

University of
Mary Washington

STUDENT
HANDBOOK
2022-23

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Mission Statement

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

The University is a place where faculty, students, and staff share in the creation and exploration of knowledge through freedom of inquiry, personal responsibility, and service. UMW regards the provision of high-quality instruction as its most important function. The University offers a wide range of undergraduate and graduate programs focusing on both disciplinary and interdisciplinary studies. These academic programs afford students opportunities to integrate and apply their knowledge within broad educational experiences, to develop their professional interests, and to practice the habits of mind necessary for life-long learning.

Through a professionally engaged faculty, the University supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

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

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

We fulfill our mission by fostering students' intellectual and creative independence, facilitating their immersion in local, regional, national, and international communities, and by inculcating the values of honor and integrity. UMW graduates are models of adaptive learning, personal achievement, responsible leadership, service to others, and engaged citizenship in a global and diverse society.

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

Laying a Strong Foundation

ASPIRE: UMW's Statement of Community Values

As a public, liberal arts university, the University of Mary Washington community is dedicated to providing a diverse, accepting, and supportive environment that holds all of its members to the highest standards of conduct, scholarship, integrity, inclusiveness, respect, and engagement.

Through a commitment to these values, we strive to transform our academic community into a place where all will learn, thrive, and grow. As faculty, staff, and students of the UMW community, we are committed to upholding these common values:

- **Accountability** – we promote practices, behaviors, and attitudes where individuals take responsibility for their actions and decisions.
- **Scholarship** – we promote intellectual inquiry by engaging ideas and one another in order to gain better understanding and contribute to knowledge.
- **Personal and Institutional Integrity** – we are honorable in our academic and work endeavors as well as our interactions with others.
- **Inclusive Excellence** – we strive for all members of the community to have equitable access to opportunities for participation and the resources necessary for success.
- **Respect and Civility** – we foster an environment in which every individual is treated with dignity at all times by valuing the inherent worth of all identities, abilities, and differences.
- **Engagement** – we develop engaged members of our community who actively participate in the community through responsible leadership and service.

We **ASPIRE** to live these values and work to support our collective and individual successes.

Approved by the University of Mary Washington Board of Visitors
April 20, 2018

Principles on Diversity and Inclusion

UMW embraces its obligation to serve the educational aspirations of all communities and seeks

to reflect the diversities of all people in its students, faculty, and staff. This philosophical approach to diversity and inclusion strengthens our community and is essential to our academic mission and institutional excellence. UMW is committed to its responsibility to be a model of fairness, inclusivity, equity, access, and equal opportunity, providing intellectual and institutional leadership regarding diversity, and maintaining a welcoming, inclusive environment of mutual respect for its members of all backgrounds and identities. In keeping with these tenets, the University is committed to a system of responsibility, accountability, and recognition of all of its members, and seeks to carry out these principles of diversity and inclusion in all of its operations, goals, and objectives.

Passed by the Board of Visitors on April 20,
2018

Statement of Non-Discrimination

At the University of Mary Washington, the principles of equal opportunity and affirmative action are practiced. The University doesn't discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors in recruiting, admitting, enrolling students, or hiring and promoting faculty and staff members. Complaints of discrimination should be directed to the AA/EEO officer of the University.

Adopted by the University of Mary Washington Rector and Visitors May 10, 1991

Revised by the Rector and Visitors August 6, 2017

Statement of Rights and Responsibilities

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

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

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

UMW Policy on Academic Freedom

For the complete text, see the Faculty Handbook, Appendix C

C.1 First Amendment Statement

C.1.1 University of Mary Washington vigorously supports freedom of inquiry and expression within the academic community. All members of that community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others. While the University may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the University community.

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

C.1.3 The University of Mary Washington Community includes:

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

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

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

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

The Honor System – A Way of Life

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

UMW Seal

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



UMW Community

Eagle Spirit



It's all about being involved! There are more than 140 university organizations covering a wide variety of interests – varsity and club sports, professional and honor organizations, as well as opportunities to create new unique organizations.

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

Alma Mater

All hail, dear Alma Mater, We sing our praise to you.

High on Marye's Hilltop, You stand forever true.

Born in truth and honor, You ever more shall be,

The model of our future years, And all eternity.

Whene'er we have to leave you, We never will forget,

The lessons you have taught us, And all the friends we've met.

And we your sons and daughters, Will hold your name on high,

So here's to Mary Washington; Our love will never die.

– Irene Taylor '47

– Jean Crotty '47

Class Council

Class Council is a group of elected representatives from each class. The charge of the group is to organize and support beloved campus traditions such as Junior Ring Week, Devil-Goat Day, Spring Formal, and Grad Ball.

Inter-Club Association

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

Honor Associations

UMW has several professional and academic honorary associations, including:

ASSOCIATION	MISSION
Alpha Psi Omega	National theatre honorary society
Athletic Honor Roll	Recognition of athletes and varsity teams for academic excellence
Chi Alpha Sigma	Student-Athlete Honor Society
Chi Beta Phi	National scientific honorary
Eta Sigma Phi	Honorary collegiate society for students of Latin and/or Greek
Gamma Theta Upsilon	International geography honorary
Kappa Delta Pi	International honor society dedicated to scholarship and excellence in the field of
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
Mu Phi Epsilon	National honorary music fraternity
National Society of Collegiate	Recognizes academic excellence and promotes scholarship,
Omicron Delta Epsilon	National economics honorary society
Phi Alpha Theta	National history honorary society
Phi Beta Kappa	Recognizes superior academic achievement in the liberal arts

Phi Eta Sigma	Recognizes superior academic achievement during the first year
Phi Sigma Iota	International Foreign Language Honor Society
Pi Gamma Mu	National social science honorary
Pi Mu Epsilon	Mathematics honorary
Pi Sigma Alpha	Recognizes scholastic standing and stimulating scholarship and intelligent interest in political science, international relations, public administration, and government; <i>Membership in PSA is by invitation only and based on GPA, class standing, and completion of upper-level coursework in Political Science.</i>
Psi Chi	International honor society in psychology
Sigma Beta Delta	National honor society for business, management, and administration
Sigma Pi Sigma	Honorary section for physics students
Upsilon Pi Epsilon	International honor society for the computing sciences
Who's Who Among Students in American Universities and Colleges	Recognizes excellence in scholarship, leadership, and service

myUMW Community

myUMW Community

myUMW (powered by Presence) is the easiest way to find out what's happening at UMW! Check out 140+ organizations, plan your social calendar, track your service hours and activities...the list goes on and on! It's simple to get started, just follow the steps below and you'll be hooked into the newest way to connect with your friends and UMW.

1. Visit umw.edu
2. Look in the upper left-hand corner and select "myUMW"
3. Explore all the organizations and event happening on campus

Any questions? Visit Student Activities & Engagement in the University Center to find out more.

Spirit Rock

The Spirit Rock is an emblem of school spirit and acts as a forum for student expression. It belongs to the students and can be freely painted with messages to celebrate University traditions, promote events, and highlight occasions of significance.

Custom and courtesy dictate that newly-painted messages be allowed to remain in place for at least 24 hours before the Rock is repainted.

The Spirit Rock can be used to convey spirit in many ways, including but not limited to advertising an event, celebrating the community, or congratulating a victorious team. The Spirit Rock is part of student life at the University of Mary Washington; students are ultimately responsible for it.

Messages on the Spirit Rock cannot include any material that is illegal or in violation of University policies. The Student Code of Conduct applies to the Spirit Rock. Only latex paint is permitted; no spray paint allowed.

For certain periods, the Spirit Rock is reserved for university-wide events and occasions, including Orientation, New Student Welcome, the Multicultural Fair, and Reunion Weekend. Questions regarding the Spirit Rock should be addressed to the Student Government Association.

Student Government

Every enrolled undergraduate student at UMW automatically becomes a member of the [Student Government Association](#) (SGA). As stated in the SGA Constitution, the purpose of SGA shall be to “work for a better University community through the development and strengthening of individual responsibility and citizenship. The SGA shall provide the channel through which student voices and concerns can be heard and shared with the faculty, staff, and administration.”

Welcome Letter from the Student Government Association (SGA) President

Greetings Eagles!

I am deeply honored and just plain excited to be one of the first people able to welcome you onto campus as a University of Mary Washington Eagle! My name is Joey Zeldin, and I am your Student Government Association President for the 2022 – 2023 school year. The University of Mary Washington has been my home for the past three years now, and I have loved every second of it. Mary Wash (as many of us has made me pursue my ambitions, given me purpose, and most importantly, taught me to ASPIRE to be more than what I think I am.

I'm sure you have thousands of thoughts running through your head about what college will be like. I've been there, as well as every student who has stepped foot on this campus, and we can all tell you firsthand that Mary Washington will not only make you feel at home but feel accepted as who you are and what you bring to the table as well. Our community is strong, tightknit, and committed to ensuring that everyone is included and accepted. It's ingrained in our campus-wide values system, known as ASPIRE, to which every student at Mary Washington adheres.

As an out-of-state student, I was especially worried about the myth that everyone knows each other before they get to campus and that I wouldn't find friends. It's a myth for a reason because even though some people may know each other, you'll find amazing friends quicker than you can blink and be able to lean on your community any time of the day. Some of the greatest people I know were people I met on this very campus, and I am happy that I've been able to call them my friends. I know that you'll find your people, your place, and your heart at this institution as I have, no matter who you are and where you come from.

The most important thing I can tell you is to take advantage of every opportunity possible. Your experience at UMW is yours and yours alone, so create your narrative, be curious, and most importantly, open your mind to learning new things about the world around you, including yourself! It takes classes, research, dedication, and effort to get a degree, but it only takes a breath of air to be you. I am so excited for your next four years to become the best times of your life and for you to fondly look back at the memories you'll make here on campus. Be amazing and do great things this year and remember that your place is right here at Mary Washington!

All the best,
Joey Zeldin



Welcome Letter from the Honor Council President

Hello Eagles,

UMW has been an integral part of my personal and academic growth. I have made lifelong friends and have taken classes that have changed my worldview. The community at UMW is filled with professors, faculty, staff, and fellow students who want to see you succeed.

As you begin your college journey, it is important to take advantage of your time at UMW. Take time to explore your interests. Get involved with UMW clubs/organizations and take classes on subjects you are interested in. College is a great time to learn more about yourself. You will learn a lot about yourself through your challenges and successes. Build a support network you can rely on during challenging times and when you encounter a hard time, do not be afraid to ask for help.

I am excited for you to start your time at UMW, and I wish you the best of luck these next few years!

Kind Regards,
Abby Delapenha
Honor Council President



Student Services – Academic

Academic Policies

Students are responsible for familiarizing themselves with and noting changes in policy or procedures affecting their program and adjusting the program accordingly. The final responsibility for enrolling in appropriate courses in the right sequence and for meeting all degree requirements rests with the student. [Academic policies and procedures](#) are contained in the [academic catalogs](#) and on the web pages of various offices listed in this section of the *Student Handbook*. This *Handbook* covers non-academic policies.

Career and Professional Development

University Center, Room 206; 540/654-5646

The Career and Professional Development office can:

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

Visit the [Center for Career & Professional Development](#) for more information.

Center for International Education

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

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



CIE is also home to [International Student Services](#). Incoming students and scholars receive support for immigration matters and can participate in a wide variety of social and educational programs. CIE partners with the International Living Community (ILC) at Framar House to welcome incoming international students and help ease their transition to campus life. This partnership creates opportunities for both international and internationally-minded American students at UMW to interact on a personal level and develop greater

global and cultural awareness.

Digital Knowledge Center

HCC, Room 408; 540/654-5815; dkc@umw.edu

The Digital Knowledge Center provides peer support for digital projects and assignments. Students can schedule one-on-one or small group consultations with a trained student consultant on a variety of subjects relating to common systems, technologies, and tools used in courses at UMW. The DKC is also a place for students to get help building a website on Domain of One's Own, or learn to use the technology in the Incubator Lab.

Disability Resources

Lee Hall, Room 401; 540/654-1266; odr@umw.edu

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, students are required to register with the Office of Disability Resources by submitting documentation and completing an initial meeting with ODR. Please see our website How to Register for information.

FERPA

See "Registrar" (p. 21)

Hurley Convergence Center (HCC)

The Hurley Convergence Center is UMW's "academic commons" – a place where technology, information, teaching, and learning resources come together in an environment that is modern and dynamic. A facility unique to Mary Washington, the HCC strives to unite UMW students with the resources to succeed in *all* of their endeavors, both inside the classroom and out.

Located on Campus Walk next to Simpson Library, this building was designed with students in mind; a place to gather, mingle, study, work, and learn in a variety of spaces, all outfitted with the latest in technology resources and available when you need them – 24 hours a day, 7 days a week.

Here are a few features of the HCC:

- Self-service computer workstations, all with the latest software in photo editing, GIS, statistics, and a variety of other fields.
- Media-Editing Lab and Vocal Booth, outfitted with everything you need to create professional audio recordings and video productions.
- State-of-the-art Production Studio with three HD cameras, a full studio lighting rig, and an immersive green screen.

- Group collaboration spaces throughout the building, where students can meet around an HD screen to work on projects, play games, or just hang out.
- Conference and meeting rooms throughout the building that can be reserved as study spaces or group meeting locations.
- A Digital Auditorium, where student organizations can host events or put on performances, and record or live stream them at the touch of a button.
- The Writing and Speaking Centers, where students can get free help from highly trained peer consultants with writing and speaking-intensive assignments.
- The IT Help Desk, for all your technology-troubleshooting needs.
- Digital Knowledge Center, where students can get help with new technologies and learn how to create their free website through Domain of One's Own.
- HCC Info Desk, where students can check out cameras, microphones, laptops, video games systems, and more, all free of charge.
- Katora Café featuring sustainable sourced, locally roasted coffees, organic loose-leaf teas and a plant-forward vegetarian and wellness-centered menu that includes gluten-free selections.
- The Incubator Lab, which offers students access to advanced software and hardware to tackle ambitious projects, and the opportunity to develop their skills in an environment that celebrates cross-disciplinary collaboration, rapid iteration, and productive failure.
- Find more information on the Convergence Center's many spaces and services at convergence.umw.edu .

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, and withdrawals, leaves of absence, enrollment and degree verifications, veteran certification, and issuing of transcripts. The registrar maintains a student's permanent academic record and application file. 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.

Student Contact Information

Effective July 1, 2018, the Code of Virginia § 23.1-405(C) prohibits a university from publicly disclosing a student's email address, physical address, or telephone number without the written consent of the student, except in certain circumstances. Other information UMW designates as "directory information" may be disclosed without consent if the requirements of [UMW's directory information policy](#) is met. However, student e-mail addresses, university-affiliated addresses or telephone numbers will not be disclosed as directory

information in response to a FOIA request, or any public-facing directories, unless the student provides consent. Contact information may still be disclosed if the Family Education Rights and Privacy Act (FERPA) permits the disclosure. For example, UMW faculty and staff will still have access to student e-mail addresses and other contact information.

Simpson Library

Simpson Library; 540/654-1125

Simpson Library offers resources, study and collaboration spaces, and services to support the academic scholarship of UMW students. The Library's online databases, streaming videos, and e-books are accessible 24/7 using your UMW NetID and password. Spaces for quiet study and collaborative work are available on each floor. Reference librarians offer personalized help with research projects and with the Library's numerous collections. Physical and e-textbooks and course materials for your classes are available in the Library on reserve or in your class Canvas site. Your EagleOne card is also your library card, so you can use it to check out books, course reserves, and popular reading materials. Students can request materials not available at Simpson Library using the free interlibrary loan service. The Library's Special Collections and University Archives houses information and records relating to the history of the University, as well as a collection of over 2,000 rare books. Students can also schedule appointments to use the Library's Digital Archiving Lab, where specialized equipment and software are available for high-resolution digitization. Simpson Library is located on Campus Walk, adjacent to the Hurley Convergence Center.

Speaking Center

HCC, Room 437 within Suite 429; 540/654-1347

The [Speaking Center](#) peer consultants meet with you in person or virtually to help with your oral presentation, group presentation, class discussion, or other SI-related assignment. We also offer workshops throughout the year to help you communicate effectively. Schedule an appointment through EAB or walk in. If we cannot help you right away, we will find an appointment for you in the near future. Our state-of-the-art rooms are available for recording presentations, too. Simply call to inquire about availability.

Student Services Center – Lee Hall

Lee Hall

Many of the services described herein, both academic and student life, can be found in Lee Hall.

This “one-stop shop” gives easy access to the offices of Academic Services, Center for International Education, Copy Center, Disability Resources, EagleOne Center, Financial Aid, Parking Management, Talley Center for Counseling Services, Registrar, Student Accounts/Cashier, Student Health Center, and the University Bookstore.

Academic Services-Peer Tutoring and Peer Academic Consultants

HCC, 4th Floor, 540/654-1010

[Peer Tutors](#) are available to work with you individually as you delve into subject-specific

material for some of our popular introductory courses. We also offer [Peer Academic Consultants](#) (PACs) who will work with you to help create an individualized plan as you develop effective study skills: time management, note-taking and textbook reading strategies, general study strategies, and test-taking habits.

Writing Center

HCC, Room 430 within Suite 429; 540/654-5653

Peer consultants help students improve their writing through one-on-one consultations, workshops, and classroom visits. Don't consider it a place of remediation. It's a safe space where any student at any level of proficiency can benefit from another set of eyes on their work. Even our consultants, graduate students, and administrators visit. Students may schedule a virtual or in-person appointment through EAB, or they may walk in. The [Writing Center](#) gets very busy around midterms and finals, so please help us help you by making appointments in advance during peak times.

Center for Community Engagement

University Center, Suite 320; 540/654-2272

The Center seeks to inspire and prepare Mary Washington students to be engaged global citizens, leading fulfilling lives grounded in the values of community engagement and service to others.

Its mission is to place community engagement at the heart of a distinctive and meaningful Mary Washington experience; to promote a “seamless” education, where the boundaries between

discipline, pedagogy, and experiential learning merge. The Center is home to [COAR](#) and works closely with faculty, staff, and students to form meaningful, impactful community and campus partnerships through academic or extra-curricular connections.



Student Services – Student Life

Athletics

Goolrick Hall; 540/654-1039

The [Intercollegiate Athletics](#) program at UMW encompasses 19 men's and women's varsity sports and three team sports, whose seasons often end in conference, regional and/or national tournaments. Excellent facilities include baseball and softball stadiums, Olympic-size track, grass fields plus two turf fields, indoor (6) and outdoor (12 lighted) tennis courts, Goolrick gymnasium and pool (75,000 sq. ft.), and a performance gym – the Anderson Center. Candidates for varsity teams must register for their varsity sport during course registration. Students interested in becoming involved team sports, game day operations, student athletic training aides, managers, scorers, timers, statisticians, and/or spectators should contact the Athletics Office at 540/654-1039 for more information and visit the [Athletics website](#) for [coaches' contact information](#).

Bookstore

Lee Hall, Room 306; 540/654-1017

The UMW Bookstore located in Lee Hall is proudly operated by Barnes and Noble College. The Bookstore team is dedicated to providing superior service while maintaining full support of the academic mission of the university and the quality of student life on campus.

The UMW Bookstore team ensures that competitively priced course materials are offered in store and online in the forms of new, used, rental and digital books, while offering a price match option. In addition, art supplies, kits, and lab materials are available for purchase. The bookstore works with faculty to provide the right materials for each course.

The UMW bookstore is the nest of Eagle Pride, offering UMW apparel, gifts, insignia, and emblematic school supplies. Additionally, the trade book department boasts the work of UMW faculty, staff, and alumni. Also, the UMW bookstore offers a well-stocked convenience area with snacks, drinks, health, and beauty items.

Campus Ministries

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

Organization	Contact
<u>Center for Faith & Leadership</u> (a Virginia Baptist Collegiate Ministry) 1514 College Avenue	Email: connect@umwcenter.org ; Web: https://umwcenter.org/ 540/371-3970
<u>Campus Christian Community</u> (Methodist, Presbyterian, Lutheran, Episcopal – but welcomes all faiths) 1213 Dandridge Street	Email: info@Campuschristiancommunity.com Web: http://www.campuschristiancommunity.com/ 540/373-9255
<u>The House: Episcopal Lutheran Campus Ministry</u> 820 College Avenue	Chaplain: Pastor Anne Jones Email: anne@christ-lutheran-church.org Web: https://www.facebook.com/thehouseelcm 540/373-5087
<u>Catholic Campus Ministry</u> 1614 College Avenue	Chaplain: Father Christopher Vaccaro Web: https://www.umwcatholic.org/ Email: fathervaccaro@umwccm.org 540/373-6746
Intervarsity Christian Fellowship	Web: https://ivumw.weebly.com/ Email: ivmdub@gmail.com
Muslim Student Assoc.	Web: https://students.umw.edu/multicultural/student-outreach/student-organizations/islamic-student-association-isa/ Email: isa.eagles@gmail.com
Jewish Student Assn./Hillel UMW	Web: https://umwhillel.org/ Facebook: https://www.facebook.com/UMWHILLEL/

Campus Recreation and Fitness Center

Campus Recreation and Fitness Center; 540/654-1732

Increasing GPAs and decreasing stress and anxiety are just some of the many benefits of getting active!

[The Department of Campus Recreation](#) is housed in the

fitness center, at the Eagle Village end of Campus Walk.

With Campus Rec, you have the opportunity to explore good health and exercise habits on your own or through the variety of programs available. From outdoor recreation trip and mindfulness & meditation courses to personal training and flag football competitions, Campus Recreation has something for everyone. Sport clubs are a great way to stay active and involved, without the time commitment necessary for varsity athletics. Clubs are student-run, practice two or three times per week, and compete a minimum of three times per year.



The [Department of Campus Recreation](#) sponsors over 18 different Sport Clubs. For the current listing of clubs, practices, and contacts, visit

<https://students.umw.edu/campusrec/campus-recreation/sportclubs/>.

Campus Recreation is also a great place to work. We employ lifeguards, instructors, referees, trip leaders, and more. [Apply today](#) to join our team!

Off-Campus Student Services

University Center, 3rd Floor; 540/654-1659

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

- Meet other UMW off-campus students.
- Be informed of campus events.
- Make connections with campus offices, staff, and faculty.
- Have a resource when you have questions about off-campus living. First-year off-campus students will be required to meet with the Off-Campus Student Services to receive mentoring support at the beginning of the fall semester and again at the end of the spring semester of their first year.

All off-campus students have access to:

- *Overnight lodging* - During severe weather, contact the Office of Transfer and Off-Campus Student Services to arrange for temporary housing (540-654-1659).
- [Meal plans](#) - You are busy! Why not let University Dining do the shopping, cooking, and clean-up? No matter which plan you choose (special 3 and 5 meal a week off-campus plans as well as other plans exclusively for off-campus students, or any of

the larger meal plans) you'll enjoy the convenience. To enroll, go to <http://students.umw.edu/residencelife/mealplan/>. Students can adjust plans starting in July and have until the end of the second week of classes to change a meal plan.

Important Note: All off-campus students are required to register their local address and provide a cell phone contact number yearly with the University. This is done through the myUMW portal.

Copy Center

Lee Hall, 2nd floor; 540/654-1935

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

Counseling and Psychological Services (see *Talley Center for Counseling Services*).

Dean of Students

University Center, 3rd Floor; 540/654-1200

The Office of the Associate Vice President for Student Affairs and Dean of Students oversees student engagement and addresses concerns with most out-of-class issues. The office focuses on providing information for the acquisition of interpersonal and leadership skills; for service to others; and for self-discipline and adherence to agreed-upon community values. This office facilitates involvement in out-of-class experience and the acquisition of skills and abilities for life-long learning, and for living a healthy, productive, and creative life. The office also serves as the contact for "dean's certification forms" for various post-graduate or transfer applications.

University Dining

University Center; 540/654-2169

The Restaurants at the Top of the UC are *nut-free and provide guests with a wide array of distinctive cuisines. Guests will enjoy making selections from 10 points of service in an all-you-care-to-eat dining environment. In addition to home-style comfort foods and international dishes, numerous plant-forward options, including cooked-to-order vegan entrees, are available at the Earthbar.

For those who have food allergies or who must follow special diets, stop by the Simple Servings restaurant, where you'll enjoy full meals for lunch and dinner that contain no peanuts, tree nuts, wheat, gluten, milk, eggs, shellfish, or soy.

Menus are posted on television screens at the points of service which identify vegan, vegetarian, and mindful dishes, and which also list any major food allergens that are in the dishes. Detailed nutritional information is available through the free Everyday smart phone app. Guests can also pre-order and pay for food from the Restaurants at the Top of the UC through the free Campus Grubhub smart phone app. For details on how to download and use the Everyday and Grubhub apps, visit the University Dining web site. For questions about any aspects of University dining,

e-mail Dining@UMW.edu.

*With the exception of coconut, dishes served in the Restaurants at the Top of the UC do not contain peanuts or tree nuts as ingredients. However, nuts are contained in foods prepared and served in other parts of the University Center.

Retail Dining Shoppes

These Shoppes offer even more culinary diversity and later evening dining opportunities. Each Shoppe accepts meal swipes, Flex Dollars, EagleOne, or Credit for payment. They also accept pre-orders through the Campus Grubhub app.

** Note: Students on the Eagle Plan may use 45 meals per semester, and up to two meals per meal period (breakfast, lunch, or dinner), at the Retail Dining Shoppes.*



Vocelli Pizza boasts the best on campus, offering artisan pizzas made with fresh from old-world family recipes. Located in the Eagle's Nest.



Hissho Sushi makes sushi fresh each day and their menu features over two dozen items, from California Rolls to Seaweed Salads to Crunchy Shrimp Rolls. Located in the Eagle's Nest.

Mein Bowl

Mein Bowl offers authentic Pan-Asian dishes like Szechuan Beef, Samurai Shrimp, and Flash-Fried Thai Tofu. Located near Hissho Sushi in the Eagle's Nest.



Katora Cafe offers sustainably-sourced, locally roasted coffees, organic loose-leaf teas, and a plant-forward vegetarian and wellness-centered menu that includes gluten-free selections. Located in the HCC.



Simply to Go offers popular sandwiches, wraps, and indulgent snacks along with an array of salads, fresh fruits, yogurts, and other healthy and nutritional dishes. All are packaged and ready for you to grab and go! Watch for our new meal kits and reheatable meals that are ready for you to take home, heat & eat! Located in the Eagle's Nest.



Panera Bread features high-quality foods made with “100% clean” ingredients – no artificial additives, sweeteners, flavors, or colors. Panera breads and pastries are baked from scratch every day, and the menu offers a variety of classic as well as innovative comfort foods. Pre-orders can be placed using the Panera Rapid Pick-Up system as well as through the Campus Grubhub app. Located on the 2nd floor of the University Center.

Meal Plans

University Dining offers the Eagle Plan and a variety of block meal plans for residential and off-campus students. Changes to meal plans may be made only during the first two weeks of each semester. Unused meals do not roll over from semester to semester. For meal plan details go to [Meal Plans](#). To purchase a plan, visit the [Residence Life & Housing](#) portal. If you need assistance with purchasing a plan [contact Residence Life and Housing](#).

Flex Dollars are included with the Eagle Plan and each Block style meal plan and can be used like cash for making purchases in the Retail Dining Shoppes and the Restaurants at the Top of the UC. The Flex rates for meals at the Top of the UC are discounted from the regular cash rates, and Flex purchases are not subject to the local 11.3% tax. If you have unused Flex Dollars at the end of the fall term, they will roll over to the spring term as long as you have purchased a meal plan for the spring term. Unused balances at the end of the spring semester will be forfeited.

Swipe Out Hunger Meal Plans

University Dining/Sodexo has created free meal plans for students experiencing food insecurity. For more information on the plans contact Chris Porter at CJPorter@umw.edu. To apply for a plan, use this [link](#).

Guests

The Eagle Plan and all block plans, except the 5 Block plan, allow students to use five of their meals for guests at any campus dining restaurant. If you have used all your guest meals, you may use Flex Dollars, EagleOne, or Credit to purchase meals for your friends and family at any dining facility.

Student Dining Ambassadors & Mystery Shoppers

Student Dining Ambassadors are paid team members who act as greeters, cashiers, office assistants, and hosts for a variety of special dining events. Mystery Shoppers get free meals from our various dining locations and then submit evaluations about the food and service. For information about becoming a Student Dining Ambassador or Mystery Shopper, contact Rose Benedict at rbenedic@umw.edu or call 540-654-2169.

UMW Foodies

UMW Foodies get notices about free food tastings, limited time discount offers, special events and changes in dining services due to weather emergencies. To join this University Dining text message group, text the keyword **UMWFoodies** to 82257.

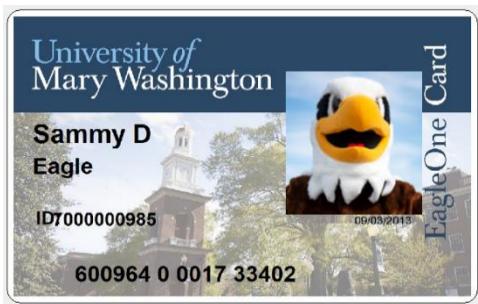
Campus Dining Employment

University Dining actively seeks student employees for a variety of food service, catering wait staff, and marketing positions. Pay is very competitive, and wages you receive do not cause reductions in your financial aid. We offer flexible hours to work with your class schedules and you get a free meal when working at least a 4-hour shift. To apply, use this QR code to get to the University Dining/Sodexo job application site and complete any of the applications that are identified with the University of Mary Washington.



EagleOne Card

Lee Hall 110; 540/654-1005



The EagleOne card is the official identification card of the University and is issued to all members of the University community. Your EagleOne Card is your key to the residence halls, dining halls, libraries, HCC, Fitness and Tennis Centers, and much more. It also functions as a debit card by offering a convenient EagleOne account for making purchases on and around campus. [Money can be added to your EagleOne account](#) online or the EagleOne Card Center in Lee Hall. Lost or stolen EagleOne cards may be replaced

at the cost of \$20. All lost or stolen cards should be reported immediately to the Police (x1025) AND invalidated online at the online card office, or in person at the EagleOne Card Center during normal business hours. To learn more, visit us in person or online at <http://adminfinance.umw.edu/eagleone>.

Employment on Campus

Lee Hall 206; 540/654-2468

There are so many opportunities for student employment at UMW. For instance, Campus Recreation and University Dining offer several opportunities. The [Office of Financial Aid](#) administers the student employment program at UMW. Students can apply for on-campus positions in Administrative, Faculty, Athletic, and Student Activity offices through the [UMW Careers Portal](#). Students may also pursue on-campus employment through University Dining. Available positions range from food servers to cashiers to utility workers to food preparers to marketing assistants to catering wait staff. To apply for a position, access the employment application form at [Jobs](#) .

Financial Aid

Lee Hall 206; 540/654-2468

Each year, UMW administers more than \$57 million in financial assistance, including educational loans, for students at both the Fredericksburg and Stafford campuses. Through a comprehensive program of grants, scholarships, loans, and student employment from federal, state, institutional, and UMW Foundation resources, the [Office of Financial Aid](#) strives to assist applicants with various aid sources to pay for college expenses. A student must fill out a FAFSA form by February 1 of each year. The FAFSA is completed online and can be accessed through the [Financial Aid Web page](#). Students apply for UMW Foundation scholarships by May 1 of each year. For more information about available financial aid, visit our website at www.umw.edu/financialaid.

Student Health Center

Lee Hall 112; 540/654-1040

The [Student Health Center](#) (SHC) is a weekday health clinic that focuses on routine and nonemergency acute health care needs of the UMW students. On-site specialty care includes reproductive and sexual health services, allergy shots, travel and mental health consultations, and some immunizations. Due to the COVID-19 Pandemic, appointments are required in order

to be seen at the SHC. Our providers include a family physician, a nurse practitioner, and nursing staff. A small on-site pharmacy can provide students with common medications prescribed by the UMW physician. While health insurance is not required to be seen at the SHC, it is highly encouraged, as it will decrease costs if the student is referred to the ER, laboratory, x-ray facility, or medical specialists.

After hours, free medical advice is available via HealthLink at 540-741-1000. Any **medical emergency** is handled by contacting a Residence Life staff member or Campus Police at 540-654- 4444.

Student health information is **confidential** and can only be released with the student's permission. The SHC cannot issue medical excuses, only verify a student's visit to the Student Health Center.

For student's convenience, health information pamphlets, free OTC pain relief, antacids, and condoms are available in the Mary Gilson Memorial Self Care Center located near the SHC in Lee Hall.

Note: All entering students (taking nine credits or more) are required to have a [Health History /Immunizations/Tuberculosis Screening form](#). Students who do not submit their Health Forms to the SHC by the due date (August 1st for Fall enrollment, January 3rd for Spring enrollment) will have a hold placed on their account and will not be able to register for second-semester classes until their forms are completed.

For COVID-19 information please see the [Student Health Center](#) website.

Gwen Hale Resource Closet

Lee Hall Attic

[The Gwen Hale Resource Closet](#) is a food, toiletries, and clothing pantry open to any member of the UMW community. We are located in Lee Hall (take the Monroe-side elevator to floor "A") and are open Monday, Tuesday, and Friday 1- 6 p.m. Students can come for food and other resources as often as they need assistance. For more information, visit our website or email us: <mailto:resource@umw.edu>. We are happy to take donations, receive your volunteer energy to keep the closet running, and are especially glad to provide you with any resources you need to be healthy & whole at UMW.

IT Help Desk

Hurley Convergence Center (HCC), Room 112; 540/654-2255

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

James Farmer Multicultural Center

University Center, Room 319; 540/654-1044

Named for civil rights leader and UMW Distinguished Professor of History and American Studies James Farmer, [the Center](#) welcomes students from all ethnic and cultural backgrounds. The Center's most important goal is to enhance students' educational experiences at UMW by increasing awareness and knowledge of diversity issues that impact the individual and the community; these include cultural, religious, sexual orientation, gender, intellectual, and social interests.



The [James Farmer Multicultural Center](#) specifically focuses on the academic and social wellbeing of under-represented students through programming, mentoring, and leadership opportunities.

While inclusion is a goal for all University organizations, several specific interest groups on campus assist in promoting diversity within the University community and offer programs and resources that foster an awareness and understanding of cultural differences. The Center offers a variety of cultural programming including the highly respected Cultural Awareness Series. The series culminates with the spring Multicultural Fair, which attracts huge crowds to campus. They also sponsor a number of social justice initiatives to provide students experiential opportunities to expand their knowledge and engagement in social justice issues and activities. In addition, the Center implements the Resources Inspiring Student Excellence (RISE) Program which is designed to provide a connection for first-year students, particularly underrepresented students, in their transition to UMW.

Office of Student Conduct and Responsibility (OSCAR)

Marye House, 2nd Floor; 540/654-1660 Mission Statement:

The [Office of Student Conduct and Responsibility](#) (OSCAR) supports the Division of Student Affairs' overarching mission to promote student success, learning, and personal wellness. In doing so, it also supports the University's overall mission, which is to provide students with a superior education that inspires and enables them to make positive changes in the world.

OSCAR supports these missions by adjudicating a Code of Conduct, a set of guidelines for how UMW students are to conduct themselves, and what conduct they should expect from one another. These guidelines, based on principles of student development, are intended to facilitate all students' learning and personal growth within the University and beyond, and to create a community of integrity. Students' success, ability to learn, and wellness should not be negatively impacted by the conduct of other students, or by their own conduct. Students whose actions are inconsistent with the Code of Conduct are held accountable through a fair and compassionate process in which education is a primary value. OSCAR fosters an environment in which personal growth is facilitated, citizenship is promoted, and sensitivity to others within the community is balanced against each student's need for personal expression. Related to their conduct, UMW students have both rights and responsibilities, and OSCAR assists students in understanding how those rights and responsibilities benefit all members of the UMW community, including themselves.

Lost and Found

University Police; Brent House; 540/654-1025

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

Mail Services

Woodard Campus Center; 540/654-1049

The UMW Post Office offers many of the same services as a U.S. Post Office. Mail is delivered Monday through Friday, and the post office is open those days from 10 a.m. to 4:30 p.m.; unclaimed mail is returned to sender after 30 days. Degree-seeking undergraduate students are assigned a Woodard Campus Center mailbox, which is shared with another student; BLS students are not assigned campus mailboxes.

Student mailing address:

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

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

Full student name
University of Mary Washington
Eagle Landing Box____1701
College Ave.
Fredericksburg, VA 22401-4661

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

Forwarding

Due to changes in USPS regulations the UMW PO is no longer able to forward mail. The only option for the UMW Post Office is to return your mail to sender. When you move off campus, please let your correspondents know of your change of address and insure you are using your current address when ordering items.

Multicultural Center

(See James Farmer Multicultural Center)

Safety Cell Phone App (Rave Guardian)

[Rave Guardian](#) is a safety "app" for cell phones. It is UMW specific and can be downloaded free from the iTunes App Store or Google App Store. Rave Guardian improves safety for students

on campus by providing a higher level of communication with campus safety, and with friends/family, they designate as “guardians.” The app lets users set a “Safety Timer” session that, once activated:

- “Guardians” in their virtual safety network can monitor the user’s status updates and location.
- Guardians are automatically notified at assigned check-in times.
- If the timer expires or the user initiates a panic call, Rave Guardian automatically notifies trusted safety resources.

Students can create a safety profile containing such details as a residence and medical condition that are automatically presented to campus safety officials during an emergency call.

Safety Escort Service (Eagle Patrol)

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

Student Accounts

Lee Hall, Room 206; 540/654-1250

Everything you need to know about current tuition and fees, room and board, payment options, due dates, and more can be found at the [Student Accounts](#) website, or by phone at 540/654-1250.

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

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

We encourage everyone to make payments online through [EaglePAY](#), to avoid mailing delays that might cause a hold or a late fee on the account. If payments are mailed, they should be mailed directly to the UMW Cashier’s Office with the student ID attached. You also may make cash/check payments in person on the second floor of Lee Hall. Outside scholarships must be received by the due date of the bill. Failure to pay a bill by its due date may result in late fees and a hold on your account. Grants, loans, and scholarships are credited to student accounts in

the order that UMW receives them. Accounts are reviewed periodically to identify overpayments in order to issue refunds. Please see adminfinance.umw.edu/studentaccounts for more information.

Student Activities and Engagement (SAE)

University Center, 3rd floor; 540/654-1061

[SAE](#) provides oversight 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, shows, and traditional events. SAE collaborates with students, faculty, and staff to promote programs and opportunities for campus entertainment, and it assists students in developing interpersonal, organizational, leadership, and citizenship skills.

Sustainability

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



Green Dining: University Dining is committed to sustainable dining and employs a Student Sustainability Coordinator to liaison with the President's Council on Sustainability and help develop and coordinate University Dining initiatives that will reduce wastes of all kinds and promote sustainable practices. Currently, all food and paper waste are processed through a pulping machine and disposed of in a sustainable manner. Exhaust hoods over all cooking stations employ automatic sensors that adjust fan operations to the amount of heat and steam emanating from cooking surfaces. University Dining recycles grease, uses Fair Trade coffees and teas, and employs energy-efficient ware washing systems.

Recycling: Recycling is available in all campus buildings. How and what to recycle is available at sustainability.umw.edu.

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

Getting Involved in Sustainability at UMW ...

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

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

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

among them.

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

UMW President's Council on Sustainability: This council involves students in planning sustainability goals as members or with a PCS Action Group. See sustainability.umw.edu.

Additional information is available at sustainability.umw.edu and the Sustainability Office at 540/654-1165.

Talley Center for Counseling Services

Lee Hall, Room 106; 540/654-1053

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

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

UMW Alert System

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



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

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

Violence Prevention and Threat Assessment

The [Violence Prevention Team](#) (VPT) is a multidisciplinary group composed of members of various campus departments who meet regularly to develop comprehensive threat

management oversight and programming for UMW. The team also provides guidance to the campus community regarding the recognition of behavior that may represent a threat to the community and how such behavior should be reported.

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

The [Behavioral Intervention Team](#) (BIT) primarily focuses on intervening with and supporting students of concern, including troubled or disruptive students. It has the ability to respond to potential threats by referring students for treatment, notifying parents, developing behavioral contracts, or administratively withdrawing students from housing or the University depending on the severity of the threat and any extenuating circumstances. The team seeks to foster collaborative relationships with University departments and to maintain open lines of communication with previously identified and referred students, their families, faculty, and staff.

Reporting concerns about threatening or dangerous behavior: "It may be nothing, but ..." If you experience or are informed of any behavior that may present a danger/threat to the University community or if you are aware of circumstances where intervention may support or engage a student at a critical moment in his/her educational experience – please call and report the information to a member of the Violence Prevention Team, the Threat Assessment Team or use this form online [UMW Concern Report](#). Even concerns that may seem minimal can be a part of a broad issue impacting a student or community member.

What should be reported?

Many behaviors may cause concern for the safety and well-being of an individual or the campus. The following is not an exhaustive list, but provides examples of concerning behaviors or situations:

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

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

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

When should I make a report?

Early intervention is essential... Early intervention allows members of the UMW community to address concerns and issues in the timeliest manner possible. Through early detection, many

problems may be averted and situations resolved without incident.

How do I make a report?

If you are aware of an emergency or immediate safety concern, call 911 or 4444 from a campus phone, and report the situation to law enforcement.

If you are concerned about threatening behavior or a disturbing situation that is NOT an emergency event, contact the University of Mary Washington Police Department. In non-emergency situations, you may use the [UMW Concern Report](#). You can also call a member of the VPT or TAT team to discuss the circumstances of the situation and initiate a report. Visit <http://students.umw.edu/threatassessment> for more information and email addresses for team members or call the Office of Student Affairs at 540-654-1062.

The Cedric Rucker University Center

The Cedric Rucker University Center houses the dining hall at the Top of the UC, as well as student offices, Student Activities and Engagement, the Dean of Students, the Office of Off-Campus Student Services, the Center for Community Engagement, and the James Farmer Multicultural Center. Panera Bread, one of the University Retail Dining Shoppes, is located on the second floor.

Comfortable spaces to meet and relax have led this to be called the “campus living room.” A ballroom and plentiful meeting space support this vibrant and well-frequented facility.

University Police

Brent House, 540/654-1025; Emergency 540/654-4444

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



The University of Mary Washington Police Department is a full-service [accredited state law enforcement agency](#) providing 24-hour patrol coverage, investigative services, and crime prevention strategies to the UMW community. All of us at the UMW Police Department are committed to providing the highest level of professional police and public safety services to foster a safe learning and working environment for our students, faculty, staff, alumni, and visitors in support of UMW's mission.

University Police Officers are state-certified law enforcement officers having the authority to enforce University rules and regulations as well as to arrest for violations under the Code of the Commonwealth of Virginia (criminal and motor vehicle laws). Safety is everyone's responsibility and requires all community members to be actively engaged.

Our community policing philosophies reinforce our commitment to outreach, education, and close partnerships with members of the community. We recognize that we can accomplish our mission only with the support and trust of the University community and through partnering with the community to carry out our programs.

UMW community values encourage active bystanders to make a difference by taking action – if you see something, report something. Suspicious activities or unsafe conditions on campus

may be called-in directly to the UMW Public Safety Emergency Communications Center (540/6541025) or for less urgent matters, reported anonymously through the [Silent Witness Program](#).

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

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

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

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

University Police administer lost and found. The owner may claim lost items submitted to lost and found. Items will be held for 60 days and then forwarded to the University Storeroom for inclusion in auctions or sales of property.

Veterans Resource Center

University Center, Room 114A; 540/654-5995

The Veterans Resource Center (VRC) is a space for veteran and military-connected students to gather informally, study, and socialize. There is a microwave, refrigerator, coffee maker, and workspace.

The VRC room is staffed by VA Work Study students between the hours of 8 a.m. and 6 p.m. Monday - Friday. If staff is not available, students can gain access by requesting the University Center Front Desk staff open the room.

The VRC is available for eligible student use when unmanned any time the University Center is open. This includes nights and weekends. Eligible students include members of the Association of Student Veterans, veterans, and veteran-related students.

Policies and Procedures – General

Grievances and Complaints

There are many avenues to address complaints from students. Most can be resolved with a quick phone call or email inquiry with the office or official involved. However, some complaints may require additional steps, including the submission of a formal written complaint. The University has established guidelines governing a wide variety of such complaints. The following table identifies the type of complaint, a link to the guidelines, and the appropriate University office.

I. Academic Complaints

- A. [Grade Appeals](#)
- B. [General Academic Complaints](#) (all academic complaints other than grade disputes or instances of harassment or discrimination)
- C. [Honor Code Violations](#)

II. Non-Academic Student Complaints

- A. Athletics (Contact: [Patrick Catullo](#), (Director of Athletics)
- B. FERPA Violation Complaints (Contact: [Rita Dunston](#), Registrar)
- C. Residence Life & Housing Complaints (Contact: [Dave Fleming](#), Assistant Vice President and Dean of Residence Life & Housing)
- D. Student Conduct Complaints (Contact: [Dr. Ray Tuttle](#), Director of Student Conduct and Responsibility)
- E. [Tuition, Fee, Late Charge Appeals](#) (Contact: [Paul Griggs](#), Accounts Receivable Manager)
- F. [Financial Aid Special Circumstances Appeals](#) (Contact: [Tim Saulnier](#), Director of Financial Aid)
- G. [Virginia In-State Tuition Appeals](#) (Contact: [Paul Messplay](#), Vice President for Administration and Finance)
- H. [Parking Ticket Appeals](#) (Contact: [Maie Makin](#), Manager, Parking Services)
- I. [Discrimination Complaints](#) (Contact: Chief Diversity Officer)
- J. [Title IX/Sexual & Gender-Based Harassment Complaints](#) (Contact: [Ruth Davison](#), Title IX Coordinator)
- K. [Incident Reports](#) (Complete a [UMW Concern Report](#))
- L. Bias Incident Reports ([Complete a UMW Concern Report](#))

M. Report an Incident of Disruption of Constitutionally-protected Speech (Contact [Dr. Juliette Landphair](#), Vice President for Student Affairs)

If in doubt as to where to direct the complaint, in non-academic areas, please contact [Dr. Juliette Landphair](#), Vice President for Student Affairs.

Bias Policy

The [Bias Incident Reporting Policy](#) has been established to help ensure a safe and inclusive working and educational environment for all members of the University of Mary Washington community. The University considers acts of bias on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service to be unacceptable and antithetical to our [community values](#), most notably our commitment to inclusiveness and the right of every individual to be treated with dignity and respect.

What is meant by bias incident?

Bias incidents involve any behavior that a person finds harmful or hurtful and reasonably believes is directed at him or her or others simply because of one's race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, or military service.

Reporting Bias Incidents

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

How does one make a [Bias Incident Report](#)?

The University of Mary Washington urges all members of the University to promptly report all bias incidents at

https://cm.maxient.com/reportingform.php?UnivofMaryWashington&layout_id=10

What happens to the report?

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

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

Demonstration/Expressive Activity by University Community Members

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

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

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

Procedures: All University property is intended primarily for use by students, faculty, and staff in their efforts to advance the educational mission of the University. Consistent with that mission, most outdoor areas of campus represent a limited public forum for speech and other expressive activities by members of the University community. The indoor facilities on campus are typically dedicated to particular academic or administrative purposes and may be used for Page 2 of 4 expressive activity only to the extent that such activity does not unreasonably interfere with the intended purpose of the facilities.

All organizers are encouraged to provide advance notice to the University Police prior to commencement of an expressive activity in order to promote the safety and security of all individuals on campus. To be useful, advance notification must include the day, time, and location where the demonstration or other expressive activity is expected to begin as well as the full name and detailed contact information for the primary organizer and/or person responsible for the activity. Certain areas of campus are reservable by members of the campus community. If students, student organizations, faculty, or staff desire to reserve campus facilities to conduct expressive activities, they must submit their requests to the appropriate administrator with sufficient notice to allow for logistical support and to otherwise comply with the applicable facility use guidelines.

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

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

- a. Persons or their belongings may not block or otherwise unreasonably interfere

- with the free flow of vehicular, bicycle, or pedestrian traffic. The right of way on streets and sidewalks must be maintained.
- b. Persons or their belongings may not block or otherwise unreasonably interfere with ingress and egress into and out of campus buildings.
 - c. Persons or their belongings shall not obstruct or attempt to force the cancellation of any event or activity sponsored by the University or by any users authorized to use University facilities.
 - d. Persons shall not engage in harassing, physically abusive, threatening, or intimidating conduct toward any person.
 - e. Persons shall comply with the directions of any University official acting in the performance of his or her duty.
 - f. Classes or other scheduled activities shall not be unreasonably disrupted.
 - g. Use of public address systems and amplified sound must be registered at least 72 hours in advance with the University Police. Use of such equipment may not unreasonably interfere with classes or other scheduled activities.
 - h. When an invited speaker is the object of protest, persons may demonstrate and/or distribute leaflets outside the building where the speech is taking place. Persons who wish to enter the building must do so as members of the audience, paying admission fees where applicable, and must give the speaker a respectful hearing. Failure to Page 3 of 4 grant the speaker a respectful hearing may result in the offending persons being asked to leave.
 - i. All applicable federal, state, and local laws and regulations (including local ordinances regarding demonstrations on public streets), as well as all applicable University policies must be observed and followed.

Campus Free Speech

In order to sustain an environment rich in the exchange of ideas, perspectives, and intellectual pursuits, the University of Mary Washington values the freedom of expression. The University is committed to supporting the exercise of constitutionally protected speech in all of its facilities and programs, while maintaining a safe atmosphere free from disruption. In keeping with and maintaining these freedoms, the University utilizes established policies and guidelines for the use of its facilities in order to preserve its mission and properties, to secure its operational objectives, and to safeguard the community. Please see UMW's [Campus Free Speech](#) website.

Report an Incident

You may report an incident of disruption of constitutionally-protected speech (including, but not limited to public speaking under the [Expressive Activity by Members of the University Community](#) and [Request to Address the Campus Community](#) policies) in the following ways:

For emergency incidents, call the UMW Police at 540/654-4444 or 4444 from a campus phone. For non-emergency incidents, you may file a report in the following ways:

Current UMW Students: File a report under the Student Grievance and Complaints

procedures in the UMW Student Handbook, page 42.

Facility Scheduling

Student Activities and Engagement; University Center

Student organizations wanting to [reserve space](#) for on-campus activities may view the policies for room reservation, and register at students.umw.edu/studentactivities/room-reservation/. Requests must be submitted at least fourteen (14) business days prior to an event or seven (7) business days prior to a meeting.

Fire Safety

Fire extinguishers, fire alarm systems, exit signs, 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 (i.e., detectors, exit lighting, emergency lighting, sprinkler systems, and any associated valves or water controls). In the event of a fire alarm, building residents and guests must leave the building immediately. Certain items are prohibited in UMW buildings due to restrictions by fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety. Any fabric hanging from windows must be flame-retardant. Fabric must not hang from walls. Items shall not hang from ceilings, on/from sprinkler, and heating piping.

Other fire safety concerns or questions can be addressed by the Office of Emergency Management and Safety. Online resources for [fire safety](#) can be found at <http://adminfinance.umw.edu/safety/fire-safety/>.

Intellectual Property

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

Motor Vehicle Policy and Regulations

Parking Management Office, Lee Hall 2nd floor; 540/654-1129

All UMW students bringing a vehicle to campus must have a decal. Students may park in designated campus lots consistent with their decal status. Students with a DMV-issued accessible placard or license plate may park in any accessible space, regardless of the lot designation. To purchase a parking decal, individuals must comply with UMW policy and procedures, associated state regulations, and must be an enrolled student or active employee. Decals can be purchased by logging into Banner self-service and select parking management under the personal information tab. Decals will be delivered to

UMW campus mailboxes (for residential and commuter students). Before the decal arrives, a temporary parking dash pass can be printed from online after purchase.

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

No Student Parking at Any Time: Lot #1 Inbound and Outbound Double Drive, Lot #2 George Washington Hall Parking, Lot #4 Seacobeck Hall and Ridderhof-Martin Gallery, Lot #5 Simpson Library Parking, Lot #7 Anderson Center, Lot \$15 Monroe North, Lot #16 Monroe South, Lot #20 Marye House, Lot #26 Jefferson, Framar, & South Hall, Lot #27 Jefferson Square, Lot #31 Physical Plant, the marked 24/7 Faculty/staff parking spaces located in the Sunken Road Lot #13 and UMW parking Garage Top Level (04), and spaces specifically reserved for Visitors and Residence Life members.

Except for those listed above, or when otherwise reserved, students may park in all other Faculty/Staff lots after 7 p.m. Monday-Thursday and 5 p.m. on Fridays. Students must move their vehicle by 7 a.m. on the next business day.

Smoking Policy

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the University that:

(1) smoking is prohibited in all buildings, and UMW and state vehicles; and, (2) the right of the nonsmoker to protect from smoke their health will take precedence over an individual's desire to smoke. Smoking is permitted on campus only in limited locations. Smoking is NOT permitted within 50 feet of any residential building. This includes all tobacco products, pipes, cigars, e-cigarettes or any device representing the use of smoking a product whether synthetic or organic.

In accordance with Virginia law, no individuals under the age of 21 are permitted to possess tobacco products, nicotine vapor products, and alternative nicotine products, with the exception of FDA-approved nicotine replacement products such as transdermal nicotine patches, nicotine gum, and nicotine lozenges.

Unauthorized Entry or Exit

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

Examples of potential violations of this policy include entry into a building that a student is not authorized to enter; entry into a building that a student is authorized to enter but via an unauthorized means of ingress, such as a window or emergency exit; entry into an assigned living space without the explicit or implicit permission of at least one of the students assigned to that living space; or unauthorized exit (e.g., exiting a building using an unauthorized means of egress, such as a window or an emergency exit).

Weapons Policy

Students are prohibited from possessing or carrying weapons anywhere on University property, including in any University buildings (academic, administrative, residential, etc.) or in any University vehicles. Entry upon the aforementioned University property in violation of this prohibition is expressly forbidden. Possessing or carrying toy or replica versions of weapons is also prohibited, unless required as part of a program sponsored or facilitated by the university.

For the purposes of this policy, weapons include any (i) pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, straight razor, slingshot, spring stick, metal chucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart; or (v) stun weapons, meaning any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person.

Projectiles

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

Fireworks, Explosives, and Dangerous or Hazardous Chemicals

No student shall possess, keep, or use pyrotechnics (including, but not limited to, fireworks, sparklers, and ammunition), explosives, combustibles, or dangerous or hazardous chemicals.

Bicycle Policy

All bicycles must be registered with UMW Police. Students may stop by one of the bike registration events on campus during the beginning of the semester or visit UMW Police, located at Brent House.

All bikes shall be removed from UMW property by May 30th of each year unless arrangements have been made to leave the bike on campus for the summer. Arrangements will only be made for bikes registered and displaying a UMW bike decal.

Bicycles cannot be parked on any handicap ramps or impede exit or entrance to or from any building. Bicycles deemed by Public Safety to be in violation of this requirement will be removed and the owner contacted via the bicycle registration information.

Network and Computer Use

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

1. [Network and Computer Use Policy](#)
2. Users must not illegally download or distribute, including via peer-to-peer file sharing, any copyrighted material.

IT Security: UMW regards the security of its information resources as an institutional priority and maintains an information technologies security program overseen by the Information Security

Officer. Students with questions about IT security can view additional information at the UMW [IT Security website](#) or by contacting the IT Help Desk 540/654-2255.

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

- Immediately delete any message asking for your credentials or any other personal information. Do NOT respond to these messages!
- If you replied to such messages or believe your account has been compromised, change your password immediately.
- If you need assistance in accessing your account, and/or in correcting a problem, please contact the [IT Help Desk](#) at helpdesk@umw.edu or at 540/654-2255.
- UMW students are expected to respect all property, whether it belongs to the University, other members of the UMW community, or members of surrounding communities. Damage to or unauthorized relocation of property is prohibited, as is the misuse of UMW's computers, telephones, and networks.

Accessing the University Network with Your Computer: In order to protect the wireless network from misuse or viruses, students are required to use **Aruba Clear Pass** to access the Internet or network in all non-residential buildings. Once authentication is complete, your computer will be assigned rights based on your role.

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

content may result in the termination of one's internet service.

Violations: Violations or suspected violations of the policies and principles enumerated above can be reported promptly to the IT Help Desk (helpdesk@umw.edu or 540/654-2255, the Information Security Officer 540/654-2152 or, in the case of spam or email abuse, (itabuse@umw.edu).

Students receiving DMCA violations will be contacted by the Information Security Officer along with the Director of Student Conduct and Responsibility (OSCAR).

Official Communications

To have a question answered by phone, consult the [UMW Directory](#) to search by name or department. From a cell or off-campus phone, dial area code/prefix-extension, unless otherwise

noted. For example, UMW extension 5555 becomes 540/654-5555. Official UMW communication may be done through email or by UMW mail services.

Posting Notices

Student Activities and Engagement; University Center; 540/654-1061

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

Flyer Policy

There are a number of bulletin boards on campus in which you are able to post flyers – other than flyers posted by **university departments**, all flyers must be brought to the SAE office (UC 303) or emailed to sae@umw.edu to be approved before being posted in the buildings below:

- Anderson Center
- Bulletin Board on Campus Walk in front of Lee
- Combs Hall (1st floor only)
- Pollard Hall
- Dupont Hall
- Hurley Convergence Center
- Lee Hall
- Mansion & Economics
- Melchers Hall
- James Farmer Hall
- Rucker University Center
- Woodard Hall Nest Cabinets (these cabinets are locked, please let the SAE Front Desk know that you would like your flyer posted in these cabinets and we will post it for you)

There are a few buildings which **require permission from the Building Coordinator to post flyers** (please contact SAE for Building Coordinator contact information).

Those buildings are:

- All residence halls– bring flyers to Marye House for approval and distribution
- GW Hall

- Jepson Science Center
- Mercer Hall
- Monroe Hall
- Woodard Hall (other than the boards outside of the Nest on the 1st floor)

Guidelines:

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

Tabling

Student organizations may reserve tables to place on Campus Walk or in the Nest.

Guidelines for tabling include:

- No outside solicitation is allowed (i.e., outside vendor sales, credit card applications, etc.). Outside organizations may contact the [Office of Events and Conferencing](#) with further questions.
- Pickup and return of tables is the responsibility of the student organization.
- Dirty tables will result in a \$25 cleaning fee to student organizations account.
- Refrain from placing staff at entrances of buildings, or in the middle of the Campus Walk for safety reasons.

Chalking

Student organizations may use chalk as a means of publicity, but chalking is limited to only uncovered sidewalks. Guidelines for chalking include:

- Chalk is not allowed on the side of buildings, stairs, porches/patios, the tunnel, the Bell Tower, or any surface that is not an uncovered sidewalk. Student organizations will be charged a cleaning fee in this situation and will risk losing other SAE privileges.
- Student organizations may be asked to clean up their chalk if large institutional events are taking place.
- Chalk messages cannot include any obscene or illegal information, including vulgar and alcoholic/drug related content.
- Only traditional chalk can be used. Chalk pens, chalk paint, or other materials may not be used, are strictly prohibited, and can result in fines if used.

Residence Halls

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

Restaurants at the Top of the UC Policies

Guest Assistance:

- If you have any questions or concerns regarding your meal while you are in the Restaurants, please speak to a supervisor or manager so we can address your concerns immediately. Our goal is to provide you with exceptional food and service!
- If you have questions, suggestions, or concerns when you are not dining with us, please visit our Dining Concierge desk on the 2nd floor by the entrance to Panera on week days during our peak lunch and dinner serving hours and we'll be glad to assist you.
- If our Dining Concierge desk is closed, or if you prefer to contact us in writing, you may fill out comment cards and drop them in one of the comment boxes located in every campus eatery. You may also e-mail Dining@UMW.edu, or text us! In the message box, type UMWdining, a space, and then your question or comment, and send it to 82257. You may also call the Dining Concierge at 540-654-2169.

Entrance to the Restaurants

- If using a meal plan for payment, your EagleOne Card must be presented to the cashier for admission. A photo of the card on your phone, or a copy of the card, will not be accepted.
- You may choose whether to pay with a meal "swipe", Flex, or EagleOne dollars.
- Improper use of an EagleOne Card is a violation of the Honor Code. For example, you may not loan your card to another student, or use someone else's card to pay for a meal.
- Payment is required to enter the Restaurants, and you must enter via the cashier station. If you use any other means of entrance (through the exit doors or through the small dining rooms) without paying, that is considered theft and it will be reported to the UMW Honor Council.
- Shoes and shirts must be worn at all times.
- The Restaurants will be open only during posted dining hours. Guests need to exit the Restaurants one-half hour after the last serving line closes.
- Exit Only: The exit doors near the dish return area are for exit only, unless there is a fire emergency. Always enter through the cashier stations, even if you have eaten your food on the terrace and just want to return your dirty dishes.
- If you don't plan to get food but want to sit with your friends while they eat, ask your friends to bring their food to the 4th floor lounge or terrace area. You may sit with them there. You may not enter the Restaurants without paying.

Improper Conduct:

Abuse of guest privileges, malicious mischief and/or destructive conduct may result in loss of privileges to the Restaurants at the Top of the UC and referral to the Office of Student Conduct and Responsibility (OSCAR).

Dining Equipment:

- Utensils, serving dishes, or other equipment may not be removed from the Restaurant dining area and taken to other areas of the building without permission. These items should never be removed from the building.
- Dirty dishes should be placed on the carousel along with glasses, napkins, and leftover food. Dirty Utensils should be placed in the black plastic tubs.

Take-Out Policy & Grubhub Ordering:

Guests may get meals "to go" from the Top of the UC by purchasing an approved, reusable take-out box, or by placing orders through Campus Grubhub. Details on take-out policies are included in the "Guide to Dining". Links to this Guide and "Grubhub Tips" are on the University Dining [homepage](#).

Safety and Security Cameras

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

Searches, Seizures and Event Security

1. If University authorities have reasonable cause to believe that a University rule is being violated in a manner that prejudices the proper and efficient operation of the University or the welfare of the student body generally, University authorities may inspect the student's room for the purpose of investigating the violation. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings, then no search warrant is required. The Dean of Students, Dean of Residence Life and Housing, or any member of the Residence Life and Housing professional staff, may participate in an administrative search. The University Police may also observe an administrative search.
2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained. There are situations in which searches can be made of private residences without search warrants. Examples include a search of the area under the immediate control of a person being arrested; plain view seizure of an illegal item; invasion of a resident's room in hot pursuit; and search made when it is not reasonably possible to get a search warrant.
3. Evidence observed by University personnel during search and seizure may be used in court during criminal prosecution, as well as in a University disciplinary proceeding.

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

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

1. Open to the general public.
2. An admission charge is collected.
3. Entertainer contract specifies that a search be conducted.
4. A person with dignitary protective coverage is in attendance.

5. Police have received adverse intelligence information concerning the group performing or activity to be engaged in on campus.

Snow Emergency

Facilities Services; 540/654-1047

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

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

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

Solicitation

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

- I. Registered student organizations must receive prior approval from the SAE office for any sales activity.
 - a. Tables may be reserved in the University Center second floor.
 - b. Student organizations can submit the Event Registration Form via myUMW to reserve a table in the University Center or on Campus Walk.
 - c. Tables may be reserved for the second-floor entrance area (off Ball Circle) on a first-come/first served basis. (see "b." above)
- II. Individual students seeking to sell products, food, etc. must follow the off-campus vendor guidelines (below).
- III. Off-campus Vendors may reserve space through the Office of Events and Conferencing. The Off Campus Merchant manager will complete space reservation requests.
- IV. Off-Campus groups wishing to distribute information may reserve space through the Events Office, 307 GW Hall. They will be assigned a specific area and will be directed not to approach students, but to allow students to express interest by approaching them.

Student Organizations

Student Activities and Engagement (SAE); University Center; 540/654-1061

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

The University of Mary Washington offers more than 140 clubs and organizations for students. For a complete listing, visit the [Office of Student Activities and Engagement](#) at <http://students.umw.edu/studentactivities/list/>. If you do not see something you like, contact SAE regarding the process to begin your very own student club or organization.

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

Town and Gown

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

Use of the UMW Name

Organizations wishing to create documents using the UMW name, logo, and seal for use off campus must follow the guidelines outlined in the Brand Toolkit and Brand Supplement. These guidelines require that the Primary Logo (University of Mary Washington text set on two lines) be used. The Brand Toolkit and Brand Supplement as well as high-resolution digital files of the logo can be downloaded using your NetID and password [here](#).

- Any organization wishing to use the UMW name for publications that will be distributed off campus must submit a final draft to University Relations and allow at least one week for review, revision, and/or approval of your document.
- The official University Seal is used in selected applications as determined exclusively by the President or a designated representative. Any organization wishing to use the Seal must submit its request for approval in writing to the Office of the President.

- All requests must be made to the University Relations. Any questions regarding these regulations should also be made to this office (540/654-1934 or <mailto:anewell@umw.edu>).
- University Relations retains the right to review proofs prior to final production of merchandise. The University also reserves the right to rescind approval at any time for any reason.

Virginia Freedom of Information Act

University Relations and Communications; 540/654-1055

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

Residence Life and Housing

Marye House; 540/654-1058; reslife@umw.edu



On-Campus Living Requirement

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

Exceptions may be made for students who:

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

For reasons other than those listed, the applicant must be very specific about the significant, uncontrollable, and unforeseen extenuating circumstances that require an exception to be granted.

To be approved to live off-campus, students must [submit a petition](#) detailing the situation to the [Office of Residence Life and Housing](#) (see <http://www.umw.edu/residencelife/on-campus/housing-procedures/current-students-termination-of-housing-agreement/>).

Students should not rely on any information other than a written approval from the UMW Office of Residence Life and Housing in making other living arrangements. The burden is on the student to provide clear and convincing information to prove they fall within the exceptions stated above. Students within the first two years of their Agreement should only ask to be released if planning to live with a parent or legal guardian within 30 miles of UMW.

Living Learning Communities (LLC):

First-Year (new "freshmen") students will engage in Living-Learning Communities (LLCs) by living together in the same residence hall based on the First Year Seminar (FSEM) course in which they are enrolled. The positive effect of learning communities on students' academic success is well documented with significant gains observed in academic performance. Students who live together and share meaningful academic experiences form friendships and boost out-of-the-classroom learning.

Because of this substantial benefit, first-year students will live with or in close proximity to their LLC in the residence halls.



Residence Life - Standards and Procedures

Abandoned Personal Property: Any personal property discovered during room checks after checkout will be logged and removed from the residence hall room. Students will be contacted via email and will be asked to retrieve their belongings within 14 days or provide UMW permission to dispose of them. UMW will adhere to state regulations on abandoned property in terms of storage, re-purposing and/or disposal. Students will be held responsible for the costs to remove and store abandoned personal property from the residence halls.

Beds: Residence halls have extra-long twin (80-inches long) mattresses unless otherwise noted on the residence life website. All rooms are furnished with bed frames that can be bunked or lofted utilizing a university provided loft kit. Personal lofts (those not provided by the University) are prohibited. Information regarding bed modifications can be found on the [Residence Life and Housing](#) website.

Break housing: Students who are in need of housing over the Winter Break period may request to remain on campus during the break period. The university will review all submitted requests. Those approved to stay will receive written confirmation from the Office of Residence Life and Housing. Remaining on campus during break without approval from the Office of Residence Life and Housing is prohibited. Most campus services,

including food service, are unavailable during break.

Computer Use in the Residence Halls: All students in the residence halls receive both free ethernet internet access and wireless access. The use of non-Apogee routers or the downloading of illegal content may result in the termination of one's internet service.

Check-out: Residents must remove all their belongings from on-campus residences 24 hours after their last exam or no later than the posted closing time each semester, whichever is earlier. Graduating seniors may occupy their rooms until 10 a.m. on the day after graduation in May. Residents must follow all check-out procedures including, but not limited to, removing all personal belongings, cleaning, returning loft equipment to designated storage space, notifying RA of any damages, and returning keys and RFID tags (ELEV parking garage). Failure to follow check-out procedures may result in an improper check-out fee.

Commercial enterprises: No business may be conducted in the residence halls without written approval from the Dean of Residence Life and Housing or his or her designee. The presence of any promoter, vendor, or unauthorized visitor should be reported to Residence Life staff and/or University Police.

Custodial Services: Custodial service is provided only for residential common areas open to everyone. Cleaning of student rooms, suite bathrooms, and apartments is the responsibility of the individual occupants who use those areas. Charges will be assessed for inordinate cleaning of public areas. Toilet paper is provided in communal style bathrooms. Students residing in suite-style and apartment style buildings must provide their own.

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

Dining: All residential students are required to have a meal plan. Students who fail to select a meal plan during [Housing Selection](#) will automatically receive a plan (Eagle plan for first-year students, 150 block plan for returning students). For more information on [University Dining](#) visit UMW.SodexoMyWay.com.

Early Arrivals/Late Departures: Residents are expected to arrive on published move-in dates and move-out in accordance with the 'Check-Out' section of this document. Students who need consideration for early arrivals or late departures must seek approval from Residence Life and Housing. More information is available for [here](#) for early arrivals and [here](#) for late departures

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

enter student rooms during breaks for maintenance, housekeeping, safety purposes, and to determine compliance with closing procedures.

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

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

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

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

1. Absolutely no indoor pyrotechnics, fog machines, or flame producing items – both in and out of doors. This includes tiki torches.
2. Natural cut trees are prohibited in the residence hall rooms and in areas of public assembly area (where 50 or more people gather for a purpose).
3. Cornstalks, leaves, and hay are prohibited for use as decorations due to their combustible nature. Other natural materials, such as pumpkins, squash, and gourds, are permitted.
4. Artificial trees need care in selection and handling. Plastic trees can burn. Use the type clearly marked as made from slow burning materials. Those with built-in electrical systems should carry the Underwriter's label (UL). Metal trees may be a shock hazard. Use only indirect lighting with them. If lighting strings are placed on a metal tree, the tree may become electrically charged. Never use electric lights on a metal tree.
5. Use noncombustible decorating materials (metal, glass, etc.). Untreated cotton batting, flock, and paper ignite easily and may burn intensely. Use only flame-retardant or noncombustible materials for costumes and decorations. Crepe paper and streamers used for decorations must be labeled as "fire-proof" or "flame-proof." Be sure to read the label before you buy the material. Plastic bags and plastic sheeting may not be used for decorating – this

material is very combustible!

6. Keep exit corridors and doors free of decorations. Their use in these areas could cause confusion and make exiting dangerous in emergency situations.
7. Cover no more than 10% of any available wall space with decorations. Do not block or cover fire alarm pull stations, emergency lights, exit lights, hose and extinguisher cabinets, or any part of the sprinkler system. Regular corridor lighting must not be completely covered. Keep decorations at least ten feet from exit doors.
8. Items shall not hang from ceilings, on/from heating, and sprinkler system piping. There must be 24-inch clearance from ceilings and 18-inch clearance on sprinkler heads.
9. Corridors must not be “wall-papered” with combustible materials. Combustible decorations are not permitted in stairwells.
10. Do not string decorations down corridor ceilings. They can act as fuses should they become ignited.
11. The use of lighted candles or any open flame device is not permitted in residence halls. Safe alternatives include flashlights and battery-operated candles.
12. Electrical decorations should be UL listed. Equipment should be checked for frayed cords, loose connections, and broken sockets. They should be unplugged when you leave your room or before you go to sleep.
13. Make sure all indoor and outdoor holiday lights are UL listed. In residence halls, only indoor “cool lighting” is permitted. The number of strands of lighting connected is limited to the manufacturer’s recommendations (no more than 2-3 strands). These should not be strung in any fashion where the cords can become frayed, such as being wrapped where the cords are trapped between the metal bedding frame and the mattress.
14. If an electrical appliance smokes or has an unusual smell, unplug it immediately and have it serviced.
15. Replace any electrical cord that is cracked or frayed.
16. Only approved bed canopies (such as Campus Canopies) that have an NFPA 701 standard tag shall be used on beds. Beds shall not be lofted higher than 4’ above the floor. At no time may a sheet/blanket be placed on top of the loft.
17. Decorations that can cause damage to university property including walls, ceilings, doors, windows, and furniture are not permitted. 3M products and LED light strips with adhesive backings cause significant damage and should not be used.

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, beanbag chairs, exercise (i.e., treadmills) and recreational equipment (i.e., ping-pong tables) are not permitted. Upholstered furniture must be fire retardant. Look for one or more of these fire-retardant standards on identification tags:

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

All upholstered furniture must be in good condition. [Residence Life and Housing, The Office of Emergency Management and Safety](#), and/or the Fire Marshal reserve the right to have a student remove any item 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 must be escorted at all times.

Permission to have overnight guests is contingent upon the prior approval of all occupants of the living space and in conjunction with each residence hall's visitation policy. There is no overnight

visitation, except for immediate relatives, in first-year residences during the fall semester. No one guest may stay in a building more than three consecutive nights or more than 14 nights each semester. No one resident may have overnight guests for more than 14 nights in a semester. Guests who are believed to be residing in the building without a room assignment will be banned from visiting.

Overnight guests are prohibited during break periods and other times when the halls are not officially open. Guests who visit Eagle Landing must be signed in at the front desk during the hours of midnight and 8 a.m.

Heating and Cooling: All residence halls are air-conditioned. Energy efficient sensors that respond appropriately to outside temperature control centralized heating. Buildings with centralized cooling systems are controlled in the same fashion. Residents should avoid running window AC units in the winter when the heat is on. Students are encouraged to contact Facilities if their room is too hot or too cold.

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

The University of Mary Washington uses an electronic application process that allows students to execute their housing agreement online. *Forty-eight hours after the official Housing and Dining Services Agreement is submitted electronically to the University of Mary Washington, it becomes a **binding Agreement** between the student and the University. Students who submit the Agreement will not be permitted to cancel the Agreement unless they meet the termination terms of the Agreement.

Keys: Upon checking-in, each student is given a key to his/her residence. If a key becomes lost or is not returned by the designated check-out time, locks will be changed at the student's expense. If replacement of a key or lock is necessary, it should be immediately reported to the University Police at Brent House or by calling 540/654-1025

and to your Resident Assistant. The cost for replacement keys or locks (\$125.00 per key/lock) will be assessed to the student's account. Students are prohibited from placing their own locks on individual doors. Duplication of any university key is strictly prohibited. Students may not share their key with someone not assigned to the residence hall room.

Lock-Out: Students are expected to carry their room keys and Eagle One IDs at all times. Should a student become locked out of their room, they should contact Residence Life and Housing (540-654-1058, M-F 8-5) or the RA On-Duty phone (posted in Residence Hall lobbies, after-hours, and weekends). A staff member will be dispatched to let you in to your room. Please be patient as the staff member may be coming from another location on campus or need to wrap up another obligation before responding. Students will receive one free lock-out service per semester and will be charged \$10 to their student account for any additional lock-out.

Lounges: Lounges are provided for the use of all residents of a building. Residing and/or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges. The main lounge or parlor within a building, seminar rooms in the Randolph/Mason Link, Willard, and Virginia, and the Eagle Landing Rotunda and conference room may be reserved for use by completing a request in 25Live.

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

Noise: Residents are responsible for ensuring that their behavior does not violate another's right to sleep or study. Excessive noise in and around residence-hall areas is prohibited. Quiet hours are generally 10 p.m. to 8 a.m., nightly. Sounds are not to be heard outside rooms during these hours. Each floor or hall may vote to extend these hours. At all times, "courtesy hours" are in effect and residents should comply with requests from other residents and/or staff members to lower their volume. Hall staff may extend quiet hours before and during examination periods and/or as necessary.

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

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

Pets and Other Animals: living or dead, are not permitted in UMW Residence Halls and apartments. Exceptions include registered service animals, ESAs approved through accommodation process, service animals in training as part of a specific university-sponsored program, and fish kept as pets in a 10-gallon or smaller aquarium. Handlers of service animals or approved ESAs must submit registration forms, signed expectations, Roommate acknowledge forms, and vaccination records to Residence Life and Housing

before bringing the animal to campus. Violations of handler expectations or expiration of vaccination records may result in revocation of approval.

Prohibited Items: partial list – in addition to other policies

- Alcohol and tobacco (except in spaces where residents are 21 or older)
- candles (with or without wicks), candle/wax melt/warmers, and incense
- curtains and draperies (unless with a tag displaying fire-retardant information or treated with fire-retardant spray. The spray container and receipt must be kept on file to provide as proof when needed)
- decorations covering more than 10 percent of any wall
- devices used to promote irresponsible drinking (beer bongs, funnels, and similar devices typically used to promote excessive alcohol consumption)
- door decorations (fliers, posters, pictures displayed on either side of a door) other than the name tag provided by the Residence Life staff
- drugs and/or controlled substances that are illegal, and any drug paraphernalia (including electronic smoking devices used for drug consumption)
- electrical cooking appliances (including microwaves, toaster ovens) in residence hall rooms or non-kitchen areas; all electrical cooking appliances without an automatic shut-off such as coffee/tea pot; any electrical appliance which is not UL approved; any electrical appliances with an open heating element (including but not limited to potpourri burners, hot plates, crock pots, and indoor grills)
- electrical cords around doorways or under carpets
- electrical items left plugged into bathroom outlets such as curling irons and hairdryers
- explosives, fireworks, pyrotechnic devices, or flame-producing materials
- extension cords (unless multiple outlet-type with built-in fuses and/or surge protector)
- fabric hanging on walls (including tapestries). Combustible items such as flags may be displayed if framed under glass or acrylic/Plexiglas. The 10 percent limitation on wall coverings would still apply.
- firearms, projectile firing devices, and other weapons, including but not limited to air rifles, pellet guns, or other weapons including realistic facsimiles; ammunition; switchblades; knives with blades over 5 inches; biological or chemical weapons such as mace and tear gas; hazardous materials or chemicals (examples: gasoline, lighter fluid, or other flammable liquids); or items which may pose a danger to the UMW community
- halogen lamps, lava lamps, and incandescent bulbs. Permitted lamps are those using low heat emitting light bulbs, compact fluorescent lighting (CFL), or light emitting diode (LED) lighting.
- hookahs
- hoverboards
- pressure cookers
- instapots
- items obstructing egress/exit paths in rooms or hallways
- items hanging from ceilings, on/from the heating system, or sprinkler system piping
- mopeds or other fuel-powered or motorized vehicles. Bicycles may be stored in rooms as long as a clear exit emergency path is evident. Bicycles must be registered with University Police and should be stored in bike racks/storage areas when stored outside.
- outdoor grills near the residence halls or on residence balconies
- outside antenna/satellite dish

- overstuffed or inflatable furniture, waterbeds, and personal lofts
- previously live cut trees, cornstalks, leaves, and hay
- refrigerators larger than 4.5 cubic feet. Only one is permitted in a single, double, and triple room; quads may have two mini-refrigerators. Fridges must be plugged directly into the wall. Eagle Landing and UMW Apartments are not permitted to have additional refrigerators beyond the large one provided by the University in the kitchen.
- removal of University-issued room furniture or relocation of any University-issued residential furniture
- signs considered to be University, government, or another's property
- smoking of any kind is prohibited inside and within 50' from buildings
- space heaters
- tobacco products (except in spaces where residents are 21 years or older)
- wireless internet routers

Reassignment/Consolidation: The University reserves the right to change room assignments at its discretion, for instances including, but not limited to, violation of residential policies or other University policies/procedures, damage and/or repair to facilities, and/or to ensure the safety of self and others. The University also reserves the right to reassign students for the purpose of consolidating residents within similar housing accommodations to maximize occupancy where necessary.

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. Locked refrigerators are not permitted unless approved by the Dean of Residence Life and Housing or their 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.

Residence Hall Association: All residential students are members of the Residence Hall Association (RHA) and have an opportunity to get involved in their residential community. RHA provides opportunities to discuss issues facing the building and develop social programming designed to enhance the sense of community within the residence halls. RHA's student leadership for the upcoming academic year is determined through an election process held every spring.

Room Changes: Changes in room assignment must have prior approval from the Office of Residence Life and Housing. All students involved in an unauthorized room change will be assessed a \$50 fine and are subject to disciplinary action. Once approved, unless otherwise detailed, residents must remove all belongings from the room, turn in room keys, and checkout of their room. When moving into a new room, students must follow instructions to obtain their new key.

Room Condition: Each resident is responsible for leaving his or her room space in the same or better condition than that in which it was found upon moving in, as stated on the "Room Condition Report" (RCR) provided upon moving-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning made necessary by misuse of facilities; removal of any extra furniture, abandoned property, or trash/item removal; or other unusual conditions requiring

correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. [Work orders](https://www.umw.edu/residencelife/on-campus/work-orders/) may be filed by residents at <https://www.umw.edu/residencelife/on-campus/work-orders/>. Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate receptacles. Damage assessments will be conducted upon move-out, and students will be charged for any damages not previously indicated on the RCR.

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

Unauthorized areas: Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, custodial areas, or locked balconies. Window screens may not be removed to gain access to the exterior of the building.

Vacancies: The Office of Residence Life and Housing will fill vacancies either by consolidating existing assignments or assigning another student to the vacancy. Vacancies prior to the start of each semester will be filled at the discretion of the Office of Residence Life and Housing. When possible, during the year, the Office of Residence Life and Housing will allow the remaining student in a room to select a compatible roommate, if desired. If the student is afforded this opportunity and does not select a roommate within 48 hours of the space being vacated, the Office of Residence Life will fill the vacancy at their discretion. All students are expected to always keep all vacant spaces free of personal belongings and ready for a new student. Students are also expected to accept any assigned roommate or move to another room upon request. Intimidation and/or displaying behaviors that are unwelcoming to a new roommate will not be tolerated.

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. No smoking is allowed on the apartment balconies.

Additionally, balconies and porches are to be always kept orderly 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 always taken while cooking. Cooking materials should not be left unattended or left on when the apartment is unoccupied.

Married student housing (UMW Apartments only): If a one bedroom or efficiency apartment is available, two currently enrolled full-time married students may elect to be assigned there during housing selection. Should an apartment become available during

the year, a married couple on a waiting list may be housed in a one bedroom or efficiency apartment. Documentation of marriage is required. Children are not permitted to reside in on-campus housing.

The Student Conduct System

Office of Student Conduct and Responsibility (OSCAR), Marye House; 540/654-1660

The Office of Student Conduct and Responsibility (OSCAR) is managed by the Director of Student Conduct and Responsibility. Additionally, professional members of the Residence Life staff, the Assistant Dean of Students, and [elected student members of the Student Conduct Review Board](#) (SCRB) are integral to its mission. (The Honor Council is a separate entity, and is not a part of the conduct system.)

Mission Statement:

The Office of Student Conduct and Responsibility (OSCAR) supports the Division of Student Affairs' overarching mission to promote student success, learning, and personal wellness. In doing so, it also supports the University's overall mission, which is to provide students with a superior education that inspires and enables them to make positive changes in the world. OSCAR also seeks to uphold and promote UMW's Statement of Community Values.

OSCAR supports these missions by upholding a Code of Conduct, a set of guidelines for how UMW students are to conduct themselves, and what conduct they should expect from each other. These guidelines, based on principles of student development, are intended to facilitate all students' learning and personal growth within the University and beyond, and to create a community of integrity. Students' success, ability to learn, and wellness should not be negatively impacted by the conduct of other students, or by their own conduct. Students whose actions are inconsistent with the Code of Conduct are held accountable through a fair and compassionate process in which education is a primary value. OSCAR upholds an environment in which personal growth is facilitated, citizenship is promoted, and sensitivity to others within the community is balanced against each student's need for personal expression. Related to their conduct, UMW students have both rights and responsibilities, and OSCAR assists students in understanding how those rights and responsibilities benefit all members of the UMW community, including themselves.

Because student behavior, character development, and ethics go hand in hand, the Office of Student Conduct and Responsibility supports programs that raise students' awareness of ethical issues – from individual and community-related to global – that are present in contemporary society. It also may assist students to resolve conflicts by using informal alternatives to the conduct process – for example, by having conversations with students about behavioral issues.

Adjudication:

The Code of Conduct (see below) is a set of guidelines for how University of Mary Washington students are expected to conduct themselves. Although it is based partly on federal and state laws, its intention is to promote student success, learning, and personal wellness. For example, students who create a late-night disturbance in their residence

halls can have a negative impact on other students' ability to do well on a test the following day. Therefore, the Code of Conduct prohibits violating quiet or courtesy hours in the residence halls, and disorderly conduct. In addition, students who use illegal drugs, in addition to possibly having a negative impact on their peers, may be compromising their own safety, health, and potential for academic success. Therefore, the Code of Conduct prohibits the possession and use of illegal drugs.

The purpose of conduct hearings is not to determine whether a student violated the law, but whether a student violated the Code of Conduct.

There are three levels of Code of Conduct violations.

- 1) Alleged Level I violations are adjudicated by the Director of the Office of Student Conduct and Responsibility (OSCAR) or by a professional Residence Life staff member.
- 2) Alleged Level II violations are adjudicated by Residence Life Area Coordinators.
- 3) Alleged Level III violations are adjudicated by the Student Conduct Review Board (SCRB).

If, in the same incident, a student is charged with multiple Code of Conduct violations corresponding to both Levels II and III, the alleged violations will be adjudicated by a Residence Life Area Coordinator. If, in the same incident, a student is charged with multiple Code of Conduct Violations corresponding to both Levels I and II, or both Levels I and III, the alleged violations will be adjudicated by the Director of OSCAR or by a professional Residence Life staff member. At his or her discretion, the Director of OSCAR may adjudicate *any* alleged Level II or Level III violation, even if there is no alleged Level I violation. This may happen if the student has had prior violations, or if the reported conduct is of a more serious nature, for example. This also may happen if the incident did not occur in a residence hall.

Any Level I, Level II, or Level III incident that involves an off-campus student, or that is reported to have occurred off campus, may be adjudicated by the Assistant Dean of Students.

Every student who has been charged with a violation of the Code of Conduct, whether their hearing is with an administrator or with the SCRB, is asked to attend a meeting with an administrator prior to the hearing. The purpose of this meeting, which is called a "pre-hearing conference," is to: 1) share available incident documentation with the student; 2) orient the student about the procedures to be followed during the actual conduct hearing; and 3) inform the student about their rights throughout the conduct process. At the student's request, the conduct hearing may follow the pre-hearing conference directly, but this is at the administrator's discretion, and will not apply if the student is to have a hearing with SCRB.

In any conduct hearing related to alleged violations of the Code of Conduct, students are guaranteed specific rights throughout the process. These are detailed below, and are further described during the pre-hearing conference.

Alleged violations of the Code of Conduct may be reported and/or documented by any member of the community. Incident reports are completed and routed to

the appropriate disciplinary process as outlined elsewhere in this section. A documentation template is available online at https://cm.maxient.com/reportingform.php?UnivofMaryWashington&layout_id=10.

Students will be notified of their charges prior to their being asked to attend a hearing. The standard of evidence used in all Code of Conduct hearings is preponderance of evidence (see “Student Conduct Process Rights and Responsibilities” below).

UMW may adjudicate all conduct violations by enrolled students or by degree-seeking students, regardless of their enrollment status, that occur on campus, at a UMW-sponsored event, or in UMW-leased or controlled properties. Students may voluntarily withdraw from the University after having been charged with a Code of Conduct violation, and prior to completion of the conduct process (i.e., prior to being found responsible or not responsible for the charge(s), prior to issuance or completion of a conduct sanction, or prior to the completion of appeal process). However, if students who withdraw wish to re-enroll, the conduct process will need to be completed either before or after their return to the University.

Violations of civil or criminal law are subject to University adjudication in cases where the interests of the University may be affected.

Any student participating in the conduct process (pre-hearing conferences, hearings, etc.) is expected to abide by UMW’s Honor Code. Lying, defined as “a deliberate misrepresentation of the truth,” is prohibited by UMW’s Honor Code.

OSCAR is committed to assisting accused students throughout the conduct process, and students in need of further information related to the charges, or to the conduct process in general, are invited to meet with the Director.

Adjudication of Off-Campus Conduct:

Students are expected to adhere to the Code of Conduct both on and off campus. 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 conduct system, for off-campus conduct (particularly when it results in an arrest or a citation) is a standard process in higher education resulting in positive learning outcomes for students and favorable town-gown relationships. UMW’s conduct process is an educational tool to support student learning and is intended to perpetuate life skills and citizenship through accountability.

The University may choose to adjudicate any misconduct that implicates the interests of the University or jeopardizes the health and safety of the campus community. UMW may choose to adjudicate off-campus violations that occur in any program for which students receive UMW academic credit regardless of their UMW enrollment status at the time. UMW may also choose to adjudicate off-campus violations by any degree-seeking students regardless of their enrollment status at the time the violation occurred.

UMW may 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,” they could be charged with violating UMW’s policy related to alcohol intoxication. If a student is charged with public urination, they could be charged with violating UMW’s policy related to disorderly conduct. This information will typically come to the University through official police communication. The incident will be adjudicated by an administrator or by the Student Conduct Review Board as noted in the conduct hearing procedures.

Interim Actions Prior to Adjudication:

The University may, notwithstanding the location of an offense, suspend a student on an interim basis pending conduct or criminal proceedings for any alleged major violation of state or federal criminal law or of university policy which might jeopardize the safety and security of the campus community. The student shall have the right to appeal the interim suspension, and the Vice President for Student Affairs will hear the appeal.

Similarly, any student charged with a major violation of state or federal law, or university policy, may immediately be relocated within the residence hall system, or may immediately be suspended from the residence halls, or from specific areas of the University, pending conduct or criminal proceedings.

Relocations and interim suspensions are enacted when the student’s continued presence is reasonably believed to pose a substantial threat to themselves, to the safety and wellbeing of any member of the University community, to the preservation of property, or to the normal operations of the University.

Student Conduct Process Rights – Accused Student:

A student who has been accused of violating the Code of Conduct has the following rights regarding the conduct process:

1. To participate in a one-on-one meeting with an OSCAR or Residence Life professional in which conduct process rights and procedures are explained. The University reserves the right to mandate such a meeting.
2. To be informed of all charges prior to a hearing, and to review available incident documentation. Documentation that includes information about other individuals may be redacted.
3. To advance notice of at least three working days before a hearing is to be conducted.
4. To have a fair and impartial conduct hearing.
5. To request witnesses to speak in the student’s defense. The hearing officer or Chair may limit witnesses or statements deemed repetitious or unnecessary. Accused students should inform the hearing officer or Chair prior to the hearing as to the identity of their witnesses no fewer than two working days prior to the hearing. The only witnesses allowed will be those with information regarding the specific incidents or conduct in question. Character witnesses are not allowed.
6. To ask questions of all witnesses who participate in the hearing.
7. To be present at the hearing, except during deliberation, or when other accused students are speaking. Students who do not appear for a hearing are not assumed to be in violation, but the hearing may be conducted in their absence.
8. To be presumed not in violation unless found in violation for any charge(s). The

- standard of evidence used in all University conduct hearings is preponderance of evidence. This means that for a student to be found in violation of a charge, the evidence must persuade the hearing officer or board that it is more likely than not that the student was in violation.
9. To name an advisor. The advisor must be willing to assist and advise the student during the hearing, but may not speak on behalf of the student. The advisor may be any individual of the accused student's choosing, as long as they are not also a hearing witness. Accused students are requested to provide notice of the identity of their advisor preferably at least one working day in advance of any hearing or investigative meeting that the advisor is slated to attend.
 10. To be aware of all evidence presented during the hearing and to have the opportunity to review all relevant available documents.
 11. To be notified of the decision made as a result of the hearing.
 12. The right to not participate in the hearing.

Student Conduct Process Rights – Complainant

A student who is a complainant in the student conduct process has the following rights:

1. The right to speak with law enforcement and to explore whether any incident might be handled as a criminal matter, independent of whether the incident is handled as a possible Code of Conduct violation. If the incident occurred on campus, the complainant would contact UMW Police (540-654-1025) to start this conversation. If it occurred off campus, the complainant would contact law enforcement in that off-campus jurisdiction. If the incident occurred in the City of Fredericksburg, UMW Police can assist the complainant in contacting the Fredericksburg Police Department.
2. The right to pursue an Order of Protection with the magistrate from the City of Fredericksburg. An Order of Protection would place a short- or longer-term restriction on the ability of the accused student to contact and approach the complainant. UMW Police can assist the complainant in pursuing an Order of Protection.
3. The right to contact OSCAR or law enforcement (UMW Police or local law enforcement) if they feel unsafe or threatened.
4. The right to share their account of the incident during the conduct hearing in the presence (virtual or physical) of the accused student. The accused student will have the right to ask questions of the complainant, as will the hearing officer, board, or appellate panel.
5. The right not to respond to questions asked during the hearing, although the complainant should be aware that if they choose not to do so, that could have an impact on the outcome of the hearing.
6. The standard of evidence used in all University conduct hearings is preponderance of evidence. This means that for the accused student to be found in violation of a charge, the evidence must persuade the hearing officer or board that it is more likely than not that the student was in violation.
7. The right to be accompanied by an advisor during the hearing, as long as that advisor is not also participating in the hearing as a witness or as another complainant. Complainants are requested to notify the hearing officer or chair about the identity of their advisor, if they choose to be accompanied by one, at least one working day before the hearing. The advisor plays a silent role and may not speak during the hearing.
8. The right to be notified of the outcome of the hearing.

The following additional rights shall extend to complainants only when the accused student has been criminally charged with a crime of violence as defined in Title 18 of the U.S. Code Section 16, i.e., "(a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense":

1. The right, if they participate in the hearing, to be physically separated from the accused student during the hearing. The complainant must indicate that choice at least two working days prior to the hearing. Whether or not the complainant participates in the hearing, the hearing administrator will notify, in writing, the complainant about the outcome of the hearing and any sanctions imposed, as permitted by law.
2. The right to appeal the decision on the following grounds:
 - a) the hearing administrator or board exhibited unfair bias, which influenced the results of the hearing;
 - b) the availability of new evidence, unavailable at the time of the hearing, that could substantially impact the hearing administrator's or board's decisions or sanctions;
 - c) an error in hearing procedures, such as those described in the "Student Conduct Process Rights – Rights of Complainants," that is of such magnitude as to deny fundamental fairness; and/or
 - d) the sanction(s) issued by the hearing administrator or board are inappropriate for or inconsistent with the violation

In the case of a), b), or c), an appellate hearing may occur, if deemed appropriate by the Assistant Vice President for Student Affairs or designee. In the case of d), the appellate board shall convene to consider the sanction only.

Instructions for submitting an appeal electronically, using UMW's conduct management system, can be found in the hearing outcome letter that the complainant receives after the conclusion of the conduct hearing. All appeals should be submitted electronically. If students are unable to do so for any reason, they should contact OSCAR for assistance. Appeals must be submitted within five (5) working days of the date on the hearing outcome letter.

All appeals of conduct hearing decisions, whether those decisions were made by an administrator or by SCRB, will be heard by a trained appellate panel comprised of one UMW administrator, one member of UMW's teaching faculty, and three members of SCRB who did not participate in the original hearing. The appellate hearing will be chaired by the Assistant Vice President for Student Affairs or designee. **Appeal decisions are final.**

Sanctions:

If students are found in violation of the Code of Conduct, they are assigned one or more sanctions by the hearing officer or SCRB. Sanctions may be punitive in nature, but whenever possible, they are intended to create an educational outcome. Depending on the violation, they may range from a warning to, for the most serious violations, permanent expulsion from the University. Common sanctions include research papers, papers in which students are asked to reflect on the incident and on their conduct, online alcohol or drug education courses, community restitution, letters of apology, follow-up meetings with administrators, and disciplinary probation. Given the individual nature of each incident, there is no set list of mandatory sanctions attached to specific violations.

Administrative Withdrawals:

If a student is expelled or suspended from the University as a sanction for violating the Code of Conduct, or as a result of another administrative action, such involuntary withdrawal is termed Administrative Withdrawal. A student thus expelled/suspended is not eligible for readmission (in the case of expulsion) or refund of any fees, except the balance of a meal plan, if applicable.

Appeals:

Appeals of conduct hearing decisions may be made by an accused student only on one or more of the following grounds:

- 1) the hearing administrator or SCRB exhibited unfair bias, which influenced the results of the hearing;
- 2) the availability of new evidence, unavailable at the time of the hearing, that could substantially impact the hearing administrator's or SCRB's decisions or sanctions;
- 3) an error in hearing procedures, such as those described in the "Student Conduct Process Rights –Accused Student" that is of such magnitude as to deny fundamental fairness; and/or
- 4) the sanction(s) issued by the hearing administrator or SCRB are inappropriate for or inconsistent with the violation.

Instructions for submitting an appeal electronically, using UMW's conduct management system, can be found in the hearing outcome letter that every student receives after the conclusion of their conduct hearing. All appeals should be submitted electronically. If students are unable to do so for any reason, they should contact OSCAR for assistance. Appeals must be submitted within five (5) working days of the date on the hearing outcome letter.

In the case of 1), 2), or 3), an appellate hearing may occur, if deemed appropriate by the Assistant Vice President for Student Affairs or designee. In the case of 4), the appellate board shall convene to consider the sanction only. In no event shall a second sanction be more severe than the first if the appeal originated with the accused student.

All appeals of conduct hearing decisions, whether those decisions were made by an administrator or by SCRB, will be heard by a trained appellate panel comprised of one UMW administrator, one member of UMW's teaching faculty, and three members of SCRB who did not participate in the original hearing. The appellate hearing will be chaired by the Assistant Vice President for Student Affairs or designee. **Appeal decisions are final.**

Student Conduct Review Board (SCRB)**Composition of the Board**

The Student Conduct Review Board (SCRB) is comprised of the President, Vice President, and up to twenty elected members – up to five from each of the first-year, sophomore,

junior, and senior classes. The Office of Student Conduct and Responsibility (OSCAR) advises SCRB. If a SCRB member feels that they cannot hear a case objectively or without bias, that member shall recuse themselves from the hearing. Hearing panels are selected from SCRB membership. A Hearing Panel is comprised of a Hearing Chair (either the President or Vice President, or designee) and three members. Members may select (from within SCRB), a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

SCRB may conduct hearings in the fall, prior to the election of new members, as long as (1), the Hearing Chair has served as a Hearing Chair at least once previously, (2) the three members serving on the Hearing Panel have served as Hearing Panel members at least once previously, and (3) only cases in which the accused students are returning students are heard.

Procedures for SCRB hearings

1. Prior to the SCRB hearing, the accused student is asked to attend a pre-hearing conference with an administrator. During the pre-hearing conference, available incident documentation is shared and the conduct process and procedures are explained.
2. The SCRB President and/or Vice President receive the incident documentation and schedule the hearing.
3. The accused student is contacted in writing about the scheduled date and time of the hearing.
4. When the hearing is convened, all those in attendance introduce themselves by their name and their role in the hearing.
5. The Hearing Chair reminds all present about adherence to the Honor Code, and about the standard of evidence used, which is preponderance of evidence.
6. The Hearing Chair presents the incident documentation.
7. The Hearing Chair reads the Code of Conduct charges to the accused student, who pleads “Responsible” or “Not Responsible” after each charge. (If the accused student pleads “Responsible” to all charges, the hearing may move directly into the sanctioning phase.)
8. The accused student is invited to share their perspective of the incident, and to comment on any perceived errors or omissions in the incident documentation.
9. The incident documenter (if present) and witnesses (if present) requested by SCRB relate their perspectives of the incident. The accused student and SCRB may question them.
10. Witnesses (if present) requested by the accused share their perspectives of the incident. The accused student and SCRB may question them.
11. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses.
12. The Hearing Chair adjourns the hearing for deliberation. The Hearing Panel may recall any individual to question them further. The decision of the Hearing Panel is based on the incident documentation and on statements made during the hearing. A simple majority of Hearing Panel members present will determine whether the accused student is found “Responsible” or “Not Responsible” for each charge.
13. The Hearing Chair reconvenes the hearing and the accused student (and their

- advisor, if present) and announces the Hearing Panel's decision.
14. If the accused student is found "Responsible" for one or more charges, the Hearing Panel adjourns to consider sanctions. Sanctions are based on the incident documentation, statements made during the hearing, educational questions asked by the Hearing Panel, and any prior violations for which the accused has been found "Responsible." Hearing Panel members will reach a decision concerning sanctions by a simple majority.
 15. The Hearing Chair reconvenes the Hearing Panel and the accused student (and their advisor, if present) and announces the Hearing Panel's decision. The accused student is reminded about their right to appeal the hearing.
 16. The Hearing Chair adjourns the hearing.
 17. The accused student is sent the SCRB's decision in writing.

The procedural steps outlined above typically occur in the order stated, but can occur in a different order or be repeated at the discretion of the Hearing Chair. For example, the Hearing Chair may recall a witness later in the hearing in order for the witness to be asked additional questions. Also, at the discretion of the Hearing Chair, a hearing may take place over two or more non-contiguous blocks of time. For example, the Hearing Chair may pause a hearing and reconvene it later the same day, or at a later date.

Procedures for Administrative Hearings:

1. Prior to the administrative hearing, the accused student is asked to attend a pre-hearing conference with an administrator. During the pre-hearing conference, available incident documentation is shared and the conduct process and procedures are explained.
2. The accused student is contacted in writing about the scheduled date and time of the hearing.
3. At the hearing, the hearing administrator reads the Code of Conduct charges to the accused student, who pleads "Responsible" or "Not Responsible" after each charge. (If the accused student pleads "Responsible" to all charges, the hearing may move directly into the sanctioning phase.)
4. The accused student is invited to share their perspective of the incident, and to comment on any perceived errors or omissions in the incident documentation.
5. The incident documenter (if present), complainant (if present), and witnesses (if present) requested by the hearing administrator relate their perspectives of the incident. The accused student and the hearing administrator may question them.
6. Witnesses (if present) requested by the accused student share their perspectives of the incident. The accused student and the hearing administrator may question them.
7. The accused student is given the opportunity to hear all statements made by the incident documenter, by the complainant, and by the witnesses.
8. The hearing administrator deliberates whether or not the accused student is to be in violation of the charge(s). The hearing administrator may recall any individual to question them further.
9. If the accused student is found "Responsible" for one or more charges, the hearing administrator considers sanctions. Sanctions are based on the incident documentation, statements made during the hearing, educational questions

- asked by the administrator, and any prior violations for which the accused has been found “Responsible.”
10. The hearing administrator states their decision to the accused student and reminds them about their right to appeal the hearing. The accused student also is sent the hearing administrator’s decision in writing.

The procedural steps outlined above typically occur in the order stated, but can occur in a different order or be repeated at the discretion of the hearing administrator. For example, the hearing administrator may recall a witness later in the hearing in order for the witness to be asked additional questions. Also, at the discretion of the hearing administrator, a hearing may take place over two or more non-contiguous blocks of time. For example, the hearing administrator may pause a hearing and reconvene it later the same day, or at a later date.

Recording of Pre-Hearing Conferences and Hearings

Pre-hearing conferences and hearings (both administrative and those conducted by SCRB) are recorded to digital media by the individual conducting the conference or hearing.

Audio or video recording or transmission, including screen captures, by other parties is not allowed.

Code of Conduct

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

I. Adjudicated by the Director of Student Conduct and Responsibility or by a professional Residence Life staff member:

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

1. Intoxication (resulting in a student’s arrest or transport to the hospital), as determined by instrumentation, or by behavioral or physical manifestations. Any student under the age of 21 with a blood alcohol level of 0.02% or higher will be considered intoxicated.

B. Violations of the University [Drug Policy](#):

1. Incidents in which the University has taken possession of illegal drugs or controlled substances other than marijuana.

2. Incidents in which the University has taken possession of marijuana and the student is under the age of 21.

3. Other violations of the [Drug Policy](#).

C. Engaging in physical violence or credible threats of physical violence against another individual or group of individuals.

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

E. Disruption or obstruction of teaching, research, administration, disciplinary

proceedings, other official University activities, or authorized non-University sponsored activities, when the activity occurs on University premises.

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

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

H. Unauthorized entry or exit. (See "Unauthorized Entry or Exit Policy")

I. Failure to comply with the directives of a University official who is attempting to enforce the policies and procedures of the University. Such directives include identifying oneself and providing documentation (e.g., an EagleOne Campus ID card) of one's identity when requested to do so. University officials include, but are not limited to, the following:

- University administrators and faculty members
- University Police
- Honor Council and Student Conduct Review Board members
- Residence Life staff members (including Resident Assistants and Senior Resident Assistants)

J. Abuse of University computing resources and facilities, including, but not limited to:

1. Unauthorized entry into a file for any purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. To interfere with the work of another student, faculty member, or University official.
5. To interfere with the normal operating procedures of the University computing system.
6. To make copies of, or make available to others, copyrighted material without authorization.

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

L. Fire safety violations including:

1. Arson/setting fire
2. Tampering with, removing from its intended location, or needlessly discharging a fire extinguisher.
3. Tampering with, or removing from their intended location, fire alarms or smoke detectors, or emergency or exit lighting.

M. Illegal or unauthorized possession of firearms, weapons, or related devices. (see "Weapons Policy")

N. Disorderly or obscene conduct.

O. Violation of published University policies, rules, or regulations:

1. Housing and Dining Services Contract
2. Network and Computer Use Policy
3. COVID-19-related policies
4. Other University policies, rules, or regulations

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

II. Adjudicated by Residence Life Area Coordinators:

A. Alcohol violations (also see "[Alcohol Policy](#)")

1. Intoxication (not resulting in a student's arrest or transport to the hospital) as determined by instrumentation, or by behavioral or physical manifestations. Any student under the age of 21 with a blood alcohol level of 0.02% or higher will be considered to be intoxicated.

B. Violations of the University [Drug Policy](#)

1. Incidents in which the University has not taken possession of controlled substances or illegal drugs.
2. Possession or use of drug paraphernalia by individuals under the age of 21.

C. Fire safety violations including those not described in I.L.

D. Possession of tobacco products, nicotine vapor products, and alternative nicotine products, with the exception of FDA-approved nicotine replacement products, by students under the age of 21. Also see "Smoking Policy."

E. Throwing, or causing to be projected, any object or substance that has potential for defacing or damaging University or private property, or for causing personal injury or disruption (see "Projectiles").

F. Illegal or unauthorized possession of explosives, fireworks, or other dangerous chemicals or substances. Also see "Fireworks, Explosives, and Dangerous or Hazardous Chemicals."

G. Abuse of the student conduct system including, but not limited to:

1. Failure to obey the summons of a conduct body or University official.
2. Attempting to discourage an individual's proper participation in or use of the conduct system.
3. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding.
4. Harassment and/or intimidation of a member of a conduct body prior to, during, and/or after a conduct proceeding.

5. Failure to comply with a sanction imposed by the conduct system.
6. Influencing, or attempting to influence, another person to commit an abuse of the conduct system.

III. Adjudicated by the Student Conduct Review Board (SCRB):

A. Alcohol violations (also see "[Alcohol Policy](#)")

1. Consumption or possession of alcohol by persons under the age of 21.
2. Any public display of alcohol (includes drinking with room door open or consumption of alcohol in common areas).
3. Possession of or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, "beer bongs."
4. Purchasing or supplying alcohol to any underage person.

B. Violations of the University [Drug Policy](#)

1. Incidents in which a student 21 years of age or older uses or is in possession of marijuana anywhere on UMW property.

C. Property

1. Conduct which results in damage to any property.
2. Redistributing University furniture.
3. Unsanitary, cluttered, or obstructive conditions.
4. Throwing objects from roofs, windows, or balconies.

D. Fire safety violations including, but not limited to, the following:

1. Open flames (from oil lamps, etc.), candles, and incense. These are prohibited in any University building (unless with express written permission).
2. Failing to vacate a building during a fire alarm.

E. Smoking (to include vaping) in residence halls, within 50 feet of a residence hall, or in a non-smoking area, as determined by the Office of Residence Life.

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

G. Visitation violations including, but not limited to, the following:

1. Visiting a residence hall which does not have visitation at the time.
2. Allowing a guest to exceed the allowed number of overnight residence hall visits.
3. Exceeding the allowed number of guests in a residence hall room or apartment at any given time.

H. Sports or related activities in the residence halls.

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

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

K. Misuse of a telephone or a personal communication device, including but not limited to:

1. Unauthorized entry into another individual's telephone or personal communication

device to access to its contents, functions, or apps.

2. Unauthorized use of another individual's passcode.

L. Other prohibited items and activities.

M. Responsibility for guests. Hosts may be held accountable, through the conduct system, for the conduct of their non-UMW guests, if the guests' behavior is inconsistent with the UMW's Code of Conduct.

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

O. Violation of the University's motor vehicle policies and regulations:

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

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

NOTE: Preceding violations of a serious nature, or any pattern of the preceding violations may result in direct referral to the Office of Student Conduct and Responsibility or designee.

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

Also, if the Student Conduct Review Board cannot be convened for a hearing (for example, at the end of the semester, or during summer sessions), the University reserves the right to adjudicate alleged violations administratively, e.g., through the Director of Student Conduct and Responsibility, a professional Residence Life staff member, or Vice President for Student Affairs. This option may be used when a student is graduating, is not anticipated to return the following semester, or when the alleged violation is of a serious nature, for example.

Policies and Procedures – Behavioral

Alcohol Policy

Students under the age of 21 are not to purchase, consume, or possess any alcoholic beverage. An individual is considered to be in violation of this policy if they are under the age of 21 and alcohol is on their person, or in their assigned living space. Students over the age of 21 may purchase, consume, or possess alcohol, but are prohibited by law from obtaining alcoholic beverages for the purpose of reselling or providing them to anyone under 21 years of age.

The University also prohibits intoxication by students of any age. Students who are found, through the student conduct process, to have violated the University's policy prohibiting alcohol intoxication, are subject to sanctions. Those exhibiting symptoms of on-going substance abuse or addiction also may be required to have a substance-abuse assessment. The University endeavors to ensure that students over the age of 21 consume alcohol maturely, responsibly, and in conformity with the law.

Under the University's "Safe Sammy" Policy, if a student who is intoxicated from the overuse of alcohol seeks help from a University official such as an RA or a police officer, they will not be charged with a conduct violation and will not be sanctioned.

Similarly, if a student actively seeks help for another student who is intoxicated from the overuse of alcohol, neither student will be charged with a conduct violation and neither student will be sanctioned. The student(s) seeking assistance must stay with that student needing assistance until help arrives.

The Safe Sammy Policy will not apply in the following cases:

- If a student refuses transport to the hospital even after it has been recommended by emergency officials
- If a student is not compliant with emergency officials or UMW staff members on the scene
- If assistance is not sought until after emergency officials arrive on the scene
- If the first individual(s) to request assistance are staff members (Residence Life staff (including RAs), UMW Police, other administrators, etc.) or faculty
- If there is information suggesting that the student was involved in distributing illegal drugs or an act of violence
- If aggravating factors are present

In each case, the Director of OSCAR or designee will decide whether or not the policy applies. Please be aware of the following:

- If a student is arrested or cited off campus, this policy does not excuse them from responsibility for the off-campus consequences of that arrest or citation, including complying with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.
- If the student is charged with other violations of the Code of Conduct, those other violations can still be heard by OSCAR.

- UMW reserves the right to inform emergency contacts (typically, a parent or other guardian) in the event of a medical emergency or pattern of harmful behaviors, whether or not the Safe Sammy Policy subsequently applies to the student, or has applied in the past.

Parents or guardians may be notified if a student under the age of 21 is found responsible for a violation of the Alcohol Policy. See below ("Parental Notification") for more information.

The use or possession of alcohol is prohibited in University-controlled public spaces, except in those areas on campus where the University is providing alcoholic beverages pursuant to an ABC license. In that case, only alcohol provided at the license-covered event or space may be consumed. Students may not bring their own alcoholic beverages to such events or spaces.

Students who are 21 years of age or older may possess legal alcoholic beverages of any type in their assigned upper-class residence hall living spaces, unless otherwise restricted from doing so (for example, in a space designated as being substance free). These beverages may be served to other persons, who are also 21 years of age or over, in upper-class residence hall living spaces, unless otherwise restricted from doing so.

Empty alcohol containers (decorative or otherwise) in the assigned living spaces of underage individuals do not constitute a violation of the University's Alcohol Policy, but may constitute a violation of residence hall policies and the Code of Conduct. Similarly, beer pong tables or devices associated with unsafe consumption of alcohol may constitute a violation of residence hall policies and the Code of Conduct. (See Code of Conduct, III.A.3): <http://students.umw.edu/studentconduct/the-judicial-system/code-of-conduct/.>)

No student shall possess or be under the influence of alcohol while operating or traveling in any University-owned or -controlled vehicle, unless they are being transported by a police officer.

Possible sanctions for violating UMW's alcohol and drug policies include online substance education, educational papers, community restitution, disciplinary probation, and suspension or expulsion from the residence halls or the university.

The Talley Center for Counseling Services (TCCS) offers free counseling to enrolled undergraduate students. Both individual and group counseling services are available. TCCS will refer to off-campus providers that specialize in drug and/or alcohol use issues if it is determined that a student is in need of specialized treatments, such as detoxification, psychiatric care, or a specialized substance abuse treatment facility. TCCS can provide brief counseling to students who may be abusing substances, but the clinician reserves the right to refer the student to another provider off campus if he or she determines that the level of care is higher than what TCCS is able to offer the student. Additionally, meetings and weekly on-campus recovery support groups are available. For more information about these and other resources available through our "Eagles in Recovery" program, please contact the Director of Student Conduct and Responsibility, Dr. Ray Tuttle, at 540/654-1660 or rtuttle@umw.edu.

UMW's Alcohol Policy can also be accessed [here](#).

Local Ordinances: Individuals found in violation of the ordinance prohibiting public intoxication shall be deemed guilty of a [Class 4 misdemeanor](#).

Directives from University Officials

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

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

University officials include, but are not limited to, UMW administrators and faculty, UMW police, Honor Council members, resident assistants, and Student Conduct Review Board (SCRB) members. University officials have the right to stop and question any person entering the UMW residence halls to determine their purpose for being there.

Disorderly or Obscene Conduct

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

Drug Policy

The University of Mary Washington does not tolerate the possession or use of, or being under the influence of, marijuana or illegal drugs on campus, at any University-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle. The University prohibits the possession, use, providing for other's use, cultivating, manufacturing, and merchandising of marijuana or illegal drugs. The possession of prescription drugs without a doctor's prescription and the use of prescription drugs in a manner inconsistent with the prescription also are prohibited. Legal drug paraphernalia, including hookahs, are prohibited unless the student is 21 years of age or older. (Hookahs are prohibited regardless of the student's age).

Although the possession of up to one ounce of marijuana was legalized for individuals 21 years of age or older in Virginia on July 1, 2021, the possession, use, providing for other's use, or being under the influence of marijuana, including for medical purposes, is not allowed on campus, at any University-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle, regardless of an individual's age. Similarly, the sale, manufacture, trafficking, and/or cultivation of marijuana for any reason, including for medical purposes, is not allowed on campus, at any University-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle, regardless of an individual's age.

Students charged with violating this Drug Policy will be referred to the Office of Student Conduct and Responsibility (OSCAR). Students found in violation of this Drug Policy are subject to being sanctioned. Sanctions include, but are not limited to, educational programs, reflection or research projects, disciplinary probation, temporary or permanent removal from residential housing, suspension from the University, or expulsion from the University. Students who violate state or federal drug laws may be subject to criminal prosecution as well.

Students are strongly advised against the use or possession of legal drug analogues, including but not limited to so-called "legal marijuana substitutes" and "herbal Ecstasy."

The University investigates all suspected violations of the Drug Policy, and individuals performing authorized searches will take possession of suspicious materials, even though they may subsequently be found to be legal.

Also, students are advised that the health risks associated with many of these analogues are not fully understood at this time.

Students arrested off campus for alleged violations of federal or state drug laws may be charged with a violation of this policy and referred to OSCAR.

Parents or guardians may be notified if a student under the age of 21 is found responsible for a violation of the Drug Policy. See below ("Parental Notification") for more information.

Under the University's "Safe Sammy" Policy, if a student who is intoxicated from the use of drugs seeks help from a University official such as an RA or a police officer, they will not be charged with a conduct violation and will not be sanctioned. Similarly, if a student actively seeks help for another student who is intoxicated from the use of drugs, neither student will be charged with a conduct violation and neither student will be sanctioned. The student(s) seeking assistance must stay with that student needing assistance until help arrives.

The Safe Sammy Policy will not apply in the following cases:

- If a student refuses transport to the hospital even after it has been recommended by emergency officials
- If a student is not compliant with emergency officials or UMW staff members on the scene
- If assistance is not sought until after emergency officials arrive on the scene
- If the first individual(s) to request assistance are staff members (Residence Life staff (including RAs), UMW Police, other administrators, etc.) or faculty
- If there is information suggesting that the student was involved in distributing illegal drugs or an act of violence
- If aggravating factors are present

In each case, the Director of OSCAR or designee will decide whether or not the policy applies.

Please be aware of the following:

- If a student is arrested or cited off campus, this policy does not excuse them from

responsibility for the off-campus consequences of that arrest or citation, including complying with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.

- If the student is charged with other violations of the Code of Conduct, those other violations can still be heard by OSCAR.
- UMW reserves the right to inform emergency contacts (typically, a parent or other guardian) in the event of a medical emergency or pattern of harmful behaviors, whether or not the Safe Sammy Policy subsequently applies to the student, or has applied in the past.

Students to whom the Safe Sammy Policy applies will still be subject to, at a minimum, mandatory educational meeting(s) with an administrator in which the student's conduct and strategy for avoiding similar incidents in the future will be discussed.

The Talley Center for Counseling Services (TCCS) offers free counseling to enrolled undergraduate students. Both individual and group counseling services are available. TCCS will refer to off-campus providers that specialize in drug and/or alcohol use issues if it is determined that a student is in need of specialized treatments, such as detoxification, psychiatric care, or a specialized substance abuse treatment facility. TCCS can provide brief counseling to students who may be abusing substances, but the clinician reserves the right to refer to the student to another provider off campus if he or she determines the level of care is higher than what TCCS is able to offer the student. Additionally, meetings and weekly recovery support groups are available. For more information about these, and other resources available through our "Eagles in Recovery" program, please contact the Director of the Office of Student Conduct and Responsibility, Dr. Ray Tuttle, at 540/654-1660 or rtuttle@umw.edu.

UMW's Drug Policy also can be accessed [here](#).

Federal and State Penalties:

Under the federal Controlled Substances Act and the Virginia Drug Control Act, the law penalizes individuals for unlawful manufacturing, distribution, use, and possession of controlled substances. The penalties vary based on the type of drug involved, possession and intent to distribute. Federal law sets penalties for first offenses ranging from one year to life imprisonment and/or \$100,000 to \$4 million fines. Convictions under state law may be misdemeanor or felony crimes with sanctions ranging from six months to life imprisonment and/or \$250 to \$100,000 fines.

Local ordinances:

Individuals found in violation of the ordinance prohibiting public intoxication shall be deemed guilty of a Class 4 misdemeanor.

Hazing

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

the individuals involved, and to the University itself.

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

As it is impossible to anticipate every situation that could constitute hazing, this list does not, and cannot, encompass every circumstance that will cause the University to discipline individuals or groups for hazing. This policy is not intended to prohibit the following conduct:

1. Customary athletic events, contests, or competitions that are sponsored by the institution, or the organized and supervised practices associated with such events; or
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum or extracurricular program, as approved by the University.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:

1. Paddling
2. Kidnapping
3. All forms of physical activity which are used to harass, punish, or harm an individual
4. Excursions or road trips
5. Confinement
6. Spraying, painting, or pelting with any substance
7. Burying in any substance
8. Nudity with the intent to cause embarrassment
9. Servitude
10. Exposure to uncomfortable elements
11. Verbal abuse
12. Wearing, in public, of apparel which is conspicuous and/or indecent
13. Forcing consumption of alcohol or any other substance, legal or illegal
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
15. Burning, branding, or tattooing any part of the body
16. Psychological hazing, defined as any act which is likely to:
 - a) Compromise an individual's dignity
 - b) Cause an individual embarrassment or shame
 - c) Cause an individual to be the object of malicious amusement or ridicule
 - d) Cause an individual emotional distress
17. Interrogating an individual in an intimidating or threatening manner
18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way
19. Misleading prospective members into believing that they will be hurt during induction or initiation
20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no

- constructive purpose or that are designed to punish or embarrass the carrier
- 21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose
 - 22. Binding or restricting an individual in any way that would prohibit them from moving on their own
 - 23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e., for a scavenger hunt)

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

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

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

The University of Mary Washington urges all members of the University to promptly report all hazing incidents by using the [UMW Reporting Form](#).

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

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

I. Responsibility of individuals and organizations

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

II. Retaliation

It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing. Harassment and/or intimidation of a member of a conduct body prior to, during, and/or after a conduct proceeding are prohibited by the Code of Conduct.

III. Amnesty

Any student who reports a hazing incident in good faith, or any student victim of hazing who participates in an investigation or in a conduct hearing related to the reported incident, will not be charged with any other Code of Conduct violations that may have occurred as a direct result of the reported incident. For example, a student who was forced to consume alcohol as part of the reported incident will not be charged with a violation of the University's alcohol policy. Any student who receives amnesty under this policy still may be asked to meet with an administrator to discuss the incident outside of the formal conduct process. Also, if the incident occurred off campus and any student was arrested or cited by law enforcement, this amnesty policy does not excuse that student from the off-campus consequences of that arrest or citation, including compliance with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.

Safe Sammy Policy

Recent statistics from the National Institute on Alcohol Abuse and Alcoholism indicate that drinking by college students ages 18 to 24 contributes to an estimated 1500 student deaths each year. In recent years, colleges and universities have taken steps to reduce that number by encouraging students to get help if they have overconsumed alcohol or other drugs, rather than avoiding that help because they are concerned about the consequences, which can include being found in violation of the school's behavioral policies, and being sanctioned by the conduct system

At the University of Mary Washington, we do not condone underage alcohol use, drug use, or intoxication. On the other hand, we want our students to be safe. Therefore, we want to encourage students to seek help for themselves or for other students if there is an urgent situation involving the overuse of alcohol or other drugs. We call this our Safe Sammy Policy, after our eagle mascot.

If a student who is intoxicated from the overuse of alcohol or drugs seeks help from a University official such as an RA or a police officer, they will not be charged with a conduct violation and will not be sanctioned.

Similarly, if a student (a friend, a bystander, etc.) actively seeks help for another student who is intoxicated from the overuse of alcohol or drugs, neither student will be charged with a conduct violation and neither student will be sanctioned. The student(s) seeking assistance must stay with that student needing assistance until help arrives.

The Safe Sammy Policy will not apply in the following cases:

- If a student refuses transport to the hospital even after it has been recommended by emergency officials
- If a student is not compliant with emergency officials or UMW staff members on the scene
- If assistance is not sought until after emergency officials arrive on the scene
- If the first individual(s) to request assistance are staff members (Residence Life staff (including RAs), UMW Police, other administrators, etc.) or faculty
- If there is information suggesting that the student was involved in distributing illegal drugs or an act of violence
- If aggravating factors are present

In each case, the Director of the Office of Student Conduct and Responsibility (OSCAR) or designee will decide whether or not the policy applies.

Please be aware of the following:

- If a student is arrested or cited off campus, this policy does not excuse them from responsibility for the off- campus consequences of that arrest or citation, including complying with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.
- If the student is charged with other violations of the Code of Conduct, those other violations can still be heard by the Office of Student Conduct and Responsibility. For example, if an intoxicated student inappropriately uses a fire extinguisher, and a friend then contacts the RA on-call for assistance, the intoxicated student still will be charged with a fire safety violation.
- UMW reserves the right to inform emergency contacts (typically, a parent or other guardian) in the event of a medical emergency or pattern of harmful behaviors, whether or not the Safe Sammy Policy subsequently applies to the student, or has applied in the past.
- If the student is an intercollegiate athlete, UMW's Department of Athletics will waive disciplinary action against a student if the Safe Sammy Policy applies to that student.

Students to whom the Safe Sammy Policy applies will be subject to, at a minimum, mandatory educational meeting(s) with an administrator in which the student's conduct and plans for avoiding similar incidents in the future will be discussed.

Student Conduct Record Retention and Privacy Policy

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

1. Conduct-related information may be shared with other educational institutions and other university personnel considered those who have a legitimate need to know this information, such as a coach in his or her role as an advisor to a student athlete, or the Director of Athletics;
2. Conduct-related 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, if the Safe Sammy Policy has been applied, or if the student can demonstrate that they are financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.
4. Conduct-related information may be shared subject to a valid subpoena or other court order.

Copies of incident documentations are not released to students by default. Any copies of incident documentation that are released to students may be redacted. Any student who does not respect the privacy of other individuals with respect to conduct-related documentation may be subject to conduct action.

Conduct-related records in the Office of Student Conduct and Responsibility (OSCAR) are retained in the student's educational file while they are a student at the University of Mary Washington until three years after they have last attended the University. However, in the case of conduct-related suspensions or expulsions from the University, relevant conduct 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 conduct information concerning candidates during the hiring or admissions process, and that the University complies with such requests whenever possible.

Parental Notification

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

1. If the student is found responsible for violating the University's policy prohibiting alcohol intoxication, whether or not the student was arrested or transported to the hospital.
2. If the student is found responsible for a second or subsequent violation of the University's Alcohol Policy, regardless of the violation's severity.
3. If the student is found responsible for violating the University's Drug Policy when the drug is not marijuana.
4. If the student is found responsible for violating the University's Drug Policy when the drug is marijuana, *and* i) the student was in possession of more than one ounce of marijuana, *or* ii) the student was in possession of hashish, hash oil, or another controlled marijuana concentrate, *or* iii) the student was distributing the drug to other individuals, *or* iv) the student was cultivating marijuana or manufacturing a prohibited marijuana derivative.
5. If the student is found responsible for a second or subsequent violation of the University's Drug Policy, *and* i) the drug was marijuana, *or* ii) the student was found in possession of drug paraphernalia such as pipes, bongs, hookahs, bubblers, grinders, carts, and dabs.

A letter and/or phone call from the Director of OSCAR or designee will inform the

parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and the student's right to appeal the outcome has expired. Parents or guardians will not be notified if the Safe Sammy Policy has been applied.

Title IX

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

This Policy, including reporting options, on and off campus resources and support, grievance process and procedures, and educational and outreach programs on prevention and awareness, can be found online at <http://diversity.umw.edu/title-ix/>.

The University of Mary Washington (UMW) does not discriminate on the basis of sex in the education program or activity that it operates, and UMW is required by Title IX of the Education Amendments of 1972 (Title IX) and 34 C.F.R. Part 106, as amended, not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to UMW's Title IX Coordinator, the United States Department of Education, Office for Civil Rights, Assistant Secretary for Civil Rights, or both.

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

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

The University of Mary Washington has designated Ruth Davison as the Title IX Coordinator. The Title IX Coordinator may be contacted at the information below.

Ruth Davison, Ph.D., Title IX Coordinator

Office Address: Lee Hall, Room 401, 1301 College Avenue, Fredericksburg, VA 22401

Electronic Mail Address: rdavison@umw.edu

Telephone Number: (540) 654-5656

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

- a. The [UMW Concern Report](http://www.umw.edu/concerns/) is located at <http://www.umw.edu/concerns/> (which allows for anonymous reporting); or

- b. By contacting UMW's Title IX Coordinator or Title IX Deputy in person, by mail, by telephone, or by electronic mail using the contact information listed above and on [UMW's Title IX website](#).

Role of the Title IX Coordinator

Under Title IX, “[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Title IX Coordinator is charged with monitoring UMW's compliance with Title IX; ensuring appropriate education and training; coordinating and reviewing UMW's investigation, response, and resolution of all reports under this Policy; and ensuring appropriate actions to eliminate Prohibited Conduct, prevent its recurrence, and address its effects.

The Title IX Coordinator is available to meet with any student, or employee to discuss this Policy or the accompanying procedures. UMW has also designated Title IX Deputy Coordinators and a Title IX Investigator who may assist the Title IX Coordinator in the discharge of these responsibilities. The Title IX Coordinator, Title IX Deputy, and Title IX Investigator receive appropriate training to discharge their responsibilities.

Concerns about UMW's application of Title IX, VAWA, Title VII, the Clery Act, or the Virginia Human Rights Act may be addressed to the Title IX Coordinator; the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov) or call 1-800-4-FED-AID (1-800-433-3243); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or (800) 421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or (800) 669-4000).

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

Ruth Davison, Ph.D., Title IX Coordinator

Director of Compliance
Lee Hall, Room 401
rdavison@umw.edu; 540-654-5656

Terri Arthur, Title IX Deputy for Employees

Employee Relations Manager
George Washington Hall, Room
201 tlockhar@umw.edu; (540)
654-2051

Brandy Ellard, Title IX Deputy for Students
Director of Emergency Management

Hamlet House, Room 4
bellard@umw.edu, 540-654-2108

APPENDIX A

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

Sources of Counseling, Advocacy, and Support

On-Campus Confidential Resources

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

Other On-Campus Resources

- Title IX Coordinator, [Ruth Davison](#) - Provides accommodations and information about rights and responsibilities concerning discriminatory behavior, including the application of Title IX. Answers questions about the University's compliance with [Title IX](#), Lee Hall, Room 401, ravison@umw.edu, (540) 654-5656; <http://diversity.umw.edu/title-ix/>.
- Title IX Deputy for Employees, [Terri Arthur](#), SPHR, Employee Relations Manager, - Provides information and resources to faculty and staff about employment issues under Title IX and investigates employee related complaints, George Washington Hall Room 201, tlockhar@umw.edu, (540) 654-2051.; <http://adminfinance.umw.edu/hr/>.
- Title IX Investigator for Students, Brandy Ellard, Director of Emergency Management & Safety-Provides information about this Policy and the process, assists Title IX Coordinator, and provides education and outreach to the University community, Hamlet House, Room 4, bellard@umw.edu, (540) 654-2108, <https://students.umw.edu/safety/>.
- Director of the Center for Prevention and Education, [Marissa Miller](#), - Provides education, resources, advocacy, and support for students, faculty, and staff regarding Prohibited Conduct, Fairfax House, mmille23@umw.edu, (540) 654-1193; <https://diversity.umw.edu/prevention/>
- Dean of Students, [Melissa Jones](#) – Dean Jones or designee assists with the academic-related needs of students who have experienced Prohibited Conduct. May provide changes to academic and living situations and will notify the student as to what changes are reasonably available, University Center, 3rd Floor, mjones6@umw.edu (540) 654-1200; <http://students.umw.edu/student-life/>.
- Director of [Student Conduct & Responsibility](#), [Dr. Ray Tuttle](#), - Assists students with reported violations of UMW's Code of Conduct, Marye House, rtuttle@umw.edu, (540) 654-1660; <http://students.umw.edu/studentconduct/>.
- [Center for International Education](#), [Dr. Jose Sainz](#), - Assists students and employees with immigration and visa documents, Lee Hall 4th Floor, jsainz@umw.edu, (540) 654-1434; <http://international.umw.edu/>.
- Director of the [Office of Disability Resources](#), [Jessica Machado](#), - Assists UMW in providing equal and integrated access for students with disabilities to all the

academic, social, cultural, and recreational programs it offers. In doing so, UMW complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), Seacobeck, Room 005, jmachado@umw.edu or odr@umw.edu, (540) 654-1266; <http://academics.umw.edu/disability/>.

- [Office of Financial Aid](#), - Assists students with financial aid, finaid@umw.edu, (540) 654-2468; <http://www.umw.edu/financialaid/>.
- [University Police](#), - Accepts formal reports from persons alleging criminal conduct, can provide information and help persons obtain a Protective Order, and attend to the person's immediate safety concern. Provide referrals to appropriate resources on and off-campus, Brent House, (540) 654-1025; <http://www.umw.edu/police/>.

Off-Campus Resources

- [Empowerhouse](#), - A local agency that provides confidential domestic violence assistance, including a confidential 24-hour hotline, a temporary emergency shelter, information, referrals, and advocacy, (540) 373-9373; <http://www.empowerhouseva.org>.
- Fredericksburg Police Department: (540) 373-3122/ '911' (emergencies); <http://www.fredericksburgva.gov/index.aspx?nid=428>.
- [Fredericksburg Victim Witness Program](#), - Assists individuals involved in the criminal justice system as the victim or witness of a crime and helps ensure that crime victims and witnesses receive fair and compassionate treatment while participating in the court system, (540) 372-1040; <http://www.fredericksburgva.gov/index.aspx?NID=335>.
- Mary Washington Hospital Emergency Room, - Assists with medical needs and provides specially trained and compassionate nurses who collect evidence, which can be done even if the victim or survivor is not sure about moving forward with criminal process, (540) 741- 1000/ '911' (emergencies).
- [National Domestic Violence Hotline](#), - Provides a 24-7 confidential hotline for victims or survivors of domestic violence, (1-800) 799-SAFE (7233); <http://www.thehotline.org>.
- [Rape Abuse Incest National Network's \(RAINN\) National Sexual Assault Hotline](#), - Provides a 24-7 confidential hotline for victims or survivors of sexual violence, (1-800) 656- HOPE (4673); <https://www.rainn.org>.
 - [Confidential, online hotline](#): <https://hotline.rainn.org/online/terms-of-service.jsp>
- [Rappahannock Council Against Sexual Assault \(RCASA\)](#), - A local agency that provides 24-7 confidential hotline as well as support and resources for victims and survivors of sexual violence and abuse, (540) 371-6771/ (540) 371-1666 (crisis line); <http://www.rcasa.org>.
- Legal Aid Works, (540) 371-1105, rlsfred@rapplegal.com; <http://www.rapplegal.com>
- [Virginia Legal Aid](#), www.valegalaid.org
- [Virginia Sexual and Domestic Violence Action Alliance](#), - An agency that provides advocacy and resources for victims or survivors of sexual or intimate partner violence : (804) 377-0335; <http://www.vsdvalliance.org/?view=mobile>
 - Legal Help Hotline: (1-800) 838-8238 or www.vadata.org/chat

- Virginia Family Violence & Sexual Assault Hotline: (1-800) 838-8238 (text: (804) 793-9999)
- LGBTQ Partner Abuse and Sexual Assault Helpline: (1-800) 356-6998 (text: (804) 792-9999)

APPENDIX B

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

Educational and Outreach Programs on Prevention and Awareness

- Bystander intervention (required of all incoming and transfer students)
- Bystander Intervention: It's On Us: <https://diversity.umw.edu/itsonus/>
- Bystander Intervention: Step Up!: <http://stepupprogram.org>
- kNOw More Resource Fair
- Quick Tips: Talking with Survivors
- Domestic Violence Awareness Month programming (October)
- Red Flag Campaign: <http://www.theredflagcampaign.org/>
- Healthy Relationships Photobooth
- One Love 'Escalation' Workshop - <https://www.joinonelove.org>
- One Love 'Behind the Post' Workshop - <https://www.joinonelove.org>
- Healthy Hookup Kits
- Coloring and Consent
- Cocoa and Consent
- I Can, We Can Pop Up Gallery
- The Red Sand Project: <https://redsandproject.org>
- Careers in Gender Studies and Social Justice
- Self-Care in the Age of #MeToo
- Sexual Assault Awareness Month programming (April)
 - Take Back the Night: [http://takebackthenight.org/](http://takebackthenight.org)
 - The Clothesline Project: [http://www.clotheslineproject.org./](http://www.clotheslineproject.org/)
 - [Audrie and Daisy Screening and Discussion](https://www.audrieanddaisy.com/)
<https://www.audrieanddaisy.com/>
 - Men as Allies
 - [Human Enough Campaign](#)
- Team for Empowerment, Advocacy, and Learning (TEAL) Peer Educator Program
- Not Anymore Online Training <https://diversity.umw.edu/title-ix/onlinecourse/>

The Honor System

The Honor System

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

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

The [Honor System Guidebook and Constitution](#) is designed to assist students and faculty in understanding the Honor System at the University of Mary Washington. It contains the Honor Council Mission Statement and Honor Council Bylaws, including organizational guidelines and hearing procedures. A brief summary of student responsibilities and an explanation of various terms is also included. All members of the University community should read this material carefully.

Questions regarding any aspect of the Guidebook should be directed to the appropriate Fredericksburg or Stafford campus Honor Council president or other Honor Council members, or to any of the respective faculty advisors.

Mission Statement

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

Honor Pledge

In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments, as appropriate: ***I hereby declare upon my word of honor that I have neither given nor***

received unauthorized help on this work.”

By writing and signing this statement, the student affirms his or her promise to uphold the Honor Pledge. This pledge verifies that the work submitted is the student's own and has been done in accordance with the requirements set forth by the instructor.

Violations of the Honor Code

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

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

Possible Sanctions

Following a finding of responsible or an admission of responsibility, the Honor Council must impose one or more of the following sanctions:

- A. Restitution. In the event of a stealing violation, the sanction of restitution may be rendered. A student sanctioned with restitution will be required to restore the owner of the stolen item to his or her original position prior to the theft, which may include, but is not limited to, reimbursing the owner for actual damage caused by the theft.
- B. Community Service. Where appropriate, the sanction of community service may be rendered. The sanction of community service is intended to repair the damage to the UMW community caused by the honor code violation in question. Community service will therefore benefit the UMW community directly, in a manner determined by the Honor Council. The Honor Council process for completing community service sanctions is available on its website.
- C. Educational project or paper. The student is required to write an essay or a paper on a topic assigned as part of the sanction, or to complete a project of benefit to his or her community, such as creating educational flyers or bulletin boards, or organizing an educational program. The topic is determined by the sanctioning panel and the final product approved by an Honor Council sanction coordinator.

- D. Honor Education. A student sanctioned with honor education will be assigned to complete a specific course from a list approved by the Honor Council. These courses may require a registration fee, to be paid by the sanctioned student. The courses may be online or in person, if available locally.
- E. Residential sanctions. May be assigned only with the approval of the Assistant Dean of Residence Life or a designee for behavior that directly impacts the responding student's ability to participate in the residential community. Students may be suspended or expelled from the residence halls as the result of these sanctions.
- F. Loss of Credit for the Course. In cases involving academic violations, the sanction may require the loss of academic credit through the assignment of a failing grade in the course(s) involved.
- G. Representation Suspension. The student is ineligible to hold elected office at UMW, including all clubs or organizations; the student is ineligible to represent UMW off campus in any capacity, including conference travel, athletic competition, or performances. The student is also ineligible to participate in commencement. The student may still attend class, participate in clubs, organizations, and teams, and join in other aspects of campus life.
- H. Honor Suspension. Honor Suspension is an involuntary separation from the University for a specified number of semesters.
- I. Permanent Dismissal. A student receiving the sanction of permanent dismissal is not eligible to return to the University.

Resources:

[Honor System Guidebook and Constitution](#)

[Contact the Honor Council](#)

COVID-19 Information

Fall 2022 UMW's Return to Campus

Student Health Center