



UNIVERSITY OF  
MARY WASHINGTON

*where great minds get to work*

# STUDENT HANDBOOK

2019 – 20

For Undergraduate Students

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## Mission Statement

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

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

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

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

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

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

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# Laying a Strong Foundation

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

## Honor Associations

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

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

<b>Phi Eta Sigma</b>	Recognizes superior academic achievement during the first year
<b>Phi Sigma Iota</b>	International Foreign Language Honor Society
<b>Pi Gamma Mu</b>	National social science honorary
<b>Pi Mu Epsilon</b>	Mathematics honorary
<b>Pi Sigma Alpha</b>	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>
<b>Psi Chi</b>	International honor society in psychology
<b>Sigma Beta Delta</b>	National honor society for business, management, and administration
<b>Sigma Pi Sigma</b>	Honorary section for physics students
<b>Upsilon Pi Epsilon</b>	International honor society for the computing sciences
<b>Who's Who Among Students in American Universities and Colleges</b>	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](http://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 Arrival, 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

Dear Incoming Eagles,

My name is Jason Ford, and I am honored to welcome you to Mary Washington and pleased to call you my fellow Eagle. In your first year, I hope you find a good club, perfect group of friends, or favorite professor that make this year worthwhile and Mary Wash a place you eventually call your home. If you're like me, before coming there wasn't much on the campus that drew you to attend. However, as your journey starts and continues, I hope you find things about this beautiful campus that draw you in and that you will love to call this place home.



Going into my final year, I have accumulated a few pieces of advice on making your first year memorable. The first piece is not to let bad grades discourage you. Failing is a part of life and is an essential part of learning. If you find yourself on the receiving end of a failing piece of work, don't let it discourage you. Use it as a tool to understand where improvement is necessary and do your best to improve. Secondly, make sure you work your hardest now to have it easy in the future. I promise you, missing one night out to study for a test or finish writing a paper will truly be worth it in the long run. And lastly, there are no do-overs in life. College can be the best 4 years of your life, but only if you make it. Opportunities aren't stumbled across, they are taken, so take the chance.

Your time as an Eagle here at Mary Wash is short, trust me. This school and campus can be amazing as long as you want it to be. The future is bright, and your opportunities are endless!

Jason Ford  
SGA President

## Welcome Letter from the Honor Council President

Dear Eagles,

Welcome to UMW! I hope you make the most of your next four years at UMW. When I first started here I was amazed by the community feeling. I loved being able to walk down campus and run into at least one person I know. As time went on I realized that this community is made possible by the Honor System we have in place.

At Mary Wash we live in a community of trust. This means that each community member holds each other accountable under our Honor Constitution. When you accept your admittance to the University, you pledge to abide to the Honor System. This is not only a very important part of everyday life, but it is also a long-standing tradition at Mary Washington. It's the reason your professors will ask you to write, "I Pledge," on top of all of your work.



The Honor Council consists of five members from each class who are elected by their peers. They are tasked with upholding the Honor Code and holding others responsible for doing the same.

All that being said, I hope your time at UMW is everything you hope for and that you choose to make the Honor System a way of life.

Best of luck, see you on campus!

Taylor Stine  
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 Experiential Learning or Global Inquiry. Visit the [CIE](#)



website for information on education-abroad opportunities or [contact CIE](#) to set up an individual advising session.

CIE is also home to [International Student Services](#). Incoming students and scholars receive support for immigration matters and can participate in a wide variety of social and educational programs. CIE partners with the International Living Community (ILC) at Framer 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](mailto:dkc@umw.edu)*

The [Digital Knowledge Center](#) provides peer tutoring to UMW students on digital projects that they encounter in classes at UMW. It is also a place for students to come for more general support with systems like [UMW Blogs](#) and [Domain of One's Own](#).

## Disability Resources

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

[Disability Resources](#) works with the University community to eliminate barriers and create a welcoming and inclusive environment for all students, including students with disabilities. However, there may be classes, programs, or educational experiences in which you require accommodation due to a disability. To request accommodations, 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. 22)

## 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.
- Speaking and Writing Centers, where student tutors can offer assistance with papers and presentations.
- 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 game systems, and more, all free of charge.
- Katora Café featuring sustainably sourced, locally roasted coffees, organic loose-leaf teas and a plant-forward vegetarian and wellness-centered menu that includes gluten-free selections.
- Find more info on the Convergence Center's many spaces and services at [convergence.umw.edu](http://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 is the main library for the University. Not only do students find it an excellent place to study, but many know that they can stop by the Reference Desk for help with class assignments and for assistance in using the Library's numerous resources. Its collections include more than 450,000 volumes in the social sciences, humanities, and sciences; thousands of electronic books to read online; almost 70,000 periodicals; popular reading books; movies on DVD; maps; Federal and Virginia government documents; the ThinkLab makerspace, and a wide array of databases that furnish online access to books, magazines, journals, and newspapers. A full list of offerings and services can be found on the Library's extensive website at <http://libraries.umw.edu/>.

### **Speaking Center**

*HCC, Room 437; 540/654-1347*

The [Speaking Center](#) is here to help with your class presentation, group project, class discussion, or other SI-related assignment. We also offer student workshops throughout the year to help you communicate effectively.

### **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.

## Tutoring and Study Skills

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

Peer Tutors are available to work with you in small group and walk-in settings 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 create an individualized plan as you develop the transferable skills - time management, study, and test-taking habits- necessary for success.

## Writing Center

*HCC, Room 429; 540/654-5653*

Free tutoring to help students improve their writing! After each session, the Writing Center sends the instructor a report summarizing the tutor’s advice, but the report does not evaluate the paper or the student. Students may schedule an appointment or may walk-in. The Writing Center is not open during reading days or exam week.

## 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 23 men's and women's varsity sports and four team sports, whose seasons often end in conference, regional and/or national championship tournaments. Excellent facilities include baseball and softball stadiums, Olympic-size track, grass fields plus three turf fields, indoor (6) and outdoor (12 lighted) tennis courts, Goolrick gymnasium and pool (75,000 sq. ft.), and a performance gym – the Anderson Center. Students have opportunities to become involved as athletes, student athletic training aides, managers, scorers, timers, statisticians, and/or spectators. New students interested in participating on any of the athletic teams are encouraged to contact coaches to get more information about the process and requirements, prior to arriving on campus. Candidates for varsity teams must register for their varsity sport during course registration. Contact the Athletics Office at 540/654-1039 for more information and visit the [Athletics website for coaches' contact information](#).

## Bookstore

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

The 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><a href="#">Center for Faith &amp; Leadership</a></u> (a Virginia Baptist Collegiate Ministry) 1514 College Avenue	Email: <a href="mailto:connect@umwcenter.org">connect@umwcenter.org</a> ; Web: <a href="https://umwcenter.org/">https://umwcenter.org/</a> 540/371-3970
<u><a href="#">Campus Christian Community</a></u> (Methodist, Presbyterian, Lutheran, Episcopal – but welcomes all faiths) 1213 Dandridge Street	Email: <a href="mailto:info@Campuschristiancommunity.com">info@Campuschristiancommunity.com</a> Web: <a href="http://www.campuschristiancommunity.com/">http://www.campuschristiancommunity.com/</a> 540/373-9255
<u><a href="#">The House: Episcopal Lutheran Campus Ministry</a></u> 820 College Avenue	Chaplain: Pastor Anne Jones Email: <a href="mailto:anne@christ-lutheran-church.org">anne@christ-lutheran-church.org</a> Web: <a href="https://www.episcopalchurch.org/ministries/canterbury-episcopal-lutheran-campus-ministry-university-mary-washington">https://www.episcopalchurch.org/ministries/canterbury-episcopal-lutheran-campus-ministry-university-mary-washington</a> 540/373-5087
<u><a href="#">Catholic Campus Ministry</a></u> 1614 College Avenue	Chaplain: Father Christopher Vaccaro Email: <a href="mailto:fathervaccaro@umwccm.org">fathervaccaro@umwccm.org</a> Web: <a href="https://www.umwcatholic.org/">https://www.umwcatholic.org/</a> 540/373-6746
Intervarsity Christian Fellowship	Email: <a href="mailto:ivmdub@gmail.com">ivmdub@gmail.com</a>
Islamic Student Association	Email: <a href="mailto:isa.eagles@gmail.com">isa.eagles@gmail.com</a>
Jewish Student Assn./Hillel	<a href="#">Facebook UMW JSA/Hillel</a>

## Campus Recreation and Fitness Center

*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 trips 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 <http://students.umw.edu/campusrec/play-sports/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 (Commuter) Student Services

*University Center, Room 320 B; 540/654-1659*

[Transfer and 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 Director of Transfer and 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 UMW Dining Services do the shopping, cooking, and clean-up? No matter which plan you choose (special Off-Campus Student 8 Block and 30 Block plans, or any of the larger plans) you'll enjoy the convenience. To enroll, go to <http://students.umw.edu/residencelife/mealplan/>. 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, 2<sup>nd</sup> floor; 540/654-1935*

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

## **Counseling and Psychological Services** (*see Tally Center for Counseling Services*).

## **Dean of Student Life**

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

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



## **Dining Services**

*University Center; 540/654-1029*

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

available at every meal. To view the daily menus, download the free smartphone app, BITE by Sodexo. You will also be able to access the full nutritional information for all the menu items listed.

## Retail Dining Options

Campus Dining offers several retail-dining options on campus where you may use Flex Dollars, EagleOne, Cash, or Credit to make food purchases. Most retail locations also offer “Meal Deals,” which enable you to save money by using meal swipes and Flex Dollars for select combinations.

*\*Note: Students on the Eagle Dining plan may use 30 meals per semester for “Meal Deals” at retail locations.*



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



**Hissho Sushi** makes sushi fresh each day, package it, and put it in the Market for guests to “grab & go.” Their menu features over two dozen items, from California Rolls to Seaweed Salads and Crunchy Shrimp Rolls.



**Katora Coffee** offers sustainably sourced, locally roasted coffees, organic loose-leaf teas, and a plant-forward vegetarian and wellness-centered menu that includes gluten-free selections



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

Coming in late October 2019



**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. Panera will also offer a kiosk ordering system, allowing guests to make quick pick-ups of their orders.

**Meal Plans:** Campus Dining offers 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. Please visit [UMW.SodexoMyWay](http://UMW.SodexoMyWay) to get detailed information on [meal plans](#) and [dining policies](#). For details about purchasing plans, go to <http://students.umw.edu/residencelife/mealplan/>.

**Flex Dollars** are included with each Block style meal plan and can be used like cash for making purchases in retail or resident dining facilities. 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.

**Guests:** The Eagle Plan and all block plans allow students to use five of their meals for guests. If you have used all your guest meals, you may use Flex Dollars, EagleOne, Cash, or Credit to purchase meals for your friends and family at any dining facility.

### **Student Dining Ambassadors & the Culinary Council:**

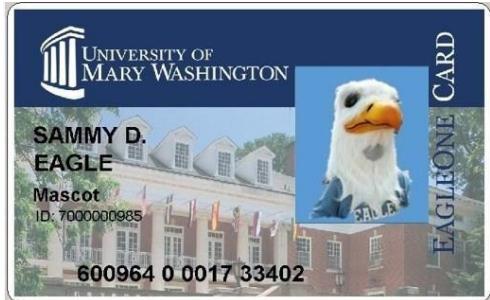
Student Dining Ambassadors are paid team members who act as greeters, cashiers, office assistants, and hosts for a variety of special dining events. Many also serve on our Culinary Council, an advisory body that provides insights into UMW student dining preferences and helps shape the future direction of our campus dining programs. For information about becoming a Student Dining Ambassador or joining the Culinary Council, contact Rose Benedict at [rbenedic@umw.edu](mailto:rbenedic@umw.edu) or call 540-654-2169.

**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 Campus Dining text message group text “UMWFoodies” to 82257.

**Campus Dining Employment:** Campus Dining actively seeks student employees for a variety of food service, catering wait staff, and marketing positions. We offer flexible hours to work with your class schedules, competitive pay, and free meals when working a shift. Student job applications are available on our web site at [umw.sodexomyway.com](http://umw.sodexomyway.com) or from any cashiers at the Top of the UC. For additional information, e-mail us at [dining@umw.edu](mailto:dining@umw.edu).

## EagleOne Card

Lee Hall 110; 540/654-1005



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

<https://eagleonesp.blackboard.com/eAccounts/AnonymousHome.aspx> 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 UMW 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 Campus Dining. Available positions range from food servers to cashiers to utility workers to food preparers to marketing assistants to catering wait staff. To apply for a position, access the employment application form at [UMW.SodexoMyWay.com](http://UMW.SodexoMyWay.com).

## 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](http://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. Appointments are preferred, but walk-in sick visits can be accommodated. 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, or x-ray facility.

**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.

## **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](mailto:helpdesk@umw.edu), or visit the website: [technology.umw.edu/helpdesk](http://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.

## **Office of Student Conduct and Responsibility (OSCAR)**

*Marye House, 2<sup>nd</sup> 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 upholding 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 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.

## **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.

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

## **Multicultural Center**

(See James Farmer Multicultural Center)

## **Safety Cell Phone App (Rave Guardian)**

[Rave Guardian](#) is a safety “app” for cell phones. It is 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 at 540/654-4444 or the non-emergency number, 540/654-1025.

## **Student Accounts**

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

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

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

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

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

## **Student Activities and Engagement (SAE)**

*University Center, 3<sup>rd</sup> 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](http://sustainability.umw.edu). Look for the following programs:

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



**Recycling:** Recycling is available in all campus buildings. How and what to recycle is available at [sustainability.umw.edu](http://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](http://sustainability.umw.edu).

Additional information is available at [sustainability.umw.edu](http://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 Treat Assessment Team or use this form online [UMW Reporting Form](#). 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 as a whole. The following is not an exhaustive list, but provides examples of concerning behaviors or situations:

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

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

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

### ***When should I make a report?***

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

### ***How do I make a report?***

If you are aware of an emergency or immediate safety concern, call 911 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 Reporting Form](#). 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.

## University Center

The University Center houses UMW Dining as well as student offices, Student Activities and Engagement, Student Involvement, the Office of Transfer and Off-Campus Student Services, the Center for Community Engagement, and the James Farmer Multicultural Center. Retail dining here includes Panera, located on the 2<sup>nd</sup> 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 goal of the [University Police Office](#) is to provide a safe and secure living, working, and learning environment. These professionals provide security, law enforcement, and crime prevention services to the UMW community. University Police Officers are state-certified law enforcement officers having the authority to enforce University rules and regulations as well as 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. 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 available on the Police website.

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

The [Rave Guardian](#) personal mobile safety application can be downloaded for Android or Apple devices. This personal safety app allows students to designate a third party to monitor their travel itinerary and 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.

## **Transfer Student Services**

The Director of Transfer and Off-Campus Student Services works collaboratively with other campus offices to serve the transfer student population and support them academically, programmatically, and socially. We provide programming to help connect students to one another and the campus community. Examples include:

- Specific orientation new student welcome for transfer students;
  - Welcome activity during welcome week for all transfer students;
  - Invitations to all transfer students to participate in Club Carnival;
  - Regular low-key social activities such as coffee and lemonade hours in the Transfer and Off-Campus Student Services Office;
  - Early academic intervention programs;
  - Transfer Mentor Program for new incoming transfers;
  - Transfer Experience Living/Learning Community (TREx) for new incoming residential transfer students.
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# Policies and Procedures – General

## Grievances and Complaints

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

### 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](#), Interim Director of Athletics)
- B. FERPA Violation Complaints (Contact: [Rita Dunston](#), Registrar)
- C. Residence Life Complaints (Contact: [Dave Fleming](#), Assistant Dean for Residence Life and 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: [Jean Elliott](#), Manager, Parking Services)
- I. Discrimination Complaints (Contact: [Sabrina Johnson](#), Vice President Equity & Access & Chief Diversity Officer)
- J. Title IX/Sexual & Gender-Based Harassment Complaints (Contact: [Stefanie Lucas-Waverly](#), Title IX Coordinator)
- K. [Incident Reports](#) (Complete an [Incident Report Form](#))
- L. Bias Incident Reports ([Complete an Incident Report Form](#))

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.

## **Demonstration/Expressive Activity by University Community Members**

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

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

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

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

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

Certain areas of campus 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.

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

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

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

## 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.

### 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.

**For full-time Faculty Members:** File a report under the [Faculty Grievance Policy and Procedure](#).

**For A/P Faculty Members:** file a report under the [A/P Grievance Policy and Procedure](#).

**For Classified Staff Members:** file a report under the [State Classified Staff Grievance Procedure](#).

## Dining Hall Policies

- EagleOne Cards must be presented for admission into the buffets at the Top of the University Center (4<sup>th</sup> floor) if you are using a meal, flex, or EagleOne to pay for entry.
- Improper use of an EagleOne Card is a violation of the Honor Code; examples are loaning out one's card to another student, using someone else's card, or using regular meals rather than "guest meals" to pay for guests.
- Initial entrance to the buffets must be made through the cashier stations and payment must be received. Anyone coming in through any other entrance without paying will be considered to have committed a theft, will be reported to the UMW Honor Council, and may be subject to other fines or penalties.

- Abuse of guest privileges will result in immediate disciplinary action. Malicious mischief and/or destructive conduct may result in loss of dining hall privileges and referral to the Office of Student Conduct and Responsibility (OSCAR).
- Food served at the buffets at the Top of the University Center is to be consumed in the dining area. No utensils, serving dishes, or other equipment may be removed from the Resident Dining Area and taken to other areas of the building without permission.
- Dirty dishes should be placed on the carousel along with glasses, napkins and leftover food. Utensils should be placed in the black plastic tubs.
- Exit Only: The exit doors near the dish return area are for exit only, unless there is a fire emergency. Always enter the buffets through the cashier stations, even if you have already paid, eaten food on the terrace, and just want to return your dirty dishes.
- Can you come into the buffets at the Top of the University Center without paying so you can sit with friends who are having a meal? No. Every entry requires payment. To sit with friends while they eat, ask them to bring their food to the lounge area in front of the terrace. You may sit with them there.
- Problems with food or service: If you have any concern about your food or service please ask to see a supervisor or manager so the issue can be addressed immediately.
- Menus: Menus and nutritional information are posted each week at [UMW.SodexoMyWay.Com](http://UMW.SodexoMyWay.Com) and on the free BITE by Sodexo smart phoneApp (code C6LX2). Special event or theme menus are often not included on the web site as they are special recipe items. Also, changes are sometimes made to the menus depending upon product availability or operational issues. Menus with all of the main features will always be on display at cashier stations. Detailed menus, including a list of any of the major allergens that are contained in the dishes, will be on display at each serving station or on small identifiers in self-service areas. If in doubt, always ask a server or supervisor for assistance.
- Take-Out Policy:
  - Because meals are unlimited on Eagle Dining Plan, students on that plan may not get meals “to go” from the buffets at the Top of the University Center.
  - Guests not on the Eagle Dining Plan may use approved reusable containers for takeout orders. Approved containers may be purchased from the dining cashiers for \$7.50 Flex, Cash, EagleOne or Credit. Only these approved containers may be used for take-out orders from the buffets.
  - When you purchase the reusable container, you will get either the box or a token to redeem a box on a later visit. Campus Dining will replace damaged reusable containers at no charge.
  - Getting Take-Out Only (not dining in)

- Upon entering the buffets, let the cashier know that you wish to get your food “to go”. Present the cashier with your EagleOne Card and the approved take-out box or token. You will be charged one meal for your take-out order.
- The cashier will give you a new, sanitized box for your order regardless of whether you present a take-out box or token. The box you turn in will be properly washed and sanitized for future use.
- Even if you have washed the take-out box at home you must get a fresh, sanitized box. This procedure is required in order to comply with the health department approved practices.
- You will be asked to leave your EagleOne card with the cashier while you get your take-out food. You may pick it up on your way out of the dining room. It is generally accepted practice that getting take-out food will take 10-15 minutes.
- Please do not dine in while you have the take-out box with you. If you want to dine in AND do take-out on the same visit you must pay two meal swipes and follow the below procedure.
  - Eating In & Taking Out on the Same Visit
    - Pay for and enjoy your dine-in meal first. Swipe your card at the cashier.
    - If you brought a take-out box with you, turn it in to the cashier before going in to dine. You will receive a token for the box.
    - When you have finished dining return to the cashier, present your token and request a take-out meal and container. Get your card swiped again for your takeout meal. Your card will be held at the cashier station until you finish getting your take-out meal.
- Shoes and shirts must be worn at all times.
- The Resident Dining Area of the University Center will be open ONLY during posted dining hours and will close one-half hour after the last serving line closes.

## Facility Scheduling

*Student Activities and Engagement; University Center*

Student organizations wanting to [reserve space](#) for on-campus activities may view the policies for room reservation, and register at [students.umw.edu/studentactivities/room-reservation/](http://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. To purchase a parking decal, individuals must comply with UMW policy and procedures, associated state regulations, and must be an enrolled student or active employee. After logging into myUMW under helpful links on the UMW homepage the individual should click on banner self-service and select parking management under the personal information tab. Decals will be delivered to UMW campus mailboxes (for residential and commuter students). Before the decal arrives, a temporary parking dash pass can be printed from online after purchase.

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

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

## 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 30, 2020, 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](mailto:helpdesk@umw.edu) or at 540/654-2255.
- UMW students are expected to respect all property, whether it belongs to the University, other members of the UMW community, or members of surrounding communities. Damage to or unauthorized relocation of property is prohibited, as is 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](mailto: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](mailto: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.

## **Parental Notification**

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

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

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

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

## **Posting Notices**

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

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

### **Flyer Policy:**

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

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

Guidelines for tabling include:

- No outside solicitation is allowed (i.e., outside vendor sales, credit card applications, etc.). Outside organizations may contact the Procurement Office 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 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.

## Safety and Security Cameras

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

## Searches, Seizures and Event Security

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

Assistant Dean of Residence Life and Housing, or the Associate or Assistant Director of Residence Life and Housing 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 Assistant 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. Reservations are taken by the staff at the Information Desk.
- b. Tables may be reserved outside of Lee Hall on a first-come/first served basis. Reservations require the completion of an Event Application Form which may be found on the SAE website. The information will be forwarded to the Events Office for final approval.
- c. Tables may be reserved for the second-floor entrance area (off 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 UMW Bookstore. The retail operations manager will complete the space reservation request.

IV. Off-Campus groups wishing to distribute information may reserve space through the Events Office, 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 Standards and Visual Identity Toolkit](#). These guidelines require that the Primary Logo (University of Mary Washington text accompanied by the column design and tagline) be used. A high-resolution digital file of the logo can be downloaded using your NetID and password [here](#).

- Any organization wishing to use the UMW name for publications that will be distributed off campus must take a final draft to University Relations and allow at least one week for review, revision, and/or approval of your document.
- The official University Seal is used in selected applications as determined exclusively by the President or a designated representative. Any organization wishing to use the Seal must submit its request for approval in writing to the Office of the President.
- All requests must be made to the University Relations. Any questions regarding these regulations should also be made to this office (540/654-1934 or [anewell@umw.edu](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](http://advancement.umw.edu/foia). Under FOIA, UMW may charge for copying and for search time. For

more information, including costs, contact the Office of University Relations and Communications, which is located in the Eagle Village office building.

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## Residence Life and Housing

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



## On-Campus Living Requirement

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

Exceptions may be made for students who:

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

For reasons other than those listed, the applicant must be very specific 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 request](#) detailing the situation to the [Office of Residence Life and Housing](#) (see <http://www.umw.edu/residencelife/on-campus/housing-procedures/current-students-terminationof-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 left in the residence halls 24 hours after checkout will be logged and removed from the residence hall room. Students will be contacted via email and will be given 14 days to retrieve their belongings. After 14 days, any personal property

will become the property of the University and shall be disposed of or repurposed at the discretion of personnel within the Office of Residence Life and Housing. Students will be held responsible for the labor costs to remove abandoned personal property from the residence halls.

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

**Beds:** Residence halls have extra-long twin (80-inches long) mattresses unless otherwise noted on the residence life website. All rooms, with the exception of Russell Hall, 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 are permitted to remain in campus housing during Fall Break. Housing is also available Thanksgiving, Winter, and Spring Break to students who register in advance by the published deadlines. Remaining on campus during these breaks without registering with the Office of Residence Life and Housing is prohibited. Most campus services, including food service, are unavailable during breaks.

**Cable television, computers, and technology:** Residence hall rooms have Ethernet data ports and wireless access that connects to the internet. In addition, cable television is available in on-campus residences. Apogee Inc. provides residence hall computer and cable service. Assistance is available 24/7 at [MyResNet.com](#). Phone 1-877-478-8808, Chat @ MyResNet.com, Text "ResNet" to 84700. If you are not satisfied with Apogee's resolution to your support issue, please contact the UMW IT Help Desk for further investigation and follow up.

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

**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 an Eagle Dining plan. For more information on [UMW Dining Services](#), visit [UMW.SodexoMyWay.com](#).

**Early Arrivals/Late Departures:** All check-in and check-out dates and times are posted on the [University Calendar](#), the [Residence Life and Housing](#) website, and in the On-Campus Housing and Dining Agreement. Students should make arrangements to arrive and depart the posted dates. Early Arrival and Late Departure Requests must be received by advertised deadlines and are approved on a case-by-case basis. The ability to arrive prior to the posted move-in dates or remain past the posted move-out dates should not be assumed.

**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.

**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 should be escorted at all times.

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

**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.

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

**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' homeowners insurance and make arrangements for additional renter's insurance coverage if necessary.

**Pets and Other Animals** - living or dead, are not allowed in UMW Residence Halls and apartments. Exceptions include approved assistance animals, service animals-in-training as part of a specific University-sponsored program, and fish kept in a 10-gallon or smaller aquarium. Only one 10-gallon aquarium per room is permitted.

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

- Alcohol and tobacco (except in spaces where residents are 21 or older)
- animals (live or dead) except approved service animals, assistance animals in training as part of a specific University-sponsored program, and fish kept as pets in a 10-gallon or smaller aquarium
- candles (with or without wicks), candle/wax melt/warmers, and incense

- curtains and draperies (unless with a tag displaying fire-retardant information or treated with fire-retardant spray. The spray container and receipt must be kept on file to provide as proof when needed)
- decorations covering more than 10 percent of any wall
- devices used to promote irresponsible drinking (beer bongs, funnels, and similar devices typically used to promote excessive alcohol consumption)
- door decorations (fliers, posters, pictures displayed on either side of a door) other than the name tag provided by the Residence Life staff
- drugs and/or controlled substances that are illegal, and any drug paraphernalia (including electronic smoking devices used for drug consumption)
- electrical cooking appliances (including microwaves, toaster ovens) in residence hall rooms or non-kitchen areas; all electrical cooking appliances without an automatic shut-off such as coffee/tea pot; any electrical appliance which is not UL approved; any electrical appliances with an open heating element (including but not limited to potpourri burners, hot plates, crock pots, and indoor grills)
- electrical cords around doorways or under carpets
- electrical items left plugged into bathroom outlets such as curling irons and hairdryers
- explosives, fireworks, pyrotechnic devices, or flame-producing materials
- extension cords (unless multiple outlet-type with built-in fuses and/or surge protector)
- fabric hanging on walls (including tapestries). Combustible items such as flags may be displayed if framed under glass or acrylic/Plexiglas. The 10 percent limitation on wall coverings would still apply.
- firearms, projectile firing devices, and other weapons, including but not limited to air rifles, pellet guns, or other weapons including realistic facsimiles; ammunition; switchblades; knives with blades over 5 inches; biological or chemical weapons such as mace and tear gas; hazardous materials or chemicals (examples: gasoline, lighter fluid, or other flammable liquids); or items which may pose a danger to the UMW community
- halogen lamps, lava lamps, and incandescent bulbs. Permitted lamps are those using low heat emitting light bulbs, compact fluorescent lighting (CFL), or light emitting diode (LED) lighting.
- hookahs
- hoverboards
- 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 reserves the right to reassign any resident of the University Apartments or Eagle Landing to traditional on-campus housing and vice versa. 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 and two are permitted in a quad. Locked refrigerators are not permitted unless approved by the Assistant Dean of Residence Life and Housing or his or her designee. Only the full-sized refrigerator provided in each apartment kitchen is allowed in the UMW Apartments and Eagle Landing; no additional refrigerators are permitted.

**Room Changes:** Changes in room assignment must have prior approval from the Office of Residence Life 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 may be filed by residents at <https://www.umw.edu/residencelife/on-campus/work-orders>

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

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

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

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

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

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## The 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 and by the Associate Coordinator of Student Conduct. Additionally, professional members of the Residence Life staff, the Director of Transfer and Off-Campus Student Services, 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 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.

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 the Associate Coordinator of Student Conduct.
- 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 either Levels I and II, or Levels I and III, the alleged violations will be adjudicated by the Director of OSCAR, or by the Associate Coordinator of Student Conduct. At his or her discretion, the Director of OSCAR or the Associate Coordinator of Student Conduct 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 a commuter student, or that is reported to have occurred off campus, may be adjudicated by the Director of Transfer and Off-Campus Student Services.

In any conduct hearing related to alleged violations of the Code of Conduct, students are guaranteed specific rights throughout the process, and they also have specific responsibilities. These are detailed below. The purpose of conduct hearings is not to determine whether or not a student violated the law, but whether or not a student violated the Code of Conduct.

Alleged violations of individual or community rights may be reported and/or documented by any member of the community. Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. A documentation template is available online at [https://cm.maxient.com/reportingform.php?UnivofMaryWashington&layout\\_id=10](https://cm.maxient.com/reportingform.php?UnivofMaryWashington&layout_id=10). Each disciplinary situation is handled on a case-by-case basis. 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 (as judged by proper authorities to be the case). Participants in this decision may include the Director of Student Conduct and Responsibility, the Dean of Student Life, and/or the Vice President for Student Affairs (or designee).

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 or the Associate Coordinator.

## **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 arrest or 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. Participants in the decision to adjudicate may include the Director of Student Conduct and Responsibility, Dean of Student Life, or the Vice President for Student Affairs.

UMW will adjudicate off-campus violations when the conduct has an equivalent in the Code of Conduct. For example, if a student is arrested or cited for being "drunk in public," he or she could be charged with violating UMW's policy related to alcohol intoxication. If a student is charged with public urination, he or she could be charged with violating UMW's policy related to disorderly conduct. This information will typically come to the University through official police communication. The incident will be adjudicated by an administrator or by the Student Conduct Review Board as noted in the conduct hearing procedures.

## **Interim Suspension Prior to Adjudication:**

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

## **Student Conduct Process Rights and Responsibilities:**

**A student who has been accused of violating the Code of Conduct has the following rights with regard to the conduct process:**

1. To request 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 incident documentation.

Documentation that includes information about other individuals may be redacted. Copies of incident documentation generally are not released to students.

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 less 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 he or she is not also a hearing witness. Accused students are requested to provide notice of the identity of their advisor preferably at least 24 hours in advance of any hearing or investigative meeting that the advisor is slated to attend.
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.

Students who are complainants in the conduct process have the right within the process to name an advisor. The advisor must be willing to assist and advise the complainant during the hearing, but may not speak on behalf of the complainant. The advisor may be any individual of the complainant's choosing, as long as he or she is not also a hearing witness. Complainants are requested to provide notice of the identity of their advisor preferably at least 24 hours in advance of any hearing or investigative meeting that the advisor is slated to attend.

**This right shall extend to complainants only when the accused student has been charged with one or more of the following violations of the Code of Conduct:**

1. Engaging in physical violence against another individual or group of individuals. (I.C. in the Code of Conduct)
2. Harassment, threats, or intimidation directed toward any individual or group of individuals. (I.D. in the Code of Conduct)
3. 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. (I.G. in the Code of Conduct)
4. 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. (I.L. in the Code of Conduct)

## **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 situation, 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 only on one or more of the following grounds:

- 1) the conduct professional 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 conduct professional's or SCRB's decisions or sanctions;
- 3) an error in hearing procedures, such as those described in the "Student Conduct Process Rights and Responsibilities," that is of such magnitude as to deny fundamental fairness; and/or
- 4) the sanction(s) issued by the conduct professional 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) business days of the date on the hearing outcome letter.

In the case of 1), 2), or 3), a new hearing with the designated conduct professional or duly constituted board may occur if deemed necessary by the conduct professional or board to whom the appeal has been addressed. In the case of 4), the designated conduct professional or board shall convene to consider the sanction only. In no event shall a second sanction received be more severe than the first. **Appeal decisions are final.**

Appeals of conduct hearing decisions made by the Director or Associate Coordinator of OSCAR will be heard by the Dean of Student Life, or, if this individual is unable to serve in this role for any reason, by the Vice President for Student Affairs.

Appeals of conduct hearing decisions made by a Residence Life Area Coordinator will be heard by the Director or Assistant Coordinator of OSCAR.

Appeals of conduct hearing decisions made by SCRB will be heard by a hearing panel comprised of five SCRB members who did not participate in the original hearing, led by a chair who also did not participate in the original hearing.

## **Student Conduct Review Board (SCRB)**

### **Composition of the Board**

The Student Conduct Review Board (SCRB) shall be comprised of the President, Vice President, and twenty elected members – five from each of the first-year, sophomore, junior, and senior classes. The Office of Student Conduct and Responsibility (OSCAR) advise the SCRB. If a SCRB member feels that they cannot hear the case objectively, that member shall disqualify them self from the hearing. Hearing panels are selected from the SCRB membership. A Hearing Panel is comprised of a Hearing Chair (either the President or Vice President) and five members. Members will select (from within SCRB), a Hearing Coordinator, a Sanctions Coordinator, a Secretary, and a Treasurer.

### **Procedures for SCRB hearings:**

1. The SCRB President and/or Vice President receive the incident documentation and schedule the hearing.
2. The accused student is contacted about which violation(s) of the Code of Conduct they have been charged with, and about the scheduled date and time of the hearing.

3. When the hearing is convened, all those in attendance introduce themselves by their name and their role in the hearing.
4. The Hearing Chair reminds all present about adherence to the Honor Code, and about the standard of evidence used, which is preponderance of evidence.
5. The Hearing Chair presents the incident documentation.
6. The Hearing Chair reads the charges to the accused student, who pleads “Responsible” or “Not Responsible” after each charge. (If the accused student pleads “Responsible” to all charges, the hearing may move directly into the sanctioning phase.)
7. The incident documenter (if present) and witnesses (if present) requested by the SCRB relate their perspectives of the incident. The accused student may question them.
8. The accused student relates their perspective of the incident.
9. Witnesses (if present) requested by the accused share their perspectives of the incident. The accused student may question them.
10. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses.
11. The accused student is given the opportunity to make a closing statement.
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 his or her advisor, if present) and announces the Hearing Panel’s decision.
14. If the accused student is found “Responsible” for one or more charges, they are given the opportunity to make a statement and the Hearing Panel is given the opportunity to question the accused student further.
15. The Hearing Chair adjourns the hearing for sanctioning. The decision of the Hearing Panel is based on the incident documentation, statements made during the hearing, educational questions asked by the Hearing Panel members, 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.
16. 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.
17. The Hearing Chair adjourns the hearing.

### **Procedures for Administrative Hearings:**

1. The hearing administrator receives the incident documentation, charges the student with one or more violations of the Code of Conduct, and schedules the hearing.
2. The accused student is contacted about the scheduled date and time of the hearing.

3. When the hearing is convened, the hearing administrator explains their role in the hearing.
4. The hearing administrator reminds the accused student and other participants (if present) about adherence to the Honor Code, and reminds the accused student about the standard of evidence used, which is preponderance of evidence.
5. The hearing administrator presents the incident documentation.
6. The hearing administrator reads the charges to the accused student, who pleads “Responsible” or “Not Responsible” after each charge. (If the accused student pleads “Responsible” to all charges, the hearing may move directly into the sanctioning phase.)
7. The incident documenter (if present) and witnesses (if present) requested by the hearing administrator relate their perspectives of the incident. The accused student may question them.
8. The accused student relates their perspective of the incident.
9. Witnesses (if present) requested by the accused share their perspectives of the incident. The accused student may question them.
10. The accused student is given the opportunity to hear all statements made by the incident documenter and by the witnesses.
11. The accused student is given the opportunity to make a closing statement.
12. The hearing administrator deliberates whether or not the student is to be in violation of the charge(s). The hearing administrator may recall any individual to question them further.
13. 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.”
14. The hearing administrator states their decision to the accused student and reminds them about their right to appeal the hearing.

## 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 Associate Coordinator of Student Conduct:**

- 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](#), including but not limited to, use, being under the influence of, possession, or distribution of narcotic or other controlled substances except as permitted by law.

1. Incidents in which the University has taken possession of controlled substances.
- C. Engaging in physical violence against another individual or group of individuals.
- D. Harassment, threats, or intimidation directed toward any individual or group of individuals.
- E. Conduct that intentionally or recklessly threatens or endangers the health or safety of any person.
- F. 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.
- G. 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") Both individuals and groups/organizations are subject to this policy.
- H. 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.
- I. Unauthorized entry
- J. Failure to comply with the directives of a University official who is attempting to enforce the policies and procedures of the University. University officials include, but are not limited to, the following:  
University Administrators, University Police, Honor Council, Residence Life Staff Faculty, Student Conduct Responsibility Board (SCRB)
- K. Abuse of computer time, including, but not limited to:
  1. Unauthorized entry into a file for any purpose.
  2. Unauthorized transfer of a file.
  3. Unauthorized use of another individual's identification and password.
  4. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
  5. Use of computing facilities to interfere with the normal operating procedures of the University computing system.
  6. Use of computing facilities to make copies of, or make available to others, copyrighted material without authorization.
- L. 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.

M. Fire safety violations including:

1. Arson/setting fire

N. 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."

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

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

1. Incidents in which the University has not taken possession of controlled substances.
2. Possession or use of drug paraphernalia.

C. Fire safety violations including:

1. Tampering with or needlessly discharging a fire extinguisher.
2. Tampering with fire alarms or smoke detectors, and emergency or exit lighting.
3. Other.

D. Illegal or unauthorized possession of firearms, weapons, or related devices (see "Weapons 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.

G. Disorderly or obscene conduct.

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

1. Use of computing facilities to send obscene or abusive messages.

I. 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.

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

### **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. Property

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

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

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

D. Smoking (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.

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

- F. Visitation violations including, but not limited to, the following:
1. Failing to sign in and/or out of a residence hall, or failure of a guest to sign in/and or out of a residence hall, whether or not the guest is a UMW student.
  2. Falsifying sign-in or -out times.
  3. Violating visitation hours.
  4. Visiting a residence hall, which does not have visitation at the time.
  5. Exceeding the allowed number of overnight residence hall visits, as described under “Guest Policies”

G. Sports or related activities in the residence halls.

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

I. Unauthorized entry into (for example, during University breaks) or exit from (for example, through a window or an alarmed door) a residence hall 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.
3. Relaying obscene or abusive messages.

L. Other prohibited items and activities.

M. Responsibility for guests.

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, the Dean of Student Life, or the Vice President for Student Affairs.**

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

The Code of Conduct applies to all UMW students, as well as to their non-student guests. This means that UMW students may be held accountable, through the conduct process, for the actions of their guests—for example, by charging students with III.M. (Responsibility for guests).

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## Policies and Procedures – Behavioral

### Alcohol Policy

[https://www.boarddocs.com/va/umw/Board.nsf/files/AZJQ9L60C28B/\\$file/F.4.1.%20Alcohol%20Policy%2002012018.pdf](https://www.boarddocs.com/va/umw/Board.nsf/files/AZJQ9L60C28B/$file/F.4.1.%20Alcohol%20Policy%2002012018.pdf)

### 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](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.

## **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, obscene language, verbal or physical harassment, making excessive noise. Disorderly or obscene conduct on campus, at any UMW-sponsored event, or while operating or traveling in any Mary Washington or state-owned vehicle, should be reported to the Office of Student Conduct and Responsibility (OSCAR), or, in urgent situations, to University Police.

## **Drug Policy**

[https://www.boarddocs.com/va/umw/Board.nsf/files/AZJQA9613D79/\\$file/F.4.2.%20Drug%20Policy%2002012018.pdf](https://www.boarddocs.com/va/umw/Board.nsf/files/AZJQA9613D79/$file/F.4.2.%20Drug%20Policy%2002012018.pdf)

## **Drug Search and Seizure Procedures**

When alerted to a possible violation of the Drug Policy in the residence halls, Residence Life staff members will investigate using the following guidelines:

**Plain View: Resident(s) Present in the Room** – Residence Life staff will contact the University Police supervisor on duty and explain the circumstances. The supervisor will determine whether a criminal search is indicated. Residence Life staff members will announce/introduce themselves, state the reason for the room check, ask the resident(s) to confirm or deny the presence of drugs and, if confirmed, ask who is responsible. Materials in plain view will be confiscated by the staff members, a thorough search of the room will be conducted, and University Police will be called to collect the material. An Incident Report will be written and distributed to appropriate administrators, i.e., the Area Coordinator, the Assistant Director, the Associate Director, or the Assistant Dean of Residence Life; the Dean of Student Life; and the Director of the Office of Student Conduct and Responsibility (OSCAR).

**Plain View: Resident(s) Not Present** – Residence Life staff will contact the University Police supervisor on duty and explain the circumstances. The supervisor will determine whether a criminal search is indicated. In an administrative search and seizure, the Residence Life staff members will enter the room and confiscate any drugs in plain view. No search will be conducted at that time, but the room will be secured. When residents return, they will be directed to another location and the situation explained to them. Further searches may be conducted at that time, at the direction of University Police.

**Administrative Search** – After approval by the Dean of Student Life or designee, an administrative search and seizure will be conducted by appropriate Residence Life or

administrative staff members (i.e., the Area Coordinator, the Professional on-call, the Associate Director, the Assistant Dean of Residence Life, Dean of Student Life, or Senior Staff administrator on-call) with another professional staff member. The Residence Life staff members present will knock on the door, introduce themselves by name and title, key-in, and enter the room. The police officer will remain outside the room to provide assistance if necessary. The staff members will introduce all personnel to the resident(s), state the purpose for the search, and explain that the officer is present in an administrative capacity to take possession of any illegal drugs found in the room. Staff members will ask the resident(s) to confirm or deny the presence of drugs and, if present, to identify the responsible person. A thorough search of the room will be conducted. Any drugs or paraphernalia found will be handed to the officer outside the room. This procedure will be followed whether residents are present or not present in the room. Resident(s) will be informed that an Incident Report will be written, and that the substances found will be analyzed by the police.

## **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 Institution.

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

1. Paddling
2. Kidnapping
3. All forms of physical activity which are used to harass, punish, or harm an individual
4. Excursions or road trips
5. Confinement
6. Spraying, painting, or pelting with any substance
7. Burying in any substance
8. Nudity with the intent to cause embarrassment

9. Servitude
10. Exposure to uncomfortable elements
11. Verbal abuse
12. Wearing, in public, of apparel which is conspicuous and/or indecent
13. Forcing consumption of alcohol or any other substance, legal or illegal
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
15. Burning, branding, or tattooing any part of the body
16. Psychological hazing, defined as any act which is likely to:
  - a. Compromise an individual's dignity
  - b. Cause an individual embarrassment or shame
  - c. Cause an individual to be the object of malicious amusement or ridicule
  - 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.

### **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 student educational files cannot be shared unless students sign a

release permitting the information to be shared with specific individuals or, in the case of a student who is a minor, the eligible parent or legal guardian, except as stipulated by the Registrar's Office and with the four following exceptions:

1. Conduct-related information may be shared with other educational institutions and other university personnel considered those who "need to know," such as a coach in his or her role as an advisor to a student athlete, 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 he or she is financially independent.
3. Parental notification may occur if the student's actions result in hospitalization.
4. Conduct-related information may be shared subject to subpoena or other court order.

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

Conduct-related records in the Office of Student Conduct and Responsibility (OSCAR) are retained in a student's educational file while they are a student at the University of Mary Washington until three years after they last attend the University. However, in the case of conduct-related expulsions from the University, relevant conduct records are retained indefinitely. The University is required to retain certain conduct records for longer than three years after the student's last attendance — for example, to comply with the Campus Security Act. To that end, some conduct records, once they have been removed from an individual student's educational file, may be retained for a longer period of time in a separate file. At that point, they will not be considered part of the student's educational file. However, in the event that the University is subpoenaed to release an individual student's conduct records, any information still retained, even if it is retained outside of the student's educational file, will be released in compliance with the subpoena.

Students are encouraged to keep in mind that potential employers, in addition to graduate institutions, law enforcement, and the military, frequently request 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 will be notified under the following conditions:

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

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

## **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, can be found online at <http://diversity.umw.edu/title-ix/>

### **Policy Statement**

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

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

The specific procedures for investigating, and resolving Prohibited Conduct are based upon the nature of the Respondent's relationship to the university (student, employee, or third party). Each set of procedures referenced below is guided by the same principles of fairness and respect for Complainants and Respondents.

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

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

#### Reports to the University

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. UMW's [Online Reporting Form](http://www.umw.edu/concerns/), located at <http://www.umw.edu/concerns/> (which allows for anonymous reporting); or
- b. By contacting UMW's Title IX Coordinator, Title IX Deputies or Title IX Investigator by telephone, email, or in person during regular office hours at their respective locations, email addresses and/or phone numbers listed below.

#### 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 two Title IX Deputies 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 Deputies, 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](mailto:clery@ed.gov)); the United States Department of Education, Office for Civil Rights (at [OCR@ed.gov](mailto:OCR@ed.gov) or (800) 421-3481); and/or the Equal Employment Opportunity Commission (at [info@eeoc.gov](mailto:info@eeoc.gov) or (800) 669-4000).

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

**Stefanie Lucas-Waverly, M.S.,** Title IX Coordinator  
Office of Title IX  
Fairfax House, 2<sup>nd</sup> Floor  
[slucaswa@umw.edu](mailto:slucaswa@umw.edu); 540-654-5656

**Terri Arthur,** Title IX Deputy for Employees  
Employee Relations Manager  
George Washington Hall, Rm. 201  
[tlockhar@umw.edu](mailto:tlockhar@umw.edu); (540) 654-2051

**Crystal Rawls,** Title IX Deputy for Students  
Assistant Director of Student Activities  
University Center, Rm. 303  
[crawls@umw.edu](mailto:crawls@umw.edu); (540) 654-1801

**Brigid Benincasa, J.D.,** Title IX Investigator  
Office of Title IX  
Fairfax House, 1<sup>st</sup> Floor  
[bbeninca@umw.edu](mailto:bbeninca@umw.edu), 540-654-1263

## 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:**

- Victim's Advocate/Case Manager, [Jaime Opanashuk](#), Tyler House, by appointment, [jopanash@umw.edu](mailto:jopanash@umw.edu), (540) 654-1053 – Provides confidential services, which may include: advocacy, case management, coordination of services, referrals, and outreach.
- 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, [Stefanie Lucas-Waverly](#), - 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](#), Fairfax House, [sucaswa@umw.edu](mailto:sucaswa@umw.edu), (540) 654-5656; <http://diversity.umw.edu/title-ix/>.
- Title IX Deputy for Students, [Crystal Rawls](#), - Provides information about this Policy and the process, helps coordinate the procedures and training of the Title IX Appeal Board, and provides education and outreach to the University community, University Center 303, [crawls@umw.edu](mailto:crawls@umw.edu), (540) 654-1801; <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 #201, [tlockhar@umw.edu](mailto:tlockhar@umw.edu), (540) 654-2051.; <http://adminfinance.umw.edu/hr/> .
- Title IX Investigator, [Brigid Benincasa](#), - Investigates incidents of reported Prohibited Conduct involving students and provides education and outreach to the University community, Fairfax House, [bbeninca@umw.edu](mailto:bbeninca@umw.edu), (540) 654-1263; <http://diversity.umw.edu/title-ix/>.
- Coordinator of Prevention and Advocacy, [Marissa Miller](#), - Provides education, resources, advocacy, and support for students, faculty, and staff regarding Prohibited Conduct, Fairfax House, [mmille23@umw.edu](mailto:mmille23@umw.edu), (540) 654-1193; <http://diversity.umw.edu/title-ix/> //
- Dean of Student Life, [Cedric Rucker](#), - 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, Marye House, [crucker@umw.edu](mailto:crucker@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](mailto: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 4<sup>th</sup> Floor, [jsainz@umw.edu](mailto: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 of 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), [jmachado@umw.edu](mailto:jmachado@umw.edu) or [odr@umw.edu](mailto:odr@umw.edu), (540) 654-1266; <http://academics.umw.edu/disability/>.

- [Office of Financial Aid](#), - Assists students with financial aid, [finaid@umw.edu](mailto: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](mailto:rlsfred@rapplegal.com); <http://www.rapplegal.com>
- [Virginia Legal Aid](#), [www.valegalaid.org](http://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](http://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; <http://icanwecan.awbw.org/i-can-we-can-toolkit#.XJpLQoWcGU>
- 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/photos.htm>
  - [Audrie and Daisy Screening and Discussion: http://www.audrieanddaisy.com](http://www.audrieanddaisy.com)
  - [Men as Allies](#)
  - [Human Enough Campaign](#)
- Team for Empowerment, Advocacy, and Learning (TEAL) Peer Educator Program
- Think About It; <https://home.campusclarity.com>

Student Success (Not Anymore); <https://studentsuccess.org/SSO/umw>

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## **Smoking**

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the University that: (1) smoking is prohibited in all buildings, and UMW and state vehicles; and, (2) the right of the nonsmoker to protect 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.

## **Threat/Danger to individual students and the University community**

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

The Dean or designee also may immediately relocate a student within the residence hall system, or immediately suspend a student from the residence halls, from specific areas of the University, or from the entire University pending 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 him/herself, to the safety and wellbeing of any member of the University community, to the preservation of property, or to the normal operations of the University.

## **Unauthorized Entry**

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

## **Weapons Policy**

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, razor, slingshot, spring stick, metal knucks, 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.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on University property in academic buildings, administrative office buildings, student residence buildings, dining facilities, or athletic facilities or while attending sporting, entertainment or educational events. Entry upon the aforementioned university property in violation of this prohibition is expressly forbidden. Possession or carrying of toy or replica versions of weapons is also prohibited unless required as part of a program sponsored or facilitated by the university.

Students in possession of these weapons who wish to store them on campus are advised to contact University Police.

The provisions of this section shall not apply to (i) persons who possess such weapon or weapons as a part of the school's curriculum or activities; (ii) a person possessing a knife customarily used for food preparation or service and using it for such purpose; (iii) persons who possess such weapon or weapons as a part of any program sponsored or facilitated by either the school or any organization authorized by the school to conduct its programs either on or off the school premises.

## **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.

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## 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](#)