

- ***Students must abide by the UMW Motor Vehicle Policy and Regulations.***

### **Parking Policy**

Pedestrian and vehicular traffic must not be obstructed. UMW assumes no liability for the protection of any vehicle or its contents. Regulations are enforced 24 hours per day, year round. Note: An after-dark safety escort is available to students. Students may request this service by calling University Police at 540/654-1025 or by using an emergency or blue light campus phone.

All regulations apply equally to faculty, staff, students, and visitors, including contractors, and vendors unless otherwise specified. The registered owner of the vehicle will be held responsible for any violation of the "Motor Vehicle Policy and Regulations." Vehicle registration forms, decals, and violation notices are official UMW documents. The University reserves the right to change any or all of these policies and regulations as necessary. Up-to-date information on parking regulations and restrictions, as well as vehicle (defined as anything motor-powered) registration is listed at [umw.edu/police/vehicle](http://umw.edu/police/vehicle).

- ***Underage students are not allowed to possess or consume alcohol, nor is any student, regardless of age, allowed to be intoxicated.***

UMW endeavors to ensure alcohol consumed on campus is handled maturely, responsibly, and in conformity with the law. Per the laws of the Commonwealth of Virginia, persons younger than 21 years old are not to purchase, consume, or possess alcoholic beverages; a person older than 21 years old may not obtain alcoholic beverages for a person younger than 21 years old. Of-age students may possess and consume alcoholic beverages in upper-class residence halls, except as otherwise noted. No alcohol may be consumed in hall spaces outside of the room. "Possession" includes circumstances in which alcohol is on one's person or in one's residence hall room. No person of a legal age to possess or drink alcohol may bring alcohol into any first-year residence hall or into a room in which the residents are younger than 21 years old. (Staff members who reside in a first-year hall and are of the legal age to possess and consume alcohol are allowed to bring alcoholic beverages into their rooms.)

UMW prohibits intoxication by students of any age. Intoxication may be determined by instrumentation, or by behavioral or physical manifestations. Any student under the age of 21 with a blood alcohol level of 0.02 percent or higher will be considered to be intoxicated. No alcoholic beverages may be consumed in public at UMW, nor may open containers of alcoholic beverages be transported in public spaces. No alcoholic beverages are permitted at athletic competitions.

UMW also does not permit items - such as beer bong, kegs, beer balls, etc. - or activities - such as alcohol drinking games - that can create a high-risk drinking environment.

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 Kalnen Inn. Only beer can be sold on campus by UMW Dining Services or other agents of UMW. Beer and wine are the only alcoholic beverages that may be served at functions where no admission is charged. Beer must be served only in bottles or cans at functions where students are present.

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.

ALCOHOL IMPAIRMENT CHART									
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE								
	Drinks	Body Weight in Pounds							
	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
1	.04	.03	.03	.02	.02	.02	.02	.02	Impairment Begins
2	.08	.06	.05	.05	.04	.04	.03	.03	Driving Skills Affected
3	.11	.09	.08	.07	.06	.06	.05	.05	Possible Criminal Penalties
4	.15	.12	.11	.09	.08	.08	.07	.06	
5	.19	.16	.13	.12	.11	.09	.09	.08	
6	.23	.19	.16	.14	.13	.11	.10	.09	Legally Intoxicated - Criminal Penalties
7	.26	.22	.19	.16	.15	.13	.12	.11	
8	.30	.25	.21	.19	.17	.15	.14	.13	
9	.34	.28	.24	.21	.19	.17	.15	.14	
10	.38	.31	.27	.23	.21	.19	.17	.16	

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

ALCOHOL IMPAIRMENT CHART										
NEVER DRINK AND DRIVE	APPROXIMATE BLOOD ALCOHOL PERCENTAGE									
	Drinks	Body Weight in Pounds								
	90	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	.00	ONLY SAFE DRIVING LIMIT
1	.05	.05	.04	.03	.03	.03	.02	.02	.02	Impairment Begins
2	.10	.09	.08	.07	.06	.05	.05	.04	.04	Driving Skills Affected
3	.15	.14	.11	.10	.09	.08	.07	.06	.06	Possible Criminal Penalties
4	.20	.18	.15	.13	.11	.10	.09	.08	.08	
5	.25	.23	.19	.16	.14	.13	.11	.10	.09	
6	.30	.27	.23	.19	.17	.15	.14	.12	.11	Legally Intoxicated - Criminal Penalties
7	.35	.32	.27	.23	.20	.18	.16	.14	.13	
8	.40	.36	.30	.26	.23	.20	.18	.17	.15	
9	.45	.41	.34	.29	.26	.23	.20	.19	.17	
10	.51	.45	.38	.32	.28	.25	.23	.21	.19	

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

Image from the Pennsylvania Liquor Control Board

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

**Parental Notification:**

Federal law allows UMW to notify parents or legal guardians if a student under the age of 21 has:

- Been found responsible for a major alcohol violation, including intoxication, or has endangered the health and safety of self or others
- Been found responsible for a second or subsequent minor alcohol violation
- Incurred medical conditions as a result of an alcohol-related incident

A letter and/or phone call from the Dean of Student Life or designee will inform the parent or guardian.

More detail about the University’s regulations and expectations related to alcohol is located at

[umw.edu/judicialaffairs/alcohol\\_policy](http://umw.edu/judicialaffairs/alcohol_policy).

- *Illegal drugs are strictly prohibited at the University of Mary Washington.*

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

*Drug Free School Zone*

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

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

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

- ***Smoking is permitted on campus only in limited locations.***

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

- ***The possession or use of weapons on campus is strictly limited.***

No student may keep, use, possess, display, or carry any lethal or dangerous devices capable of casting a projectile, any martial arts weapons, any toy weapon resembling any real weapon, any swords, any illegal knives or knives with a blade longer than 5 inches, any explosives (including fireworks or sparklers) or any other such devices that could be used to threaten the health or safety of a person or property. Code of Virginia Sec. 18.2-311 lists weapon restrictions at [www.vsp.state.va.us/Firearms.shtm](http://www.vsp.state.va.us/Firearms.shtm). For additional information, visit [umw.edu/judicialaffairs/weapons\\_projectiles](http://umw.edu/judicialaffairs/weapons_projectiles).

Neither shall a student throw or project any item that has the potential for defacing or damaging property, causing injury, or causing disruption.

- ***Obscene or disorderly conducted is prohibited.***

For more information, visit [umw.edu/judicialaffairs/disorderly\\_or\\_obscene\\_cond](http://umw.edu/judicialaffairs/disorderly_or_obscene_cond).

- ***Students should familiarize themselves with and abide by all residence hall policies.***

These include:

1. Policies related to prohibited items
  2. Guest and visitation policies
  3. Policies concerning quiet hours or courtesy hours
  4. Playing sports in the residence halls
  5. Unsanitary, cluttered, or obstructive conditions in residence hall rooms and public areas
- For additional information, please contact Residence Life (Marye House) at 540/654-1058.

- ***Students must abide by the directives of University officials.***

It is the student's responsibility to respond immediately to any of the following directives or requests from a University official who is enforcing University policies or procedures:

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, Judicial Review Board members, and Residence Life staff members

University officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there.

Please refer to [umw.edu/judicialaffairs/directives\\_from\\_university](http://umw.edu/judicialaffairs/directives_from_university) for more information.

- ***Students must comply with the University's judicial processes.***

No student shall disrupt, unfairly influence, or obstruct the judicial process. This includes, but is not limited to:

1. Attempting to influence, intimidate, and/or threaten anyone involved in the judicial process.
2. Becoming disorderly or obscene during any point in the judicial process.
3. Failing to cooperate with the judicial process or comply with its sanctions.

Failure to comply with a sanction could result in further judicial action and could result in an administrative hold being placed on the student's academic record. This hold prevents registration for classes and the transmission of official grade reports and transcripts.

- *The Honor Code prohibits lying, cheating, and stealing.*

“The Honor System is fundamentally a code of personal integrity. It means that students of the University of Mary Washington 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

The violations of the Honor Code are lying, cheating, and stealing, defined as:

1. Lying – a deliberate misrepresentation of the truth. For example, forgery and the falsification or misuse of the student’s identification card by using another’s card, or by allowing another to use one’s card.
2. Cheating – an intentional misrepresentation of another’s work as one’s own, or a misrepresentation of the circumstances under which the work was done. For example, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.
3. Stealing – the taking of the property of another person, the university, or any other entity, without authorization or consent. For example, the theft or mutilation of library materials, and the unauthorized duplication of a university key.

All students 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.”*

This pledge verifies that the work submitted is the student’s own and has been done in accordance with the requirements of the instructor.

The Honor System is student-run and is distinct from the judicial system. For more information about the Honor System or the Honor Council, please visit [umw.edu/studentaffairs/umw\\_honor\\_system](http://umw.edu/studentaffairs/umw_honor_system).



## JUDICIAL SYSTEM AND *Procedures*

UMW’s judicial system plays a central role in upholding the University’s Code of Conduct. This system adjudicates alleged violations of the Code of Conduct with fairness and impartiality, holding students accountable for their behavior with an emphasis on educational sanctioning and support.

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 Guidelines

**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, and in Stafford or Spotsylvania counties or the City of Fredericksburg that substantially impacts the educational mission of the University.

**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 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 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.)

### Who is involved with the judicial system?

Both students and staff members play a role in upholding the community’s standards and in adjudicating alleged violations of the Code of Conduct. Some of these participants include:

- Judicial Affairs – The Office of Judicial Affairs and Community Responsibility (Marye House; 540/654-1660) coordinates UMW’s judicial processes, and its director serves as an administrative hearing officer.
- Student Conduct Hearing Board – Convened by the Office of Judicial Affairs and Community Responsibility, this board hears alleged violations of the university’s Drug Policy, Sexual Misconduct Policy, and Sexual Harassment Policy.
- Judicial Review Board (JRB) – Advised by the Office of Judicial Affairs and Community Responsibility, this hearing board is comprised of a president, vice-president, and elected student members from each class. The JRB is located in Mercer Hall and can be reached at 540/654-1142.
- Residence Life – Staff members confront alleged violations, and professional staff members serve as administrative hearing officers.
- In many cases, accused students will be able to choose between a hearing with the JRB or with a Residence Life administrator. Incidents involving more serious allegations will be heard by the Director of Judicial Affairs or by the Student Conduct Hearing Board.
- For incidents involving alleged violations of the Code of Conduct on the Stafford campus, the Director of Judicial Affairs (or designee) will serve as the hearing officer, unless the alleged violation is of the Drug, Sexual Misconduct, or Sexual Harassment policies, in which case the Student Conduct Hearing Board shall hear the incident.
- The Dean of Student Life and Vice President for Student Affairs also may serve as administrative hearing officers.
- University Police – Confronts alleged violations, and may arrest students or issue administrative referrals.
- Any alleged violation of a serious nature, or any repeated alleged violations, may result in direct referral to the Office of Judicial Affairs, the Dean of Student Life, or the Vice President of Student Affairs.

### Judicial Process Rights and Responsibilities:

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

1. To request a prior meeting in which judicial process rights and procedures are explained. The University reserves the right to mandate such a meeting.
2. To be informed of all charges prior to a hearing, and to review incident documentation available prior to the hearing. (For example, if a student is criminally charged, University Police documentation may not be available. In this case, University Police shall provide a written summary of the documentation that shall be available to the accused student whether the UMW judicial process precedes or follows the resolution of any criminal proceedings.) In addition, documentation that includes information about other students may be redacted.
3. To have a fair and impartial hearing.
4. To be presumed not responsible unless found responsible for any charges. The standard of evidence used in all University hearings is preponderance of evidence. This means that for a student to be found responsible for a charge, the evidence must persuade the hearing officer or board that it is more likely than not that the student was in violation.

5. To name an advisor. The advisor must be willing to assist and advise the student during the hearing. The advisor must be a UMW student, faculty, or staff member who is not also a witness. Accused students are requested to contact the hearing officer/board about the identity of their advisor at least one day prior to the hearing.
6. To be aware of all evidence presented during the hearing, and to be allowed to question all witnesses present at the hearing (with the exception of character witnesses, if applicable, who may speak only to the character of the accused).
7. To request witnesses to speak in the student's defense. The hearing officer or board may limit witnesses or statements deemed repetitious or unnecessary. Accused students should inform the hearing officer or board no less than two business days prior to the hearing as to the identity of their witnesses.
8. 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.
9. To plead responsible and to forego a hearing.
10. To have a hearing and to be sanctioned within a reasonable period of time.
11. To be notified in writing of the hearing outcome and of any sanctions issued.
12. To appeal the outcome or the sanction, under certain circumstances.

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

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

### **Sanctions**

Violations of University policies result in consequences appropriate to the violation. These sanctions can range from a verbal warning to expulsion from the University, depending on the violation. Common sanctions include online alcohol education programs and community restitution hours. Failure to comply with a sanction could result in further judicial action and a hold being placed on a student's academic record, preventing him or her from registering for classes and sending/receiving official grade reports and transcripts.

### **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.
2. New evidence unavailable at the time of the hearing.
3. Sanction inconsistent with the violation

In the case of 1 or 2, a new hearing with the appropriate administrator or duly constituted board shall occur if deemed appropriate. In the case of 3, the appropriate administrator or board shall convene to consider the sanction only. In no event shall the second sanction be more severe than the first. Appeal decisions are final. For more information about how to submit an appeal, please go to [umw.edu/judicialaffairs/system/judicial\\_procedures.php#Appeal](http://umw.edu/judicialaffairs/system/judicial_procedures.php#Appeal).

### **Judicial Record Retention and Privacy**

Judicial records are kept in the Office of Judicial Affairs and Community Responsibility. These 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 under 21, the eligible parent or legal guardian, except as otherwise stipulated under the University's educational records policies. There are additional exceptions to this policy:

1. Judicial information may be shared with other educational institutions.
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 can demonstrate that he or she is financially independent.
3. Judicial information may be shared subject to subpoena or other court order.

Judicial information may be shared with other University personnel on a need-to-know basis. For example, the Office of Judicial Affairs and Community Responsibility will inform the appropriate coach when a student athlete has been charged with a violation of the drug or alcohol policy, and when the incident has been resolved through judicial action. This does not remove any obligation the student athlete may have to inform the coach on his or her own.

Records in the Office of Judicial Affairs and Community Responsibility are retained in a student's educational file from the time of enrollment at the University of Mary Washington until three years after the student last attended the University. However, in the case of judicial suspensions and expulsions from the University, judicial records are retained indefinitely.

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.

More information about the Judicial Record Retention and Privacy policy is located at [umw.edu/judicialaffairs/system/judicial\\_record\\_retention\\_php](http://umw.edu/judicialaffairs/system/judicial_record_retention_php).

### Postings and Other Advertisements

The Office of Student Activities and Community Service (OSACS) reviews and stamps fliers, posters, and other items in compliance with the UMW Posting Policy. OSACS-stamped items may be posted temporarily on building bulletin boards, outdoor bulletin boards, and/or on tables used for public dining. Specific residence hall programs need permission only from that building's supervisor or assistant director.

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

The SGA Election Rules and Procedures Committee will specify where campaign banners will be displayed.

None may be posted on a residence hall or in residence hall windows.

UMW may post signs and notices as needed for special events or emergencies.

### Spirit Rock

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

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.



### Self-Determination of Community Values Residence Halls

Residence Life staff members and elected Hall Council members develop guidelines and procedures of governance for living in residence halls that aspire to allow individual freedom, respect for privacy, and personal rights of others in the community.

During the first week of each semester, Residence Life staff will hold a building-wide meeting for each residence hall or residential area. At this meeting, residents may discuss and decide upon rules and regulations of items including, but not limited to, quiet hours and visitation. These agreed-upon guidelines will serve as community standards for that hall or area.

### Outside of Residence Halls

The Office of Judicial Affairs and Community Responsibility serves as a consultant to the UMW Student Senate regarding campus community standards and as an advocate for all UMW community members.



## Search and Seizure

If UMW authorities have reasonable cause to believe that an incident is interrupting the operation of the university or is violating the welfare of any UMW community member, including possible violations of the UMW Drug Policy, university authorities may inspect a student's room to investigate the situation.

**Police:** For searches for the purpose of police investigation, a search warrant or consent must be obtained. However, searches without a warrant or consent may occur when a search is conducted under immediate control of the person being arrested, plain view seizures of an illegal item, entering a resident's room in "hot pursuit," and when it is not reasonably possible to obtain a search warrant.

**University Authorities:** Searches can be granted approval by the Vice President of Student Affairs or designee if just cause exists and may be conducted by professional Residence Life or administrative staff members accompanied by a University Police officer.

## 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.

In other campus locations, outside organizations and student organizations must receive prior approval from OSACS for any sales activity.

## Use of the Mary Washington name, logo, and medallion

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

## Virginia Freedom of Information Act

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



# RESIDENCE LIFE *Policies*

## 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 guardian within 30 miles of University of Mary Washington
- have a college – 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 letter (emails are not accepted) detailing the situation to the Office of Residence Life and have their application approved by the UMW Housing Committee. Students should not rely on any information other than a written approval from the UMW Housing Committee 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.

## RESIDENCE LIFE *Standards and Procedures*

**Air conditioners:** Individual room air conditioning units are prohibited, with the exception of those used by Residence Life staff and individuals who have approval from the Office of Residence Life. If you have a documented medical condition and require air conditioning, the form can be obtained from the Residence Life Office and through the website at [umw.edu/cas/residencelife/forms/default.php](http://umw.edu/cas/residencelife/forms/default.php).

**Beds:** Residence halls have both standard twin (75-inches long) and extra long twin (80-inches long) mattresses. Limited space is available for storing bed frames when they are moved to accommodate lofts (see "Lofts," p. 28 for more information). Each student resident is responsible for returning the bed frame to the room prior to checking out at the end of the academic year or if moving from the room during the year.

**Break housing:** Students are permitted to remain in campus housing during Fall Break. Limited housing is available in traditional housing and the UMW Apartments during Thanksgiving and Spring Break. Students requiring





housing for special circumstances must apply for it with the Office of Residence Life two weeks in advance of the dates needed. Eagle Landing does not close during break periods and Eagle Landing residents do not need to apply to remain during those time periods.

**Check-out:** Residents must remove all their belongings from their rooms/apartments 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. Residents of Eagle Landing who are on a 12-month contract should refer to their contract addendum for check-out time and date.

**Commercial enterprises:** No business may be conducted in the residence halls without written approval from the Dean of Student 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.

**Computers and technology:** Residence hall rooms have ethernet data ports and wireless access that connects to the internet. Residence hall service is provided by Apogee Inc.

**Custodial areas:** Custodial service is provided for all common areas only. 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 hall. Charges may be assessed to an individual who is found responsible for property damage or a situation that requires excessive cleaning.

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

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

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 (p. 29) 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.

Health and safety inspections will be conducted every semester to determine compliance with these policies.

**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 19153

- 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, which is established by a vote of the residents. There is no overnight visitation, except for immediate relatives, in residence halls during the fall semester. No one guest may stay in a room 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 traditional housing must be signed in at the front desk.

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

Each semester, hall council coordinates votes to determine building-wide visitation and noise regulations.

Dues collected at the beginning of the year help fund programming and equipment for all members.

**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:** All residence hall students are required to submit and electronically sign an agreement to live on campus. The University of Mary Washington uses an electronic application process that allows students to execute their housing agreement online. Although paper applications are still available, students are encouraged to use electronic application. \*Please be advised, successful completion of the electronic or paper application process will result in a legally binding agreement between the student and the University of Mary Washington. Students who submit the application will not be permitted to cancel the agreement.

**Lofts:** Only twin-size lofts are permitted. Commercially available lofts are preferred. Lofts are not permitted in Russell Hall or the UMW Apartments. Bushnell, Custis, Marshall, and Virginia halls and Eagle Landing do not permit outside lofts, as they have "loftable" bed frames provided by UMW. Limited storage is available for bed frames for those who move beds to accommodate a loft in their room.

**NOTE:** Not all commercial lofts accommodate the extra-long mattresses provided in many UMW rooms.

**Lounges:** Lounges are provided for the use by 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, or the UMW Apartment Clubhouse and the Eagle Landing Rotunda may be reserved for use by contacting the building supervisor of that hall.

**Microwave ovens:** Microwaves are permitted in residence halls, UMW Apartment, and Eagle Landing kitchens only. Microwaves are prohibited in student rooms.

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

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



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

**Pets:** Animals – living or dead – are not allowed in residence halls at any time, except fish contained in aquariums no larger than 10 gallons. Only one 10-gallon container per room or apartment is permitted.

**Prohibited items (in addition to other policies):**

ammunition	items that pose a danger to the UMW community
animal carcasses	outside antenna
candles	non-UL approved appliances
chemicals or hazardous materials	pets (other than fish)
curtains and draperies	overstuffed or inflatable furniture
controlled substances	pyrotechnic devices
decorations covering more than 10 percent of wall and ceiling space	projectile firing devices
empty alcohol containers	space heaters
explosives	signs considered to be government property
extension cords (unless a multiple outlet type with a built-in fuse and surge protector)	tapestries
fabric on walls	cooking equipment and appliances (The following are permitted to be used only in kitchen areas: microwave ovens, toasters, coffee machines, and hot pots with automatic shut-off mechanisms.) Cooking appliances may also not be left unattended.
fireworks	
firearms and other weapons	
flammable liquids	waterbeds
flame producing devices	switchblades or knives with blades over 5 inches long
halogen lamps	wireless internet routers
George Foreman-type grills	devices used to promote irresponsible drinking, including beer bongs, funnels, balls, and/or beer pong tables
incense	
hookahs	
mopeds or other fuel-powered or motorized vehicles	drug paraphernalia

**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. Applications for room change are 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 complete a check-out with a Residence Life staff member. When moving into a new room, students must complete a new “Room Condition Inventory.”

**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) completed at check-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 large quantities of trash; or other unusual conditions requiring correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. Work orders may be filed by residents at [eaglenet.umw.edu](http://eaglenet.umw.edu). Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate receptacles. Damage assessments will be conducted at the end of the spring semester by Facilities Services, and students will be charged for any damages not previously indicated on the RCI.

**Room Keys:** Keys are issued by the Residence Life staff upon a student’s signing into a residence hall; this is noted on the RCI and, upon check out, keys must be returned. If the key becomes lost or is not returned by the designated check-out time, locks will be changed at the students’ expense. Students are prohibited from placing their own locks on individual room and/or apartment doors. A key is considered UMW property and may not be given to another individual to use.

**Storage:** Storage space is not available for personal belongings or for the removal of University furnishings, other than for the bed frames and mattresses for those residents with prior approval for lofts.

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

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

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

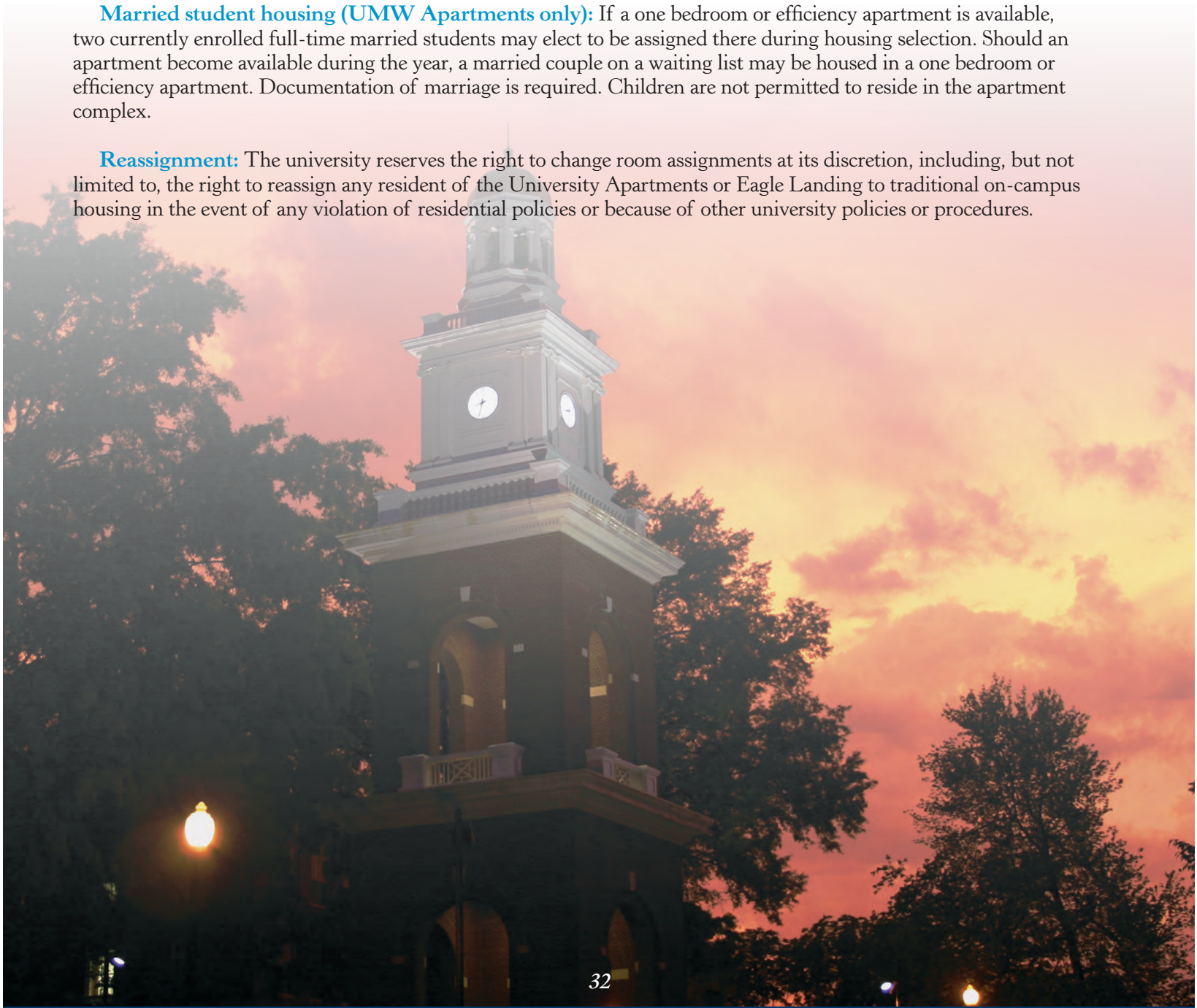
Additionally, balconies and porches are to be kept orderly at all times and are not to be used as storage areas for personal belongings, such as laundry or trash. Grills, hammocks, futons, couches, bicycles, mattresses, and swings are not permitted on the balconies or porches. Residents shall not hang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

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

**Cooking:** Care needs to be taken at all times while cooking. Appliances 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 the apartment complex.

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



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