

Student Handbook

Student Handbook 2023-2024

Welcome to the site of UMW's Student Handbook.

At the University of Mary Washington, education extends beyond the classroom. Our student-centered community encourages intellectual curiosity, fosters creativity, and promotes an inclusive environment that values diversity. As you immerse yourself in this dynamic academic setting, the Student Handbook will provide links to policies, procedures, and resources to support your academic success and personal well-being.

Within these pages, you will find essential information, including specifics on our ASPIRE values, Code of Conduct, Title IX regulations, and the Honor Code, as well as resources to help you make the most of your time at the University. From academic advising and financial aid to student organizations and community engagement opportunities, the Student Handbook provides you with the knowledge and tools to thrive.

All students at the University of Mary Washington are bound by the regulations linked within the Student Handbook. The University reserves the right to make changes at any time to the procedures and regulations contained within the handbook. Substantive changes during the year will be communicated to students via official UMW channels.

We look forward to witnessing your growth, achievements, and contributions to the UMW community.

Questions about the Student Handbook can be directed to the Dean of Students office at deanofstudents@umw.edu.

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Operating Hours:

- The Office of Academic Services is open between 8:00am and 5:00pm Monday through Friday.

Advising Meetings:

- Virtual Advising and In-Person appointments are available.
- Students may schedule appointments by calling 540-654-1010 or by responding to an advising campaign email sent to their UMW email.

Students who are assigned to a faculty advisor should contact their advisor for all academic advising² needs related to registration, major, academic warning, and probation advising. Faculty advisors are available via email.

Request Forms:

- While we will continue to accept request forms in person at this time, we prefer that students scan and email request forms to advise@umw.edu.
- A staff member will confirm receipt of the email inquiry/request within two business days; however, it may take longer or the office to render a formal decision on some requests. We will make a strong effort to keep the return time minimal.
- If you need to obtain any signatures for the form (aside from an Academic Services signature), please ask the faculty member or advisor to email advise@umw.edu with their approval. They should note your name and request information so that we can pair the email approval with your signature form. Please call 540-654-1010 with any questions.

CONTACT US

Office of Academic Services
Lee Hall, second floor
Phone: 540-654-1010
Email: advise@umw.edu

OFFICE HOURS

Front desk:
Monday-Friday, 8AM-5PM

By appointment:
Monday-Friday, 9AM-4PM

BOOK ADVISING APPOINTMENT

NEW STUDENT GUIDE

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PEER ACADEMIC CONSULTING

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CAREER & PROFESSIONAL DEVELOPMENT

It's never too early to think about your future. Whether it's shaping our nation's policy on Capitol Hill, designing campaigns for national retailers or managing hospital patients, we'll coach you on how to make the jump from classroom to career.

Contact
Us

You are here: [UMW](#) / [Academics](#) / [Center for Career and Professional Development](#)

BUILDING A FUTURE

Students

Learn to make meaningful connections between your academic experiences and post-graduation plans and opportunities.

- [Book An Appointment](#)
- [What Can I Do With This Major?](#)
- [Internships & Internship Grants](#)
- [Toolkit](#)

[learn more >](#)

Employers

Connect with the UMW community to help build the future of your organization. From internships to job fairs and beyond, the CCPD has you covered.

- [Employer Recruiting Events & Options](#)
- [Internships – what you need to know.](#)
- [Learn more about Handshake](#)
- [Post a job or internship \(Handshake\)](#)

[learn more >](#)

Alumni



Faculty

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Whether you're trying to land the perfect job or find a great fit for your organization, we can help.

- [Career Outcomes](#)
- [Book an Appointment](#)
- [Get Involved with the Career Center!](#)
- [Toolkit](#)

The Career Center can help you prepare your students for, and find, vital internships in their field.

- [Working with the Career Center](#)
- [Working with Internships](#)
- [Career Outcomes](#)

[learn more >](#)

[learn more >](#)

Handshake

Career information, internship and employment opportunities

Focus2

Career assessments

Big Interview

Online interview preparation

CONTACT US!

Please book an appointment, give us a call at 540-654-5646, or stop by the Center for Career and Professional Development (UC Suite 206) to make an appointment. For quick and easy questions, feel free to email us at ccpd@umw.edu.



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Meet Our Team

CAREER CENTER HOURS

Monday-Friday, 9 a.m. – 4 p.m.

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University
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[Contact Us](#)

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Upcoming Events



A purple flyer titled "CALLING ALL CREATORS" with a megaphone icon. It encourages people to lead their own workshop with the DKC Creator Series. A list of benefits includes sharing talent, improving public speaking, learning presentation design, and building a portfolio. A QR code is provided for more information.

CALLING ALL CREATORS

LEAD YOUR OWN WORKSHOP WITH THE DKC CREATOR SERIES!

- ✓ Share your talent and passion with others
- ✓ Improve your public speaking skills
- ✓ Learn how to design an engaging presentation
- ✓ Build your portfolio/resume

BRING YOUR TALENT AND WE WILL HELP YOU SHOWCASE IT!



Center Hours

Monday – Thursday: 10am – 5pm

Friday: 10am – 1pm

Virtual appointments are also available!

Click “Book an Appointment” to find availability.

The DKC is located in the Hurley Convergence Center Room 408.

Spaces

 3D Print Lab

 Casting Studio

 Production Studio

 Vocal Booth

[Book a Space](#)

Appointment Types

Not sure what you need? Click on the appointment types below to learn a little more about what we have to offer.

- ▶ [Appointments by Project Type](#)
- ▶ [General Appointments](#)
- ▶ [Space Training](#)

More Resources

- [Domain of One's Own](#)
 - Get a free URL and access to web hosting to build your digital identity.
- [Sites@UMW](#)
 - Start publishing to the web quickly.
- [HCC Info Desk Equipment checkout](#)
 - Learn about kits & equipment available for your digital projects.
- [Specialized Equipment](#)
 - Learn about equipment available for your advanced digital projects.

Guides

Guides to help you get started with digital projects, the tools we support, and more!

Getting Started with Digital Projects



Video Projects



Audio Projects



Website Building



Photo Editing



Graphic Design



3D Modeling



Mapping & Timeline



Presentation & Recording



Online Productivity



Accessibility



[Free Resources](#)

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Domain of One's Own Guides

[Getting Started](#)

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Sites@UMW Guides

[Getting Started](#)

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Propose a Workshop

Have a digital skill you'd like to share? Present in our workshop series!

[Submit a Proposal](#)

Apply to work at the DKC

Do you like helping people? Eager to learn new digital tools? Come work for us!

[Apply](#)

Digital Knowledge Fellowship

Have a cool idea for a digital project? Submit fellowship proposal to get funding!

[Learn More](#)[About the DKC](#)[Subscribe to our Newsletter](#)[Support the DKC](#)

DKC Intro Fall 2023



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Disability Resources

[About Us](#)[How to Register](#)[For Students](#)[ODR Testing Center](#)[Resources](#)[What's Happening](#)

The Office of Disability Resources

Vision: Access for All**Mission:** The Office of Disability Resources (ODR) works with faculty, staff, and students to provide accommodations and support to create access for students with disabilities.**Values:**

- Building Partnerships with the UMW Community
- Empowering Students and Promoting Self-Advocacy
- Promoting an Environment Where Disability Is Welcomed, Respected, and Appreciated
- Educating Students, Faculty, and Staff on Accessibility

UMW Office of Disability Resources



Requesting Accommodations

New to ODR? Not a problem...

Upload [documentation](#) with [Registration Form](#).

Special Note: Registration form can only be completed once.

Current ODR Students:

Access your [Accommodate Portal](#).

Special Note for current ODR students: If you need to submit additional documentation, please do so through your accommodate portal. We are requesting that you scan all documentation into PDF format when submitting it. Scanners are available in the Library or HCC, or you can download the free [Adobe Scan](#) app to your Phone/IPAD/Tablet. [Instructions for using Adobe Scan](#).

Please Review [Uploading Your Documentation to Accommodate](#) for a step by step guide to this process. If the file is too large to upload, [view guide on breaking down PDFs](#).

HOURS & LOCATION

Monday through Friday

8 AM – 5 PM

Seacobeck 005

540-654-1266

READ & WRITE

All UMW students have access to Read & Write across ALL platforms including Windows, Mac, Google Chrome, IPAD, and Android. [Read & Write Installation](#)

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Veterans (<https://academics.umw.edu/registrar/veterans/>)

Resources (<http://academics.umw.edu/registrar/resources-and-publications/>)

Questions? (<http://academics.umw.edu/registrar/ask-a-question/>)

During Advance Registration you will notice items that you must acknowledge and agree to in order to register. The Office of Student Accounts has put together the following steps to help you through the process: Action Item Process (<https://academics.umw.edu/registrar/files/2023/03/Action-Item-Steps->

Fall23.pdf)ng

(<http://adminfinance.umw.edu/studentaccounts/files/2020/04/Action-Item-steps.pdf>)

Welcome to the Office of the Registrar

Guide to Registration (<https://academics.umw.edu/registrar/guide-to-registration/>)

Fall 2023 Final Examination Schedule (<https://academics.umw.edu/registrar/files/2023/06/Fall-23-Final-Exam-Schedule.pdf>)

Enrollment Verifications (<http://academics.umw.edu/registrar/ferpa-policies-procedures-services/enrollment-verifications/>)

Withdrawal (<http://academics.umw.edu/registrar/ferpa-policies-procedures-services/withdrawal-procedures/>) and Leaves of Absence (<http://academics.umw.edu/registrar/ferpa-policies-procedures-services/leave-of-absence-policies-babs-and-bls/>)

Reminder: Visit the General Education Requirements (<http://academics.umw.edu/registrar/degree-completion-requirements/babs-and-bls/general-education-fall-and-beyond/>) page for a quick link.

Ultimately, it is the student's responsibility to see that all degree requirements have been met. Students, particularly those with pending graduation in the current or next term, should generate a new Degree Evaluation each time changes are made to the schedule and each time grades have been applied. It is also important to check your Earned Credits on the Academic Transcript; the transcript reflects all credits used, whereas, the Degree Evaluation only reflects the credits used to meet requirements. Any questions concerning your progress should be discussed with your faculty advisor.

For information relating to important current activities, please select one of the links below:

Class of 2023 BA/BS Degree Candidates – Important Information
(<http://academics.umw.edu/registrar/degree-completion-requirements/attention-seniors/>)

COURSE SCHEDULE INFORMATION
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/COURSE-SCHEDULES-AND-REGISTRATION/)

CLASS FORMAT INFORMATION
(HTTPS://ACADEMICS.UMW.EDU/REGISTRAR/FILES/2022/12/CLA

GUIDE TO REGISTRATION
(HTTPS://ACADEMICS.UMW.EDU/REGISTRAR/GUIDE-TO-REGISTRATION/)

IMPORTANT DATES
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/IMPORTANT-DATES/)

TRANSFER INFORMATION
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/TRANSFER-INFORMATION/)

CONTACT THE REGISTRAR
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/CONTACT-THE-REGISTRAR/)

LIKE US ON FACEBOOK! ([HTTPS://WWW.FACEBOOK.COM/UMWREGISTRAR](https://www.facebook.com/umwregistrar))



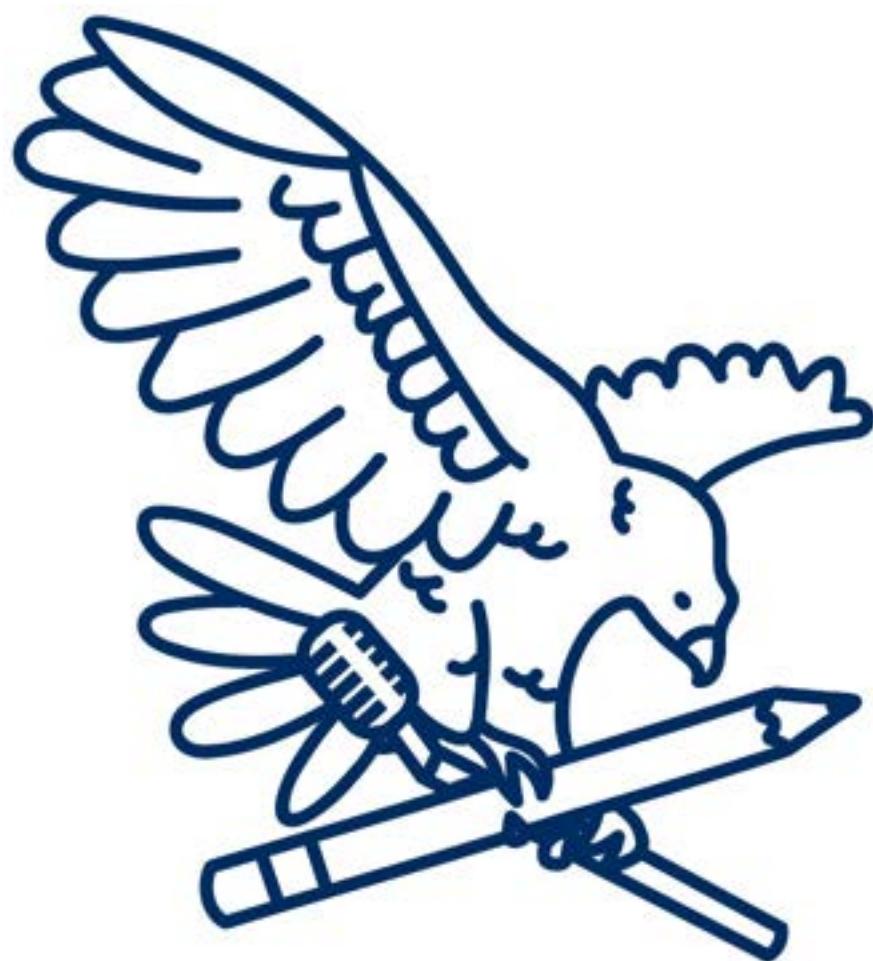
Speaking and Writing Center

We are here to help!

The Speaking and Writing Center supports oral and written communication skills development through one-on-one or group consultations that address every stage of the composing process from brainstorming to final presentation and editing including, but not limited to, speaking and writing anxiety, developing ideas, constructing visual aids and incorporating visuals into a paper, taking a project from paper to presentation, structure and organization, achieving unity and coherence, style and voice, and a variety of citation styles.

We are here to help at any stage in the process – visit us early and often for assistance with your speaking and writing projects. UMW students, staff, and faculty can schedule 30- or 60-minute appointments with a consultant individually or as a group.

We are committed to aiding development of written and oral skills aimed towards effectively communicating a diversity of views. The Speaking and Writing Center adheres strictly to the Honor Code: Consultants will not compose any portion of a paper or presentation for a student, nor will they do research for a student.

[Schedule an appointment](#)[Learn more about SWC appointments](#)

Get A Glimpse

We are located in the Hurley Convergence Center (HCC) on the 4th floor in room 429.





Mission Statement

The Speaking and Writing Center (SWC) supports all speaking and writing projects for any class offered at UMW by providing free consultations to students at any stage of their academic careers who are interested in developing and improving written and oral communication skills. The University of Mary Washington's Speaking and Writing Center seeks to enhance and support high quality undergraduate and graduate education through engaged tutorials, class workshops, and community outreach. The SWC promotes lifelong learning by encouraging students to apply their knowledge and broad-based educational experiences to their own projects, thus developing habits that translate into becoming better writers, speakers, and academicians during and beyond life at the University of Mary Washington.

Speaking and Writing Center

[About SWC Appointments](#)
[Schedule an Appointment](#)
[Schedule a Class Workshop](#)
[Meet the Consultants](#)
[SWC FAQs](#)

Contact Information

Dr. Leah Schweitzer, Director, Speaking and Writing Center

540-654-1347 | lschweitz@umw.edu

Ms. Kelsey Proctor, Manager, Academic Support Centers

540-654-2459 | kprocto2@umw.edu

Speaking and Writing Center

540-654-5653 | umwswc@umw.edu

Social Media

[Instagram](#) | [Facebook](#)

Hours of Operation

Monday – Thursday: 10 a.m. to 7 p.m.

Friday: 10 a.m. to 3 p.m.

Saturday: Closed

Sunday: 3-9 p.m.

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Academic Catalog 2023-2024

We Want You! | UMW



[View on YouTube](#)

The Academic Catalog includes official announcements of academic programs and major academic policies. Although prepared on the basis of the best information available at the time of publication, students are encouraged to seek the most current information from the appropriate offices. All students are responsible for knowing the policies of the University.

For educational and financial reasons, the University reserves the right to change, at any time, any of the provisions, statements, policies, curricula, procedures, fees, or dates found in this Catalog. Statements in the Catalog do not constitute an actual or implied contract between the student and the University.

The definitive version of the Catalog shall be the electronic HTML version published on the University website.

Archived Catalogs

Previous Academic Catalogs are available on the Web at [CollegeSource.org](https://www.collegesource.org).

Printing Options

The option to download or print a PDF version of the full Undergraduate or Graduate Catalog is available under the "Print Options" tab. Individual pages may also be downloaded or printed.

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Academic Integrity

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Honor System Guidebook and Constitution

"The honor system
makes a lasting impression
upon all who have the privilege
of living under its influence.
Its implementation is the proof
that human conduct is responsive to
the noblest type of influence;
that of faith in our fellow man.
As the embodiment of this principle,
the honor system is indeed a
way of life."

—Dr. Edward Alvey, Dean Emeritus

Honor System Guidebook and Constitution 2022-2023

Please note that the Honor System Guidebook contains both procedural information, explanations, and other information as well as the complete *Honor Constitution*. The Guidebook portion is an interpretation of select articles and sections of the *Honor Constitution* meant for informational purposes only. In the event there is a conflict in the language between the Guidebook section and the actual

Constitution, then the *Honor Constitution* shall prevail, and the student may not rely on the portion²⁹ in the Guidebook that contains the conflict.

HONOR COUNCIL

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HONOR CONSTITUTION

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Home (<https://academics.umw.edu/registrar/>) » Policies, Procedures, and Services
(<https://academics.umw.edu/registrar/ferpa-policies-procedures-services/>) » FERPA and Educational Records

FERPA and Educational Records

FERPA Tutorial for Students, Parents, and Legal Guardians



FERPA Tutorial for Students and Parents -Powerpoint PDF

(<https://academics.umw.edu/registrar/files/2022/08/Rev-Fall-2022-FERPA-TUTORIAL-FOR-STUDENTS-and-PARENTS-for-review.pdf>)

FERPA Tutorial for Faculty and Staff



FERPA Tutorial for Faculty and Staff-Powerpoint PDF

(<https://academics.umw.edu/registrar/files/2022/08/Rev-Fall-2022-FERPA-TUTORIAL-FOR-FACULTY-and-STAFF.pdf>)

Educational Records

Educational records are those records directly related to a student and maintained by the institution or by a party acting for the institution.

The permanent academic record, which is maintained by the Registrar, contains all completed course work, grades, grade-point average, and notes on the student's academic status. The student's application file, which contains the student's application and accompanying transcripts, is maintained for five years following the student's last date of enrollment.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar or appropriate University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that

administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parents and Legal Guardians

Unless your student assigns you as a Delegated Access proxy, you will not have access to your student's final grades. Faculty and university staff are also restricted in the information they may share with you about how your student is doing in a particular course and other academic areas, even if you are the person financially responsible. This is not a university policy, this is a requirement of FERPA (Family Educational Records and Privacy Act), a Federal law. For more information about FERPA, continue reading below or see the US Department of Education website:

<http://www.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>

(<http://www.ed.gov/policy/gen/guid/fpcos/ferpa/index.html>)

Persons Having Access to Educational Records

The University will not permit access to, or the release of, educational records without the consent of the student or eligible parent or legal guardian to anyone other than the following:

- University officials who, in order to perform their duties properly, must have access to official records;
- Officials pursuant to their statutory responsibilities:
- the Comptroller General of the United States;
- the Secretary of Education;
- the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
- State educational authorities.
- Any party legitimately connected with a student's application for, or receipt of, financial aid;
- State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
- Accrediting organizations, for the purpose of carrying out their accrediting functions;
- Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
- Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
- Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
- The University may release "Directory Information" as defined by the University of Mary Washington under the authority of the Act, unless the student informs the University's Office of the Registrar that all

such information should not be released without the student's prior consent. Directory information,³⁵ which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. A form is available for this purpose from the Office of the Registrar. If this form is not received in the Office of the Registrar by May 1 preceding the academic year, selected "Directory Information" will appear in the University's telephone directory.

- "Directory Information" includes a student's name, campus mailbox, student's e-mail address, class level, previous institution(s) attended, major fields of study, awards, honors (including Dean's List and President's List), degree(s) conferred (including dates), dates of attendance, past and present participation in officially recognized sports and activities, and physical factors (e.g., height, weight of athletes). A request to withhold "Directory Information" must be made on the form available in the Office of the Registrar.

In accordance with Code of Virginia § 23.1-405(C), UMW will not disclose the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act (§ 2.2-3700 (http://secure-web.cisco.com/18D47fgEenRqyB_1v77Vt56lDaFz8CtRBOFg8indlqP3vA44Tj2JScmbsdWpwe9F9P5eg1r3700) et seq.) unless the student has affirmatively consented in writing to such disclosure."

- The request to restrict the release of "Directory Information" remains in effect until the student notifies the Office of the Registrar, in writing, to remove the restriction. A restriction on the release of "Directory Information" will remain in effect even if the individual is no longer a student, unless the restriction is removed by written request made to the Office of the Registrar.
- Medical and Psychological Services Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
- Confidential records maintained by the Director of Disability Resources are open to inspection with limitations. Students may request a copy of disability documentation which is generated by the office, but may not request access to the Director's personal notes or test protocols or to information released by private practitioners or by other agencies. Disclosure related to the student's disability is released neither to any faculty member nor to another office on campus without the student's permission. With the student's written permission, disability documentation generated by the Disability Resources Office may be released to any specified persons and agencies.
- Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.
- UMW routinely provides access to campus email information for individual students through an on-line database. UMW does not allow third parties to have bulk access to students' directory information for non-University purposes.
- Military Recruiters per the federal Solomon Amendment

[Withhold Directory Information \(<http://www.umw.edu/documents/document/authorization-to-withhold-directory-information/>\)](http://www.umw.edu/documents/document/authorization-to-withhold-directory-information/)

**COURSE SCHEDULE INFORMATION
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/COURSE-SCHEDULES-AND-REGISTRATION/)**

**CLASS FORMAT INFORMATION
(HTTPS://ACADEMICS.UMW.EDU/REGISTRAR/FILES/2022/12/CLA**

**GUIDE TO REGISTRATION
(HTTPS://ACADEMICS.UMW.EDU/REGISTRAR/GUIDE-TO-REGISTRATION/)**

**IMPORTANT DATES
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/IMPORTANT-DATES/)**

**TRANSFER INFORMATION
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/TRANSFER-INFORMATION/)**

**CONTACT THE REGISTRAR
(HTTP://ACADEMICS.UMW.EDU/REGISTRAR/CONTACT-THE-REGISTRAR/)**

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Grade Appeals (Academic Disputes)

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student. Complaints that do not involve grade disputes are handled through the General Complaint procedure, which is outlined in the *Student Handbook* and in the UMW Online Policy Manual ([policy number D.9.1](#)).

The Academic Disputes policy described below applies to students enrolled in all UMW courses, including ones offered in fully online formats.

In Academic Dispute cases, the following procedure is to be followed:

The student will submit a written statement of the grade dispute, with any supporting material, to the chair of the department of the faculty member concerned, if the grade dispute is with a faculty member in the College of Arts and Sciences (CAS). For grade disputes in the College of Business (COB) or College of Education (COE), the written statement is sent to the associate dean in COB or COE. If the grade dispute is with the chair of a CAS department, or with the associate dean in COB or COE, the written statement is sent to the college dean. The student must also send a copy written statement of the grade dispute (with supporting materials) to the faculty member.

1. Within seven (7) days, the chair of the CAS department or the COB or COE associate dean will review the dispute, consulting with the faculty member and student concerned, with other department or college members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
2. If either party does not accept the recommendation of the department chair or the COB or COE associate dean, the chair or associate dean will forward all material including their recommendation to the college dean.
3. The college dean will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that additional consideration would not be fruitful, the college dean will render a final decision.

4. If the college dean determines that further consideration is needed, the matter will be³⁸ referred to an academic review board. The dean of the college in which the faculty member is housed will determine the makeup of the academic review board.
5. The academic review board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendation to the college dean with copies to the student, faculty member and chairperson involved.
6. The college dean will then render a decision, which will be final.
7. Either party may appeal the dean's decision on procedural grounds only by submitting, within seven (7) days, a written appeal to the provost outlining the specific procedural irregularities being alleged to have occurred during the review of the academic dispute. The provost will determine whether or not a procedural review is warranted, who should be requested to undertake that review, and the timeline for completing the procedural review and reporting to the provost. The appeal process is completed with the provost's decision.

Note:

If a student has exhausted the avenues provided by the policy described above and the complaint has not been resolved, the student may submit a "[**Student Complaint Form**](#)" to the State Council of Higher Education for Virginia (SCHEV). Upon receiving a completed form, SCHEV will open an investigation if the matter being disputed falls within its authority. If preliminary findings indicate a violation of SCHEV regulations by UMW, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. UMW fully accepts SCHEV oversight in resolving complaints from students taking distance education courses under the aegis of the State Authorization Reciprocity Agreements (SARA).

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Academic Integrity

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Honor Council



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

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 Council provides 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 Council addresses student concerns regarding the Honor System,
and serves the entire University community.

honor@mail.umw.edu

HONOR COUNCIL

[Honor Council Members](#)

[Faculty Honor Advisors 2022-2023](#)

[Honor Pledge](#)

[Case Summaries](#)

[Expedited Sanctioning](#)

[Contact Information](#)

[Student Advisor Office Hours](#)

HONOR CONSTITUTION

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Leave of Absence

Non-attendance does not cancel registration and may result in failing grades and financial obligations to the University. Registration must be cancelled prior to the first day of class in order to avoid these consequences. Students who will not be attending for a semester, but who intend to return after an absence, must file the appropriate request for a leave of absence.

Any degree-seeking student who interrupts the pursuit of the degree must request an **official Leave of Absence** by submitting the appropriate form prior to the beginning of the first semester of absence. A student who drops all courses prior to the drop deadline must apply for a Leave of Absence. A Leave of Absence may be granted for a maximum of two consecutive semesters. Students on Leave and those who re-enroll within one semester after an approved Leave of Absence will be permitted to complete the degree program as originally begun. Those who interrupt the pursuit of the degree for any reason other than approved Leave of Absence or academic suspension will be required to comply with any changes in academic regulations and degree requirements made during their absence of three or more consecutive semesters. They will be required to complete the general education and major program requirements in effect at the time of re-enrollment at UMW.

There are three types of leave:

1. **Personal Leave** – for students who do not plan to take courses for one or two semesters for any reason (health, finances, etc.).
2. **Study Leave** – for students who plan to take pre-approved courses at another college or university in the United States.
3. **Education Abroad Leave** – for students who plan to participate in semester and academic year academic programs abroad which have been approved by the Center for International Education.

For a Personal Leave, B.A./B.S./B.S.Ed. and BSN students must submit a **Request for Personal Leave of Absence** form to the Office of the Registrar. BLS students must submit the form to the BLS Office.

For a Study Leave, students must submit a **Request for Study Leave of Absence** form to the Office of the Registrar. Study leave will be granted to any qualified student who plans to enroll

in a program, which has been fully approved by UMW in advance. After a student has chosen a program or school, applied and been accepted, they work with their major advisor to develop the most appropriate selection of courses for the semester or year. The student then obtains the appropriate transfer permission form from the Office of the Registrar, secures written approval from their major advisor for any major program courses, and submits this form to the Office of the Registrar for final course approval. This process must be completed prior to enrollment in any study leave course work or the course(s) will not be transferred to UMW.⁴³

For an Education Abroad Leave, students must register through the [Education Abroad Portal](#) and contact the Center for International Education (CIE) to complete the necessary paperwork prior to beginning programs abroad for a semester or a full academic year which have been approved by CIE.

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Satisfactory Academic Progress Policy

Undergraduate Policy

Federal regulations require institutions of higher education to establish minimum standards of satisfactory academic progress (SAP) for students receiving **Title IV federal aid**. All university course work must be considered, regardless of whether the student received federal financial aid at the time.

Financial aid at the University of Mary Washington is awarded to students for the entire academic year or summer session. If an aid recipient's grade point average falls below the minimum standards at the end of the spring semester, the recipient will be placed on financial aid suspension. The student will be ineligible for financial aid for the subsequent enrollment period and will not receive consideration for aid again until the standards have been met. A student may attend summer school to meet the standards of satisfactory academic progress to regain eligibility. The student should notify the Office of Financial Aid when standards for satisfactory academic progress have been met.

The standards for determining progress at the University of Mary Washington are composed of three separate measurements. These measurements are: grade point average (qualitative), incremental progress (quantitative), and accumulated hours (maximum timeframe). A student whose average drops below the minimum requirement will be placed on financial aid warning for the subsequent semester.

Minimum Cumulative Grade Point Average (GPA)

In order to receive federal financial aid or other need-based aid, a student's cumulative grade point average (GPA) must meet the minimum requirement as defined below:

STUDENT LEVEL	HOURS EARNED	MINIMUM REQUIRED CUMULATIVE GPA (4.0 SCALE)
Undergraduate	0 - 30	1.80
	31 - 60	1.90
	61 +	2.00

Incremental Progress: Minimum Credit Hour Completion Rate

University of Mary Washington students must complete at least 70% of all hours attempted towards graduation. Repeated courses and courses with a grade of W, WA, F, I, G, UN or FA will count as attempted coursework and not as completed coursework. Students repeating a course, previously passed may do so only once. A course repeated more than once will not be included when determining enrollment status. All students must earn a minimum of 70.0% of the credit hours that they have attempted.

Withdrawals (W)

Courses for which a student has withdrawn and a W is posted on their transcript, are counted as attempted but not earned credit hours.

Course Repeats

If a student repeats a course, both the original and the repeated courses will count toward the earned and attempted credit hours. Students may only receive federal financial aid for one repeat of a course that has been successfully completed with a grade of "D" or higher.

Incomplete Grades (I)

Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. Once a grade is received it is the student's responsibility to notify the Office of Financial Aid by submitting an appeal.

Maximum Timeframe/Credit Hours

To remain eligible for financial aid at the University of Mary Washington, students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received.

Second Degree-Seeking Students

All attempted hours from a prior degree will not count towards the second degree, unless they are needed for that degree. A student pursuing a second undergraduate degree is eligible to receive financial aid for a maximum of 150% of the hours required for the second degree (Maximum of 228 hours including hours for first degree).

Mid-Year Transfer Students

When a student transfers to the University, all of their transfer credit hours are counted towards SAP as attempted and earned hours. Any grades are excluded from the University for SAP purposes. The GPA starts at 0.00 as a new transfer.

Appeal Process

If a student is denied financial aid for failure to meet any of the above standards for satisfactory academic progress, the student may request an appeal of the decision. Students are permitted to appeal their financial aid suspension; however, the right to appeal must be based on extraordinary, personal circumstances that contributed to student's inability to meet the SAP requirements. If the initial appeal is approved, appeals for future semesters must be based on a different circumstance than the previous appeal.

If the appeal is approved, a student will receive financial aid on a probationary status and an academic plan may be required. At the end of the semester, the student will be evaluated according to the SAP Policy to determine if financial aid will be awarded for the next semester.

Students who wish to appeal must complete and submit a Satisfactory Academic Process Appeal Form together with all the required supporting documents by the posted deadlines.

Graduate Policy

Federal regulations require institutions of higher education to establish minimum standards of satisfactory academic progress (SAP) for students receiving **Title IV federal aid**. All university course work must be considered, regardless of whether the student received federal financial aid at the time.

Financial aid at the University of Mary Washington is awarded to students for the entire academic year or summer session. If an aid recipient's grade point average falls below the minimum standards at the end of the spring semester, the recipient will be placed on financial aid suspension. The student will be ineligible for financial aid for the subsequent enrollment period and will not receive consideration for aid again until the standards have been met. A student may attend summer school to meet the standards of satisfactory academic progress to regain eligibility. The student should notify the Office of Financial Aid when standards for satisfactory academic progress have been met.

The standards for determining progress at the University of Mary Washington are composed of three separate measurements. These measurements are: grade point average (qualitative), incremental progress (quantitative), and accumulated hours (maximum timeframe). A student

whose average drops below the minimum requirement will be placed on financial aid warning for the subsequent semester.⁴⁷

Minimum Cumulative Grade Point Average (GPA)

In order to receive federal financial aid or other need-based aid, a graduate/advanced degree student's cumulative grade point average (GPA) must meet the minimum requirement of 3.0.

Incremental Progress: Minimum Credit Hour Completion Rate

University of Mary Washington students must complete at least 70% of all hours attempted towards graduation. Repeated courses and courses with a grade of W, WA, F, I, G, UN or FA will count as attempted coursework and not as completed coursework. Students repeating a course, previously passed may do so only once. A course repeated more than once will not be included when determining enrollment status. All students must earn a minimum of 70.0% of the credit hours that they have attempted.

Earned Hours

A, B, C, D, PA or SA

Unearned Hours

F, I, W, WA, G, UN or FA

Withdrawals (W)

Courses for which a student has withdrawn and a W is posted on their transcript, are counted as attempted but not earned credit hours.

Course Repeats

If a student repeats a course, both the original and the repeated courses will count toward the earned and attempted credit hours. Students may only receive federal financial aid for one repeat of a course that has been successfully completed with a grade of "D" or higher.

Incomplete Grades (I)

Courses for which a student earns a grade of incomplete (I) are counted as attempted but not earned credit hours. Once a grade is received it is the student's responsibility to notify the Office of Financial Aid by submitting an appeal.⁴⁸

Maximum Timeframe/Credit Hours

To remain eligible for financial aid at the University of Mary Washington, students must complete their degree program requirements within 150 percent of the published length of their degree program. All attempted hours are counted, including transfer hours, whether or not financial aid was received.

Appeal Process

If a student is denied financial aid for failure to meet any of the above standards for satisfactory academic progress, the student may request an appeal of the decision. Students are permitted to appeal their financial aid suspension; however, the right to appeal must be based on extraordinary, personal circumstances that contributed to student's inability to meet the SAP requirements. If the initial appeal is approved, appeals for future semesters must be based on a different circumstance than the previous appeal. Acceptable circumstances include:

- The death of an immediate family member or close relative (i.e. mother, father, grandparent, sibling or immediate family such as a related aunt or uncle)
- A serious injury or illness of the student which required medical intervention
- Significant, unanticipated family obligations due to medical issue or illness
- A catastrophic loss due to fire, flood or natural disaster that affects the student's academic attendance or performance

If the appeal is approved, a student will receive financial aid on a probationary status and an academic plan may be required. At the end of the semester, the student will be evaluated according to the SAP Policy to determine if financial aid will be awarded for the next semester.

Student who wish to appeal must complete and submit a Satisfactory Academic Process Appeal Form together with all the required supporting documents by the posted deadlines.

SAP Appeals should be submitted to the Office of Financial Aid either by mail, fax or in person to:

Lee Hall – Second Floor, University of Mary Washington
1301 College Avenue

Fredericksburg, VA 22401

or Fax: 540.654-1858

Book	J. Equity and Access
Section	Equity and Access
Title	Discrimination Grievance Procedure for Resolving Allegations of Discrimination
Code	J.1.1.
Status	Active
Adopted	March 23, 2005
Last Revised	October 3, 2018
Last Reviewed	October 3, 2018

This grievance procedure is available to students and employees at the University of Mary Washington (UMW) who allege discrimination by one or more persons serving in an official capacity for the University, based on one or more of the discriminatory factors described in this policy.

[J.1.1. Discrimination Grievance Procedure for Resolving Allegations of Discrimination 10032018.pdf \(474 KB\)](#)

Book	D. Academic Affairs
Section	9. Complaints
Title	General Student Complaint Procedure
Code	D.9.1.
Status	Active
Adopted	February 3, 2016
Last Revised	July 30, 2019
Last Reviewed	July 30, 2019

Policy D.9.1. Provides a specific step-by-step procedure for addressing non-grade related student disputes/complaints.

[D.9.1. General Student Complaint Procedures 07302019.pdf \(463 KB\)](#)

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Office of Student Conduct and Responsibility (OSCAR)

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Parental Notification

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

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

A letter and/or phone call from the Director of Student Conduct and Responsibility designee will notify the parent/guardian. Typically, notification in these conditions does not occur until after the incident has been adjudicated, and after the student's right to appeal the outcome has expired. Parents or guardians will not be notified of incidents in which the Safe Sammy agreement has been applied.

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Office of Student Conduct and Responsibility (OSCAR)

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Student Conduct Procedures

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Members of the University Student Conduct System

The Office of Student Conduct and Responsibility is managed by the Director of Student Conduct and Responsibility. Additionally, professional members of the Residence Life staff, trained administrative hearing officers, and elected members of the Student Conduct Review Board (SCRB) are integral to its mission. (The Honor Council and Title IX are separate entities, and is not part of the conduct system.)

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

The [Code of Conduct](#) 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. Also, students who use illegal drugs, in addition to possibly having a negative impact on their peers, may be compromising their own safety, health, and potential for academic success. Therefore, the Code of Conduct prohibits the possession and use of illegal drugs.

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

Once incident documentation has been received by Student Conduct and Responsibility (for example, from the Office of Residence Life, from University Police, etc.), the documentation is reviewed by the Director. If student(s) named in the documentation are to be charged with one or more violations of the

Code of Conduct, the Director may contact the student(s) directly to begin the conduct process. Alternatively, the Director may assign the incident to a Residence Life administrator, a trained administrative hearing officer, or to the Student Conduct Review Board (SCRB) to begin the conduct process. Assignments are made to administrators or to SCRB on the basis of several factors, including:

- the impact of the reported incident on the individual student or on the UMW community
- when and where the reported incident took place
- if the student has violated the Code of Conduct previously
- reducing the potential for bias on the part of an administrator or SCRB

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

In any conduct hearing related to alleged violations of the Code of Conduct, students are guaranteed specific rights throughout the process. These are detailed [here](#), and are described during the pre-hearing conference.

Pre-hearing conferences and hearings (both administrative and those conducted by SCRB) are recorded to digital media by the individual conducting the conference or hearing. Audio or video recording or transmission, including screen captures, by other parties is not allowed.

Alleged violations of the [Code of Conduct](#) may be reported and/or documented by any member of the community. Incident reports are completed and routed to the appropriate disciplinary process as outlined elsewhere in this section. A documentation template is available [online](#).

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](#)").

UMW may adjudicate all conduct violations by enrolled students or by degree-seeking students, regardless of their enrollment status, that occur on campus, at a UMW-sponsored event, or in UMW-leased or controlled properties.

Students may voluntarily withdraw from the University after having been charged with a Code of Conduct violation, and prior to completion of the conduct process (i.e., prior to being found responsible or not responsible for the charge(s), prior to issuance or completion of a conduct sanction, or prior to the completion of appeal process). However, if students who withdraw wish to re-enroll, the conduct process will need to be completed either before or after their return to the University.

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

University may be affected.

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

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

Adjudication of Off-Campus Incidents

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

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

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

Interim Actions Prior to Adjudication

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

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

Relocations and interim suspensions are enacted when the student's continued presence is reasonably believed to pose a substantial threat to themselves, to the safety and wellbeing of any member of the

University community, to the preservation of property, or to the normal operations of the University.⁵⁹

Procedures for Administrative Hearings

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

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

Procedures for SCRB Hearings

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Book	F. Student Affairs
Section	4. Office of Student Conduct and Responsibility
Title	Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence
Code	B.8.1.
Status	Active
Adopted	November 1, 2011
Last Revised	September 16, 2022
Last Reviewed	September 16, 2022

This Policy contains expectations for the University of Mary Washington (UMW) community in terms of sexual communication, responsibility, and respect. It also serves as a standard for determining, after the fact, if any behaviors have been inconsistent with UMW's values.

[B.8.1. Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence 09162022.pdf \(650 KB\)](#)

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Title IX

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Quick Links: [Reporting Options](#), [What to Do After An Assault](#), [Survivor/Victim Services](#), [Center for Prevention and Education](#), [Prohibited Conduct Policy](#)

Reasonable accommodations are available upon request. Contact the Director of Compliance and Title IX/ADA Coordinator, Ruth Davison, via email (rdavison@umw.edu).

What is Title IX?

The University of Mary Washington (UMW) is serious about its stand against sexual and gender-based violence and interpersonal violence. UMW continues to provide support, resources, and education to all members of its community.

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Educational institutions that receive federal financial assistance are covered by Title IX. In compliance with Title IX, the University of Mary Washington prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

Title IX regulations state every institution must have a designated Title IX coordinator. The University has named Ruth Davison as the Title IX Coordinator.

FAILURE TO COMPLY WITH TITLE IX

The penalty for failure to comply with Title IX in the most extreme circumstances can include the termination of all or part of an institution's federal funding. In addition to the loss of federal funds, universities may be sued by those seeking redress for violations of Title IX. It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner. To ensure the University's compliance with the law, adherence to Title IX regulations is everyone's responsibility.

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CONTACT US!

Phone: (540) 654-5656
Location: Lee Hall 401
Email: tix@umw.edu

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Book	F. Student Affairs
Section	4. Office of Student Conduct and Responsibility
Title	Alcohol Policy
Code	F.4.1.
Status	Active
Adopted	April 12, 1997
Last Revised	July 11, 2022
Last Reviewed	July 11, 2022

The purpose of the policy is to establish that the University prohibits, in accordance with the law, the use or possession of alcohol by underage students and alcohol intoxication, regardless of the age of the student.

[F.4.1. Alcohol Policy 07112022.pdf \(233 KB\)](#)

Book	J. Equity and Access
Section	Equity and Access
Title	Assistance Animals
Code	J.1.2.
Status	Active
Adopted	November 9, 2013
Last Revised	June 30, 2021
Last Reviewed	June 30, 2021

This policy provides the rule and regulations concerning service and support animals.

[J.1.2. Assistance Animals 06302021.pdf \(592 KB\)](#)

Book	F. Student Affairs
Section	4. Office of Student Conduct and Responsibility
Title	Bias Offense and Incident Reporting
Code	B.8.2.
Status	Active
Adopted	April 18, 2008
Last Revised	January 7, 2013
Last Reviewed	January 7, 2013

[B.8.2. Bias Offense and Incident Reporting 01072013.pdf \(193 KB\)](#)

DEAN OF STUDENTS OFFICE

Engage in fun, active and intellectually vibrant experiences. Build relationships, develop personal and professional skills and make connections that last a lifetime.

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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 programs and facilities while maintaining a safe atmosphere free from major 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 4444.

For non-emergency incidents, you may file a report in the following ways:

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- **Current UMW Students:** File a report under the [Student Grievance and Complaints Procedure](#).
- **For 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](#).

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Office of Student Conduct and Responsibility (OSCAR)

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Code of Conduct

The Code of Conduct lists specific violations of community standards which are addressed through UMW's conduct system:

- 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 to be intoxicated.
 2. 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.
 3. Consumption or possession of alcohol by persons under the age of 21
 4. Any public display of alcohol (includes drinking with room door open or consumption of alcohol in common areas)
 5. Possession of, or use of any objects used to enhance the ingestion of alcohol such as, but not limited to, "beer bongs"
 6. Purchasing or supplying alcohol to any underage person
- B. Violations of the Drug Policy, including, but not limited to, the following. Also see "[Drug Policy](#)."
1. Incidents in which the University has taken possession of illegal drugs or controlled substances other than marijuana
 2. Incidents in which the University has taken possession of marijuana and the student is under the age of 21
 3. Incidents in which the University has not taken possession of controlled substances or illegal drugs
 4. Incidents in which a student 21 years of age or older uses or is in possession of marijuana anywhere on UMW property
 5. Possession or use of drug paraphernalia by individuals under the age of 21
 6. Other violations of the Drug Policy
- C. 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. Also see "Hazing Policy"

D. Engaging in physical violence or credible threats of physical violence against another 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. Possession of fake or altered official identification, or the manufacturing, acquisition, or attempted acquisition of fake or altered official identification for oneself, or for other individuals

H. Unauthorized entry or exit. Also see "Unauthorized Entry or Exit".

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

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

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

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

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

L. Fire safety violations, including, but not limited to:

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

4. Open flames (from oil lamps, etc.), candles, and incense. These are prohibited in any University⁷⁷ building (unless with express written permission)
5. Failing to vacate a building during a fire alarm
6. Other fire safety violations

M. Illegal or unauthorized possession of firearms, weapons, or related devices. Also see "[Weapons](#)."

N. Smoking or nicotine use violations, including, but not limited to the following. Also see "[Smoking](#)."

1. 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.
2. 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
3. Other smoking or nicotine use violations

O. Disorderly or obscene conduct

P. 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. Also see "[Projectiles](#)."

Q. Illegal or unauthorized possession of explosives, fireworks, or other dangerous chemicals or substances. Also see "[Fireworks, Explosives, and Dangerous or Hazardous Chemicals](#)."

R. Violation of published University policies, conduct expectations, or regulations:

1. Housing and Dining Services Agreement
2. Network and Computer Use Policy
3. Other University policies, conduct expectations, or regulations

S. 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
7. Other abuse of the student conduct system

T. Property violations, including but not limited to:

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

5. Theft of University, public, or personal property
6. Other property violations

U. Failure to abide by quiet hours or courtesy hours conduct expectations in a residential facility

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

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

W. Sports or related activities in the residence halls

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

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

Z. 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. Other misuse of a telephone or a personal communication device

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

BB. Housing or hosting in a residential facility any animal which could reasonably be described as a pet (exception—aquarium fish)

CC. Violation of the University's motor vehicle policies and regulations, including, but not limited to:

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 motor vehicle violations

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

EE. Other prohibited items and activities

FF. Violation of federal, state, or local law

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Book	F. Student Affairs
Section	8. UMW Police
Title	Expressive Activity by Members of University Community
Code	F.8.4.
Status	Active
Cross References	C.1.1. Request to Address the Campus Community C.2.1. - Institutional Effectiveness Cycle
Adopted	August 13, 2014
Last Revised	November 8, 2017
Last Reviewed	October 18, 2022

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.

[F.8.4. Expressive Activity by Members of University Community 10182022.pdf \(161 KB\)](#)

Book	F. Student Affairs
Section	5. Residence Life
Title	Dining Services Agreement
Code	F.5.1.
Status	Active
Adopted	March 1, 1999
Last Revised	June 21, 2019
Last Reviewed	September 1, 2022

The purpose of the Dining Services Agreement policy is to support the health and welfare of residential students.

[F.5.1. Dining Services Agreement 09012022.pdf \(139 KB\)](#)

Book	F. Student Affairs
Section	4. Office of Student Conduct and Responsibility
Title	Drug Policy
Code	F.4.2.
Status	Active
Adopted	August 1, 2011
Last Revised	June 27, 2022
Last Reviewed	June 27, 2022

The purpose of the policy is to establish that the University prohibits, in accordance with the law, the possession, use, providing for other's use, manufacturing, and merchandising of illegal drugs; the illegal use or possession of prescription drugs; and drug paraphernalia.

[F.4.2. Drug Policy 06272022.pdf \(203 KB\)](#)