

School of Education



Graduate Student Handbook

The College of William & Mary
Williamsburg, Virginia

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Williamsburg, VA

Mission Statement

The mission of the School of Education at the College of William and Mary is the pursuit of excellence in the education of learners across the life-span. The School of Education fulfills this mission through its three-fold commitment to teaching, research and service:

As the recognized organizational unit within the College with responsibility for initial and advanced preparation of professional educators, the School of Education prepares teachers, specialists, and administrators to be leaders in their respective roles committed to reflective practice and to working in partnership with others to improve educational programs.

The School of Education engages in scholarship and research addressing critical problems in education to generate and disseminate ideas that inform and advance educational discourse, policy, and practice.

Through a variety of outreach activities, the School of Education provides model programs in direct service to children, adolescents, and their families, as well as technical assistance and professional development opportunities for educators in K-12, higher education, and agency settings.

Statement of General Institutional Policies

Within the limits of its facilities and obligations as a state university, the College of William and Mary extends the possibility of admission to all qualified students without regard to race, color, religion, national origin, sex, sexual orientation, disability or age in its programs and activities. Inquiries regarding the non-discrimination policies should be addressed to: Director of EO/AA, Hornsby House, P.O. Box 8795, The College of William and Mary, Williamsburg, VA 23187-8795. Phone (757) 221-2615.

The Honor System, established at William and Mary in 1779, places upon each student responsibility for maintaining the honor of the student body. Lying, cheating, and stealing constitute unacceptable conduct.

Contents

Page

Administrative Resources	1
Administrative Services, School of Education	2
Office of Admission & Professional Services.....	2
Learning Resource Center, School of Education.....	2
Administrative Services, Collegewide.....	2
Office of the University Registrar.....	2
Bursar's Office.....	2
Parking Services.....	2
Student ID Cards.....	2
Swem Library.....	3
Information Technology	3
Student Health Center.....	3
Office of Residence Life	4
Office of the Vice President for Student Affairs	4
Office of the Dean of Students	4
Office of Student Activities.....	4
Office of Student Volunteer Services.....	4
Counseling Center.....	4
Substance Abuse Education.....	5
Office of Multicultural Affairs	5
Office of Career Services	5
Escort Program.....	5
Student Legal Services.....	6
Writing Resource Center	6
Student Government & Organizations	6
Student Assembly.....	6
Graduate and Professional Student Associations & Organizations.....	6
Campus Facilities	7
College Bookstore	7
University Centers	7
Students' X-Change	7
Recreational Facilities	7
Copying and Printing	7
Telephone Directories.....	7
Buses.....	8
Insurance.....	8
Dining Services.....	8
College Postal Services.....	8
Publications	8
Emergency Loan Funds	8

Contents

	Page
Activities and Events	8
Academic Information.....	10
Advisement.....	10
Programs of Study.....	10
Transfer of Credit & Unclassified Student Status	11
Course Exemption/Advanced Placement.....	11
Degree Time Limits.....	11
Petitions.....	12
Incomplete Grades & Grade Changes	12
Registration	12
Student Teaching & State Licensure	13
Graduation.....	13
Student Financial Assistance.....	14
Honor Code	16

Administrative Resources

President of the College
W. Taylor Reveley III, Interim President
Brafferton 5, (757) 221-1693

Office of the Provost
P. Geoffrey Feiss
Brafferton 2, (757) 221-1993

School of Education Administrative Offices

Office of the Dean - Jones Hall 212

Virginia McLaughlin, Dean
Jennifer Putnam, Assistant to the Dean 221-4814; jbputn@wm.edu
Jennifer Hay, Secretary to the Dean 221-2315; jchayx@wm.edu

Office of Academic Programs - Jones Hall 100

Thomas Ward, Associate Dean for Academic Programs 221-2317; tjward@wm.edu
Wendy Pearson, Graduate Registrar 221-2316; gepear@wm.edu
- Program Monitoring
- Graduate Student Records Maintenance
- Administration of Doctoral Examinations
- Degree Audits and Degree Certification
Dorothy Osborne, Director of Admission & Financial Aid 221-2308; dot.osborne@wm.edu
- Undergraduate & Graduate Admissions
- Recruitment
- Recruitment Publications
- School of Education website
Susan Burns, Asst. Director of Admissions & Financial Aid 221-2317; sdburn@wm.edu
- Graduate Assistantships, Financial Aid & Scholarships

Office of Teacher Education & Professional Services - Jones Hall 305

Christopher Garies, Associate Dean for Professional Services 221-2319; crgare@wm.edu
Deborah Walker, Director of Professional Services 221-2320; dswalk@wm.edu
- Field Placements
- Licensure

School Psychology & Counselor Education Program (SPACE)

Area Coordinator: Dr. Rip McAdams (Jones 318) 221-2338; crmcad@wm.edu
- Community & Addictions Counseling
- Community Counseling
- School Counseling
- Family Counseling
- Counselor Education
- School Psychology

Educational Policy, Planning & Leadership Program (EPPL)

Area Coordinator: Dr. Megan Tschannen-Moran (Jones 227) 221-2187; mxtsch@wm.edu
- General K-12 Administration
- Special Education Administration
- Gifted Education Administration
- Higher Education Administration
- Curriculum Leadership
- Curriculum & Educational Technology

Curriculum & Instruction Program (C&I)

Area Coordinator: Dr. C. Denise Johnson (Jones 313) 221-1528; cdjohn@wm.edu
- Elementary Education
- Secondary Education
- Gifted Education
- Special Education
- Reading, Language & Literacy Education

Administrative Services - School of Education

The Office of Academic Programs serves as the point of contact for graduate recruitment, admission, registration, course scheduling and curriculum and programmatic changes. Assistance is provided in matters related to graduate matriculation, records maintenance, program and course changes, and petitions, as well as degree monitoring and auditing. Another responsibility of this office is the coordination of the doctoral comprehensive examinations and graduation. Although specific advisors are assigned to admitted graduate students, professionals in this office are prepared to respond to general questions regarding graduate curricular programs and academic policies and practice. This office also coordinates and processes the School of Education graduate assistantships as well as providing information concerning internal and external scholarships and fellowships.

The Office of Teacher Education and Professional Services coordinates all field placements including observations, practicum and student teacher placements. Applications for licensure of teachers and other school personnel are processed through the Office of Teacher Education and Professional Services as well.

Learning Resource Center, Jones Hall 209

The School of Education maintains a Learning Resource Center (LRC) on the second floor of Jones Hall. This center supplements the resources of Swem Library and supports the particular needs of the School of Education with curriculum materials, teaching aids, periodicals, psycho-educational tests, and Virginia Department of Education adopted textbooks. The center houses a growing collection of curriculum software and videodisc products. Also included in the LRC are a debit card operated photocopier and a variety of audiovisual equipment. Use of these materials and equipment may be scheduled by contacting the LRC staff.

Administrative Services - Collegewide

Office of the University Registrar, Blow Hall 108, 221-2800

This office handles requests for official transcripts, domicile status, and verification of enrollment for student loan purposes.

Bursar's Office, Blow Hall 101, 221-1217

Tuition payments are made to this office and all student accounts are handled from here.

Parking Services, 1 Ukrop Way, 221-4764

All students wishing to park on campus must display a current parking decal which are valid from the date of purchase through August 31. Vehicle registration is required to purchase a parking decal. Contact the Parking Office for the current cost of these decals.

Student ID Cards, Campus Center, 221-2105

The William and Mary student identification card is the College's official form of identification. It is also the campus meal card, library card, and access card to residence halls, recreational facilities, the Student Health Center, and some academic buildings. Because this card provides access to secured buildings and financial accounts, lost cards should be reported immediately. This notification can be made to the ID Office in the Campus Center, Monday-Friday, 8:00 a.m. to 5:00 p.m., and to Campus Police at all other times. These offices can issue a temporary card enabling students to search for misplaced cards. A charge is assessed to replace lost, stolen or damaged cards and for temporary cards which are not returned. The W&M Express Account is a debit account linked to every student's ID card. Once deposits are made, this account enables students to pay for a variety of goods and services on campus and off campus at selected locations. Deposits to the account may be made at the ID Office, Swem Library, and on-line through a secure web portal on the ID Office website at <http://www.wm.edu/idoffice>.

Swem Library, swem.wm.edu 221-4636

Located a short distance from the School of Education, Swem Library provides books, periodicals, and electronic resources to support the teaching and research needs of the faculty and students in the graduate programs. The library's collection includes 1,217,039 cataloged volumes, 5,732 periodicals and serials, and 588,810 government publications. New education materials are added continually to the library's collections. Books and journal articles can also be borrowed from libraries across the country through Swem's interlibrary loan department. Swem Library offers access to many electronic resources, including its online catalog, LION, and more than 200 databases and 10,000 electronic journals. The ERIC (Educational Resources Information Center) database, the world's largest index to journal articles and documents in education, is accessible in the library on CD-ROM and through the Internet. Full-text ERIC documents are available in the library's ERIC microfiche collection and can be obtained electronically through ERIC's E*Subscribe service. The library's Government Information Department provides access to federal, state, and international documents, many of which pertain to education. Swem is a depository for publications issued by the United States and the Commonwealth of Virginia. Access to electronic government resources and information about the government information department is provided on the G.I.D. homepage. The library's electronic resources can be accessed from any computer on campus via the campus telecommunications network. Reference librarians are available most of the hours that the library is open and can help users find appropriate resources and explain how to use specific information tools. One of the reference librarians serves as the library liaison to the School of Education and specializes in working with students in School of Education programs. For details about reference services, contact the Reference Department at (757) 221-3067, or sweref@mail.wm.edu, or by selecting the link "Ask Earl" on the Swem homepage. For more information about Swem Library, including library hours and circulation policies, visit the homepage at www.swem.wm.edu.

Information Technology, Jones Hall 6, 221-4357

Public-access labs housing approximately 300 computers are available in seven different buildings across campus. Several of these labs are open continuously, 24 hours a day, seven days a week. Each of these computers is equipped to offer users an internet browser, email, Microsoft and Corel Office, course-required software, Internet access and laser printing capability. The PACLabs in Jones, Swem, Tyler and Morton halls also have a scanning station. Jones Hall also has a Macintosh laboratory available to students on the second floor. Every student has an account (userid) and a password automatically established on the electronic mail server. The Help Desk provides a single focal point for inquiries regarding telecommunications, computing and audio-visual technology. The Help Desk accepts questions in person, by phone (221-HELP), or by sending an email (support@wm.edu). During the regular academic year the Help Desk is open Monday-Thursday, 8:00 a.m. - 11:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m. and Sunday from 5:00 p.m. - 11:00 p.m. When classes are not in session: Monday-Friday 8:00 a.m. - 5:00 p.m.

Student Health Center, 221-2998 (appointment line) or 221-4386 (front desk)

The Student Health Center provides high-quality, primary medical care for students who become ill or experience minor emergencies while away from home. The Health Center delivers a wide variety of services, many of which are covered by the Student Health fee included in the tuition and general fees paid by full-time students. All matters between a student and the Health Center staff are confidential and except in the case of life-threatening situations, medical emergencies, severe emotional or psychological distress, or when required by law, information will not be released without the student's written consent. Medical services are provided for all full-time students and for those graduate students certified by the Dean to be doing the equivalent of full-time work, including research assistants. In order to be eligible for medical care, a student must have paid the Student Health fee for the current semester and submitted a completed health history and physical exam form. If a student chooses to seek care at either a local emergency room or with a local physician, any charges incurred become the student's financial responsibility. Likewise, if a Health Center physician deems it medically necessary to refer a student to a specialist, this also becomes the student's financial responsibility. The College sponsors a health insurance plan that assists with medical costs. The details of this plan are available at the Health Center. It is strongly recommended that every student be covered for medical expenses incurred outside the Health Center by a family or College-sponsored policy. During the academic year, hours of operation are 8:00 a.m. - 5:00 p.m., Monday, Tuesday, Thursday & Friday; 10:00 a.m. - 5:00 p.m. on Wednesday, and 12:00 noon - 4:00 p.m. Saturday.

Office of Residence Life, Campus Center 212, 221-4314

The College offers apartment-style living on a limited basis to graduate students. Graduate housing is available in the graduate complex (Lettie Pate Whitehead Evans Residences) next to the Marshall Wythe School of Law on South Henry Street. The apartment complex is comprised of two, three, and four bedroom apartments. Each resident has a private bedroom with his/her own telephone line. The complex is air-conditioned, and the apartments are fully furnished with bedroom, living/dining room furniture, stove and refrigerator. Williamsburg city ordinance places limits on the number of unrelated individuals who can live together in one dwelling unit. In general, the ordinance specifies that no more than three unrelated individuals may live together in a single dwelling unit. General information concerning off-campus housing may be obtained through the student information network at <http://www.sin.wm.edu> as well as from the Office of Residence Life in the Campus Center which can be found on the web at <http://www.wm.edu/offices/residencelife/?svr=web>.

Office of the Vice President for Student Affairs, Campus Center 219, 221-1236

This office is responsible for overseeing the planning and supervision of an array of programs, services, and activities. Advocacy on behalf of students and their needs is integral to the role of student affairs, as is representing and interpreting policies, services and procedures of the College to the student community.

Office of the Dean of Students, Campus Center 109, 221-2510

This office offers a wide variety of services designed to help students. The Assistant Dean of Students presents workshops and presentations and provides students with individual counseling on a variety of topics including personal study habits, time management, memory and concentration, reading strategies, active listening and note-taking, test preparation and test-taking strategies, research paper skills, stress management and relaxation, communication skills, assertiveness, and other issues related to academic and personal development. The Assistant Dean of Students for Judicial Affairs supervises the judicial process and provides counsel and support to the Judicial Council and the Honor Councils. Each graduate school has a representative on both the Judicial Council and the Appeals Board who is elected annually from each graduate school student population. The Assistant Dean of Students for Disability Services assists qualified individuals with counseling and referral services and appropriate accommodations for disabilities. Students with documentation of disability are eligible for reasonable and appropriate accommodations upon request. The decision to request accommodation is voluntary and a matter of individual choice.

Office of Student Activities, Campus Center 203, 221-3300

The Office of Student Activities provides services for student organizations and student activities, including community service and volunteer programs, and publications of the College. Numerous organizations on campus appeal to a wide variety of interests, including academic organizations related to particular fields of study, honor societies, performance organizations, graduate student associations, political and issue-oriented groups, and groups with sports or leisure as a focus. The office maintains the College's calendar of scheduled activities and develops and administers special on-campus programs, workshops and leadership development programs.

Office of Student Volunteer Services, Campus Center, 221-3263

The Office of Student Volunteer Services (OSVS) promotes a culture of service at the College, increases participation in public and community services, and develops service involvement as an educational experience. In addition, OSVS serves as a clearinghouse of local, national, and international volunteer opportunities and sponsors annual resource fairs, training and reflection groups, and recognition programs. Graduate students can volunteer with over 60 local community agencies in areas of advocacy/self-sufficiency, community health, cultural and recreational programs, housing and emergency needs, mental health services, senior citizens' services, and youth and children's programs.

Counseling Center, Blow Hall 240, 221-3620

The Counseling Center offers a range of psychological and counseling services free of charge to any enrolled student wanting help with personal concerns, psychological issues, interpersonal issues, and crisis intervention services. Staff members are available to discuss a student's concern and work with that student to develop new ways of managing or resolving the problem. The staff consists of both male and female psychologists, counselors and social workers. In addition, a sport psychologist is on staff. Counseling is confidential. Because therapy is most effective when a student can be direct and honest with a counselor without fear that personal information

will be divulged, information about a student is not released without that student's written permission except in the case of imminent danger to self or others, child/dependent abuse, court order, or where otherwise required by law. Notations of counseling are not a part of a student's College record. Appointments may be made by calling the office or coming in person. Appointments will be scheduled as soon after the initial request as possible, depending on the urgency of the situation and staff time available. Appointments are usually available within a week of the initial request. After an initial evaluation, a student continuing in counseling will be assigned to a counselor. If appropriate, students may be referred to other sources of help after an initial evaluation. Office hours are 8:00 a.m. - 12:00 noon, and 1:00 p.m. - 5:00 p.m., Monday-Friday. During the academic year, a Counseling center staff member is on call after hours for crisis intervention services.

Substance Abuse Education, Campus Center 153, 221-3631

The Substance Abuse Educator offers comprehensive substance abuse services that include education, early intervention, and individual and group education. Consulting with individuals and various groups on campus, this office sponsors education on topics including alcohol and other drugs, helping friends with drinking problems, family alcoholism and ways to make low risk choices.

Office of Multicultural Affairs, Campus Center 107, 221-2300

This office is committed to improving the overall quality of life for students of color and international students on campus by developing and implementing educational and social programs, by assisting the College in the recruitment and retention of a diverse student population, by providing individual counseling and support for students, and by advising the many cultural organizations on campus. Among the cultural groups at the College are the Black Student Organization, the Asian Student Union, the Korean American Student Association, the Chinese Student Organization, African-American Male Coalition, and Students of the Caribbean Association. The International Student Advisor provides support services to international students, including adjustment counseling and programming, and is the contact person for international student health insurance issues.

Office of Career Services, Blow Hall 123, 221-3240

While providing services and programs for School of Education students specifically, the staff in this office seek to develop meaningful partnerships with alumni, faculty, staff, employers, graduate schools and other colleges to inform and empower students and alumni, linking them with career information, employment, graduate programs, and experiential opportunities. Students may meet with a member of the professional staff to discuss a broad range of career issues. Appointment topics range from comprehensive career counseling to conversations about job search strategies, resume' writing, salary negotiations, interviewing, and other topics that relate to career transitions and decisions. Career Services offers seminars and informational meetings on a wide range of topics and coordinates a mock interview program with practice interviews conducted by professionals from area organizations including school systems. The career library houses an excellent collection of books, video tapes, job listings, employer directories, and other materials focused on career development, job search, and graduate school opportunities. Graduate students are encouraged to establish a credentials file in the Office of Career Services to hold letters of recommendation. Establishing a credentials file is especially important for students applying to doctoral programs, seeking teaching positions, or who are applying to work in higher education. The office is open Monday-Friday from 8:00 a.m. to 5:00 p.m. The Career Library is open while classes are in session Monday-Friday from 8:00 a.m. to 5:00 p.m. and on Saturdays from 9:00 a.m. to noon.

Escort Program, Commuter Student House, 404 Jamestown Road, 221-3293

Alpha Phi Omega provides an escort for students who do not wish to walk alone at night. This service is available Friday and Saturday from 7:00 p.m. to 2:00 a.m.

Student Legal Services, Campus Center, 221-3304

Student Legal Services offers free legal information to students. Law student volunteers provide information about the law, the legal profession, and legal matters such as landlord-tenant relations, contracts, and insurance. Student Legal Services also provides general information concerning student rights and legal matters related to student groups and organizations. Office hours are Monday - Thursday, 9:00 a.m. - 5:00 p.m.

Writing Resources Center, Tucker Hall 115A, 221-3925

The Writing Resources Center (WRC) offers assistance with writing and oral communication at no charge. Staff members are available to assist students on an individual basis at all stages of the writing and oral communication process to include students working on theses. The Center is open Monday-Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., and Sunday through Thursday evenings from 7:00 to 10:00 p.m.

Although walk-in consultations may be available, the Center encourages students to reserve a 50-minute appointment with a trained consultant by calling or stopping by the Center.

Student Government and Organizations

Student Assembly, Campus Center, 221-3302 or 221-3298

Student government at William and Mary is vested in the Student Assembly. The Assembly provides a voice for graduate and undergraduate student opinion and a means through which students participate in the growth of a strong community. The Student Assembly is made up of three parts: (1) The Executive Council which consists of 15 members which is made up of two representatives from each undergraduate class, two at-large undergraduate student representatives, and one representative from each of the five graduate schools. The Executive Council directs the work of the student government. It originates and receives resolutions, recommends the student fee budget allocations, nominates student members to College-wide committees, and supervises the full range of programs, services, and other activities sponsored by and for students. Eight standing and special committees are established as needed to support the work of the Assembly. (2) The Graduate Council which is the GEA (Graduate Education Association) in the School of Education. This council consists of a president, vice president, secretary, treasurer, and graduate representative who serves on the Student Assembly's Executive Council. The graduate council appoints social, communications, cultural and service committees. (3) Elections committee which is comprised of students in each of the graduate schools to govern annual elections for positions in student leadership.

Graduate and Professional Student Associations and Organizations

All graduate students who have been admitted to a program and/or enrolled in one or more classes are eligible for membership in the **Graduate Education Association (GEA)**. Besides representing students on various college committees, the Association strives to disseminate information regarding different programs in the School of Education and in other units of the College; promote better communication among graduate students, faculty, and administrators; provide for an exchange of ideas among scholars; promote social activities; and adjudicate student honor code infractions. The committee plans events such as brown bag lunches, special seminars focusing on the complexities of today's classroom and panels from various school systems. A limited number of mini-grants are available from the GEA for graduate students for professional travel. The grants are available to encourage referred and invited-paper presentations. Students can be reimbursed by the GEA to cover transportation, lodging, and conference registration fees.

Kappa Delta Pi, an international honor society in education, was first organized in 1911 and the Alpha Xi Chapter at The College of William and Mary was chartered in 1927. The purpose of Kappa Delta Pi is to encourage high professional, intellectual contributions to education. To this end, the organization invites membership to those students who exhibit commendable personal qualities and sound scholarship. The organization endeavors to maintain a high degree of professional fellowship among its members and to quicken professional growth by honoring achievement in educational work. Invitation to the honor society is offered to matriculated students who meet minimum grade-point and credit-hour requirements. Graduate education applicants need a 3.75 cumulative grade point average and minimum of 9 credit hours of education course work or 6 education credit hours with 3 hours of current enrollment upon application.

Campus Facilities

College Bookstore, Barnes & Noble, 345 Duke of Gloucester Street in Merchant's Square, 253-4900

The College Bookstore stocks all required textbooks and school supplies as well as a large selection of books and supplies of general interest. Students and visitors are welcome to browse, and a special order service is offered to those who wish to acquire books for their personal libraries. Used textbooks are also available to help reduce the cost of required textbooks. Both new and used textbooks can be sold back to the store through its buyback program. The store offers a broad selection of student-oriented merchandise such as specially-priced computer software, clothing and gifts. The Bookstore is also the source for academic regalia and graduation supplies and announcements. On the web - <http://www.wm.edu/bookstore/index.php>.

University Centers

The Campus Center and the University Center offer a variety of educational and recreational programs and services including employment opportunities in either the Marketplace at the Campus Center or the University Center Food Court. Both buildings house offices plus meeting spaces which can be booked for meetings and activities. The University Center has four special meeting areas, including two multi-purpose rooms, an auditorium, and a social and recreational area. The Commonwealth Auditorium is a 463-seat facility with a stage, theatrical lighting, and a sophisticated sound system. The Chesapeake and Tidewater Rooms are two large, multi-purpose spaces on the third floor that can be divided into separate spaces. Lodge 1, located on the first floor of the University Center, has a unique atmosphere and hosts a different activity every night of the week such as dance nights, comedy clubs, coffeehouses, video nights, and special sports broadcasts. Students may purchase food from the snack menu at Lodge 1 or choose from other specialty refreshments.

Students' X-Change, University Center, 221-1239

Located on the ground floor of the University Center, this student-staffed convenience store sells bulk food, juices, sodas, school supplies, magazines, clothing, house supplies and gifts. Store hours are Monday-Friday from 9:00 a.m. to 11:00 p.m. and Saturday and Sunday from 11:00 a.m. to 11:00 p.m.

Recreational Facilities, 221-3310

Numerous College recreational facilities are available to students with a valid student ID. Recreational areas may be reserved for special sport club or intercollegiate events through the Recreational Sports Center. The Student Recreation Center includes the Alan B. Miller Gymnasium, fitness room, weight room free-weights, five racquetball and two squash courts, 8-lane pool, fitness trail, sauna, outdoor (lighted) courts, and a sand volleyball court. William and Mary Hall contains the FitWell Studio for aerobic activity, a main arena floor for occasional recreational use, and other areas that are primarily used for athletic functions. Adair Gymnasium includes basketball, volleyball, badminton, and tennis courts, in addition to a 6 lane pool. Outdoor recreational areas include intramural fields on Ukrop Drive, the Busch fields behind W&M Hall, and fields located in front of the Dillard housing complex. Lake Matoaka offers canoeing to all students and students may also reserve the Matoaka Shelter for picnicking. Swimming and ice skating are strictly prohibited on the Lake or at Crim Dell at any time. Camping equipment and canoes may be rented with a valid student ID. Complete details regarding all recreation facilities are available on-line at <http://www.wm.edu/recsports/fac.php>.

Copying and Printing

Copy machines are located in the Bookstore, Law Library, Swem Library, the Learning Resource Center in Jones Hall, the Campus Center, and the University Center. In addition, The Copy Center, located in Swem Library, provides a full array of copying and printing services.

Telephone Directories

Campus telephone directories are distributed in the fall and contain both local and permanent address information for students and office listings for faculty and staff. Students who do not wish their information to appear in the directory should visit the Office of the Registrar. A College information desk is staffed from 8:00 a.m. - 5:00 p.m., Monday-Friday and may be reached by dialing "O" from any college phone or 221-4000 from off-campus.

Buses

The Williamsburg Area Transit provides free bus service for any William and Mary showing a current student ID. For a schedule of the routes, times, and days, please go to <http://www.williamsburgtransport.com> or call the Office of Auxiliary Services at 221-2500.

Property Insurance

Students are strongly urged to carry insurance on their personal belongings since the College does not insure personal property. Students may obtain a special policy for individuals living in residence halls or renting apartments.

Dining Services

Campus dining at William and Mary provides complete, well-balanced meals located in three full-services facilities and four “Grab’n’Go” outlets. The Dining Commons and the University Center Food Court feature an extensive selection of food served on an unlimited seconds basis. The Marketplace offers a food court array of selections. The “Grab’nGo” areas offer a variety of take-out specialty sandwiches, hot and cold beverages, fresh fruits and snacks. Locations include Swem Library, the Dining Commons, Lodge 1, the Dodge Room at PBK Hall and a location outside of the University Center.

College Postal Services

The College Postal service is located on the first floor of the University Center in room 110. The College’s postal facility is a full service United States Post Office, operating Monday through Friday from 9:00 a.m. to 4:00 p.m., excluding federal holidays. In addition, stamp machines are also located in the University Center and in the Campus Center.

Publications

The student newspaper of the College, The Flat Hat, is published weekly and can be picked up in most academic buildings on campus, in the University and Campus Centers, and at Swem library. The William and Mary News, the faculty and staff newspaper, is published weekly by University Publications. The William and Mary News carries all official administrative memoranda, features a weekly calendar of events, and offers classified advertising space which is free for all students. The student radio station is WCWM, at 90.7 FM.

Emergency Loan Funds

Emergency loans are available to students through the Office of Student Financial Aid, Blow Hall. The Emergency Loan Program allows students to borrow up to \$100 for a period of 30 days without interest. An emergency loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience.

Activities and Events

Andrews Hall

Andrews Hall displays artwork by students of the Department of Art and Art History as well as collections of art from outside the College. Exhibitions range from paintings to ceramics and are open to all with no charge.

Busch Gardens

Busch Gardens Williamsburg is an amusement park presenting a panoramic view of seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment including one of the world’s tallest roller coasters, the Alpengeist. Busch Gardens is located on Route 60 East, adjacent to the Anheuser Busch Brewery, five miles east of Williamsburg. Call 253-3350 for more information.

Films and Movies

The University Center Activities Board presents a film of interest each week during the academic year. Tickets may be purchased at the University Center for nominal fee. All William and Mary students with a current ID may purchase tickets. Call 221-2132 for more information. The Kimball Theatre (565-8588), located in Merchant's Square, features current films and live performances. New Town Cinemas 12 (645-0440) is located in New Town Center and features twelve current films. In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk and surrounding areas. Several campus organizations and departments also sponsor films.

Charter Day Convocation

Each February, the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features an address by an individual with a significant relationship with the College and the awarding of several honorary degrees and the prestigious Jefferson Awards.

Colonial Williamsburg

Colonial Williamsburg offers a wide variety of tourist attractions including exhibition buildings, lectures, concerts, and slide shows. Students with a current ID and validation sticker, which may be obtained at the ID Office or at the University Center front desk, are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and may use the bus system free of charge. Call the Colonial Williamsburg Visitor Information Center at 229-1000 for additional information.

Concerts

The College generally hosts a wide range of concerts each year, including rock and folk performances. Tickets for events at William and Mary Hall may be purchased at its box office. Tickets for events at PBK Hall may be purchased at PBK. The W&M concert series tickets may be purchased from the Student Activities Office. Other concerts are regularly presented at the Scope (Norfolk), Hampton Roads Coliseum (Hampton), the Mosque (Richmond), and the Virginia Beach Amphitheater. Some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.

Arts and Crafts

William and Mary Hall hosts an annual Christmas Craft Show which normally coincides with the Williamsburg Christmas Parade, held the first Saturday of December. The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and crafts displays held every year in Merchants Square on Duke of Gloucester Street. The Occasion for the Arts is held in the fall and the Sidewalk Art Show is held in April.

Green and Gold Christmas

Green and Gold Christmas, a Christmas party for underprivileged children of Williamsburg, York County, and James City County, features arts and crafts, games, music, skits, and refreshments. Students who wish to be involved may call 221-3263 for more information.

Yule Log Ceremony

The annual Yule Log Ceremony is held at the Wren Building just prior to winter break. The ceremony includes lighting a tree, lighting the menorah, singing Christmas carols, scripture readings, presenting a brief history of the Yule Log Ceremony, and bringing in the Yule Log. The ceremony concludes with cider and cookies.

Academic Information and Regulations

Advisement

Each graduate student is assigned an advisor upon admission to the graduate School of Education. This advisor is a faculty member in the student's program specialty area. The advisor's role is to provide information concerning the selection and scheduling of required and elective courses, theses, dissertations, and comprehensive exams. All faculty are asked to post weekly office hours in order to facilitate student advisement. If a student is having academic or personal difficulties, the advisor may also be a source of information about support services.

Doctoral students must ask a School of Education faculty member to serve as the chairperson of their doctoral comprehensive committee. This decision is usually based on a match of interests between the student and the professor and a high degree of mutual respect. The doctoral committee chairman may or may not eventually also be the student's doctoral dissertation advisor.

A student may request a change of advisor by completing a "Request for a Change of Advisor" form. This form may be obtained on the web at <http://education.wm.edu> under the forms link. Both the current advisor and the requested advisor must document the approval of the request by signing the form.

Faculty members are generally on nine-month contracts, which means they are available to students from the opening of the fall semester to the end of finals, and from the opening of the spring semester until May graduation. Thus many faculty are not on staff during the summer months. Some faculty are available however, and most faculty check their email during the summer months. Doctoral students wishing to receive advisement or defend a dissertation during the summer months should make arrangements with their dissertation committee before the end of the spring semester.

Programs of Study

Before the first semester of study, the student should arrange an appointment with his/her assigned faculty advisor to plan a program of studies. Advisors should give a copy of the completed Program of Studies form to the student and the student should submit the original to the Office of Academic Programs. The forms are located on the School of Education's web site at <http://education.wm.edu>

Changes in Programs

Changes in specified program requirements must be approved by the Associate Dean and/or the Curriculum Committee upon petition from the student.

Students who wish to change programs once admitted are required to complete an abbreviated reapplication process with no new application fee. This means that the student wants to change programs between Curriculum & Instruction, School Psychology and Counselor Education, and Educational Policy, Planning & Leadership. This is not a request to change from one program emphasis to another, i.e., from School Counseling to Community Counseling. The student will be considered and treated as a new applicant after providing the following information:

- a. New or revised application form to include a new essay that explains the reason for the change.
- b. Updated transcripts, if applicable.
- c. Updated test scores, if applicable.
- d. Updated letters of recommendation, if applicant chooses to do so.
- e. Any additional materials or documentation required by specific programs.

After a student submits the new application, the review process will follow the regular admission procedures.

If a student wishes to change an emphasis within a program area, the change requires the approval of the

Program Area Coordinator. A “Request for Change of Program Emphasis within a Program Area” form should be completed by the student and returned to the Graduate Registrar. Forms are available on the web at <http://education.wm.edu>.

If the School of Education changed program requirements after a student was formally accepted, the student should follow the program requirements that were in effect at the time of admission. If, however, a required course becomes obsolete, a student may follow the program of studies that is currently in existence. See Wendy Pearson in Jones 100 with questions.

Transfer of Credit and Unclassified Student Status

Students who wish to receive credit for graduate work taken at another institution of higher education, whether completed prior to or following admission to graduate study in the School of Education, should consult their program advisor and request concurrence. The advisor should complete an “Approved Transfer of Graduate Credit” form and forward the form to the Office of Academic Programs. The request for transfer can be considered formally only upon receipt of an official transcript from the institution where the work was completed. If the transcript on file in the Office of Academic Programs does not indicate the appropriate course(s), the student must request the transferring institution to send an official transcript directly to Wendy Pearson, Graduate Registrar, School of Education -- **not** to the University Registrar. Upon final approval, the course is then posted on the official W&M transcript.

Prior course work can be considered for transfer credit only if it was completed within 4 years of the date of admission to the student’s graduate program. A maximum of 12 credit hours earned at other accredited institutions of higher education and/or credit for unclassified course work completed at W&M prior to admission may count toward a master’s degree or an Ed.D degree. For Ph.D. programs, the maximum number of hours is 15. Doctoral students, however, must earn a minimum of 45 hours beyond the master’s level at The College of William & Mary as a matriculating student. For program-specific information, doctoral students should consult the doctoral General Requirements listed in the Graduate Catalog. In all instances, approval for transfer credit must be granted by the student’s program advisor and the Associate Dean. Courses taken during the semester in which the student receives his/her letter of admission will be counted as transfer credit.

Course Exemption/Advanced Placement

Course exemption/advanced placement must be processed during the student’s first semester. Any exceptions must be approved by the Curriculum Committee. A “Course Exemption/Advanced Placement” form should be completed by the advisor and student in consultation and approved by both the instructor of the course in question and the appropriate program coordinator in the School of Education. The completed and approved form should be delivered to the Office of Academic Programs.

The student should be reminded that semester hours of credit are not awarded for exempted courses. Depending upon the program, the total number of required hours in a degree program may or may not be reduced. If the number of required hours is not reduced, the student and advisor should select a course of comparable semester hour credit to substitute for the exempted course credit.

Degree Time Limits

A master’s degree candidate has six (6) calendar years, starting with the date of admission, to complete the degree. A student seeking the educational specialist degree must complete the degree within four (4) years from the date of admission. All newly-admitted doctoral students holding only a master’s degree will be allowed seven (7) years to complete their doctoral degree requirements.

If a student is unable to finish the degree within the allotted time, s/he may apply for a time extension. Students must petition the Curriculum Committee for the extension prior to the expiration of the degree. Forms to request a time extension are available on the web at <http://education.wm.edu>, in the *Forms* menu option.

Petitions

Students may submit petitions to the Curriculum Committee for the following reasons:

- 1) Substitution for Required Program Course: Substitutions for courses required in the student's program must be approved by the advisor and the Associate Dean for Academic Programs, and in some cases by the Curriculum Committee. (Substitutions for elective courses need only the advisor's notation on the student's Program of Studies form filed in Jones Hall 100.)
- 2) Extension of Time: Students nearing the deadline for completion of degree requirements may petition the Associate Dean for Academic Programs and the Curriculum Committee for a time extension. A history of the work completed to date must be developed, as well as a time line identifying major milestones and the anticipated date for completion of the degree requirements. All extenuating circumstances precipitating the request must be included.
- 3) Exception to Policy: Student seeking exceptions to other School policies may petition the Associate Dean for Academic Programs and the Curriculum Committee for review.

All forms for petitions are available on the web at <http://education.wm.edu>, in the *Forms* menu option. The student is responsible for returning the appropriate form to the Office of Academic Programs. The Graduate Registrar presents the petition to the School's Curriculum Committee at its next regularly scheduled monthly meeting. Meetings are generally held in the fall and spring semesters only. Following the Committee's action, the student will be notified of the decision.

Incomplete Grades and Grade Changes

The "I" notation for a transcript is used at the discretion of the professor when a student has not completed all requirements. An "I" grade automatically converts to an "F" if the work is not completed by the end of the regular semester following the course or at the end of an additional semester if an extension is given. A "G" grade, used only for dissertation credit, indicates a deferred grade.

When it is necessary to change an incomplete grade or a grade from one letter to another, the instructor will complete a "Grade Completion or Correction" form and provide the appropriate information. After approval from the Associate Dean, the change of grade form is forwarded to the University Registrar for processing.

Registration

Students should follow the instructions for registration which can be found at <http://www.wm.edu/registrar>. If a student wishes to apply for in-state tuition, an *Application for Virginia In-State Privileges* must be completed for the first semester for which a student registers. If a student should fail to take a course in either the spring or fall semesters, a new domicile form must be filed in order to obtain in-state status for any succeeding semesters. Students should also adhere to the deadlines for pre-registration listed each semester. The student and the advisor should decide how many credit hours the student should take each semester. A full-time student at the graduate level takes at least 9 credit hours of graduate level courses or 12 credit hours of any level courses and at least 6 credit hours during the summer.

Registering for an undergraduate course

Graduate students who wish to register for an undergraduate course must get the permission of the instructor of record for the undergraduate course. Please contact the Office of Academic Programs in Jones Hall, Room 100 for assistance.

Registering for Closed Courses

Students should check with their advisors for alternative courses. The advisor can recommend course substitutions, subject to the approval of the Associate Dean for Academic Programs and, in some cases, the Curriculum Committee. If a student must take a course that is closed, s/he should get in touch with the instructor of the course and ask for permission to register for the class.

Adding or Dropping a course

Students should adhere to all deadlines and take note of the refund policies during the add/drop period. The schedule is posted on the School of Education web site under Academic Calendar.

Student Teaching and State Licensure

Student teaching placements are determined through joint decisions involving the Associate Dean for Teacher Education, the Director of Professional Services, the College supervisor, and administrators in the school divisions in which students are placed.

Students should apply for a teaching license and school related (i.e. administrator, supervisor, counselor, reading specialist and school psychologist) licenses at least one month before their expected graduation date. Application forms are located on the web under Office of Teacher Education and Professional Services and must be completed and returned to Jones 305. By means of Interstate Compact, graduates who qualify for teacher licensure in Virginia may also qualify in 46 other states. All completed applications for certification and all required fees should be filed with the Associate Dean for Teacher Education, who serves as the College Certification Officer.

The PRAXIS and other required exams

The PRAXIS series, *Professional Assessments for Beginning Teachers*, is required for licensure in Virginia. Passing *PRAXIS I: Academic Skills Assessments* (a test of reading, writing and mathematical skills) is required for all prospective teachers regardless of grade or subject area before students can begin the student teaching semester. Appropriate SAT scores can be substituted for this requirement. See the Graduate Catalog for details. Passing *PRAXIS II: Specialty Area Tests* (a single test taken in the student's specific teaching area) is a program requirement for Elementary and Secondary Education programs and must be completed before graduation. This test is administered several times a year through the Office of Teacher Education and Professional Services. In addition, some programs require the *Virginia Reading Assessment* and/or the *Virginia Communication and Literacy Assessment* for licensure. Please call (757) 221-2320 for more information.

Graduation

You must apply for graduation - it is not automatic!

Application materials for graduation are available on the School of Education's web site under the *Forms* menu option, and must be returned by the published deadline. Each semester's deadline is available on the School of Education's academic calendar which is on the web site under the Academic Calendar listing. It is the student's responsibility to ensure that all program requirements have been fulfilled and necessary paperwork filed for transfer credit, exemptions, and removal of incomplete grades prior to degree audit. If you have questions, please contact Wendy Pearson at gepear@wm.edu or (757) 221-2316.

Student Financial Assistance

Graduate Assistantships

Graduate assistantships are the primary source of financial assistance offered by the School of Education. Through graduate assistantships, full-time graduate students have the opportunity to assist the School of Education in meeting teaching, research or administrative obligations. In return, students receive tuition assistance and a stipend or salary. The total remunerative value of an assistantship is a package including both tuition support and a stipend. Assistantships are available in other offices on the William and Mary campus as well as in other educational agencies in the community. Although the level of financial support provided in these assistantships usually equals and can even exceed the support provided through the School of Education, the exact dollar value varies each year and is determined by the agency. To obtain a graduate assistantship application, please send an email request to graded@wm.edu, telephone (757) 221-2317, or print one off the website at <http://education.wm.edu/forms/Assistantship.pdf>. These applications are also located at the back of the application for admission to the School of Education.

The selection process occurs in conjunction with the admission cycle. Appointment announcements are usually made by mid-April to mid-May in the spring and mid-November to mid-December for the fall admission cycle. The actual number of assistantships awarded each academic year varies. However, approximately 100 full-time graduate students are supported in half or full assistantships each year and some programs have provided limited support for part-time students. Because assistantship opportunities may develop during the year, it is recommended that those students who do not initially receive appointments allow their assistantship applications to remain on file for future consideration. Each faculty member and administrator is responsible for the selection of his/her assistant(s). Most appointments are made through a process of application review, prior contact with students, person-to-person interviews, telephone interviews, or some combination of these activities. Students should attach a detailed resume with the application. Please note that the actual appointment of students to assistantships is not made by the Office of Academic Programs, but is instead made by faculty members or the office where the student will work.

The graduate assistantship is recognized as a serious commitment on the part of the student. Students may be appointed half-time assistants, working an average of 10 hours per week, or full-time assistants, averaging 20 hours per week. The contract period for graduate assistants runs from mid to late August through mid-May. The contract period runs through the winter and spring breaks; therefore, one might also be responsible to work through regularly scheduled vacations. Although the weekly commitment is typical, it is expected that you become flexible to accommodate the workload of your supervisor. Summer assistantships are available, yet are small in number and are dependent upon funding. Summer assistants usually work 20 hours per week for a six-week period, or a total of 120 hours, or 10 hours per week for a six-week period for a total of 60 hours.

The total value of an assistantship may vary from year to year. Most assistantships within the School of Education, however, offer similar compensation. Enhanced packages may also be available through some grants and funded projects throughout the school. Specific compensation is disclosed at the time of the appointments. Please note that the stipend of the assistantship is subject to state and federal withholding.

A number of opportunities exist for graduate assistants. As previously stated, School of Education students work as assistants to the faculty, providing research support and other services. Students may also work in various offices providing administrative support which include: Office of the Dean, Office of Academic Programs, Office of Teacher Education & Professional Services, The Center for Gifted Education, The Learning Resource Center, and The Office of Special Education projects. Offices outside of the School of Education include The University Centers, Career Services, University Development, Recreational Sports, Student Activities, Conference Services, The Dean of Student Affairs Office and the Dean of Students Office. There are also assistantship opportunities with other educational agencies within the local community.

Fellowships and Scholarships

Fellowships, scholarships and awards that are earmarked for students in the School of Education are also announced through the Office of Academic Programs. Additional information is available in Jones Hall 100. Please refer to the School of Education's website at <http://education.wm.edu/students/finaid/scholarships/index.php> for a complete listing.

Stafford Loans

Stafford Student Loans are available to matriculating students whether or not they have demonstrated financial need. Students interested in applying for a Stafford Student Loan must first complete the Free Application for Federal Student Aid (FAFSA) by April 1, and can be completed on-line at <http://www.fafsa.ed.gov>. The William and Mary institutional ID for the FAFSA is 003705. Once the Financial Aid Office has received the FAFSA data, an award letter will be sent to the admitted student. The letter will indicate whether or not the student is eligible for the loan and all pertinent loan application materials will be enclosed. For more information, please contact the financial aid office at (757) 221-2420.

The College of William and Mary

The Honor Code

This document does not, and shall not be interpreted to limit the authority of the President of the College.

SECTION 1: BACKGROUND

Among the most significant traditions of the College of William and Mary in Virginia is the student-administered honor system. The essence of the honor system is individual responsibility in all matters relating to a student's honor.

The evolution of the honor system is best understood in the context of the history of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than one hundred, and a violation of the College code of discipline was punished by ostracism.

From its earliest days, the College demonstrated a strong interest in the character of its students. In 1736, the College Statutes stated that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie ... or do any Thing else that is contrary to good Manners." The faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct ... conducive to the Honor & Prosperity of the University."

In 1788, the Board of Visitors declared that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion ... the ordinary strictness of schools may with respect to them be in some measure relaxed."

Nathaniel Beverley Tucker, a Professor of Law, in a 1834 address to students, stated: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character.... His Honor is the only witness to which we appeal."

Because a gentlemen's code of honor characterized early life and conduct at the College, the exact date by which a formal honor system had developed is unknown, although it certainly had emerged by 1779, the year often claimed for the honor system's official establishment, when the College was reorganized under Thomas Jefferson's leadership.

In the last two centuries, the College has grown in size and complexity and the student body is no longer the homogeneous group of young men that characterized the early years of the College. Today, William and Mary is a coeducational university serving thousands of students, undergraduate and graduate, from all parts of the United States and from foreign countries.

In modern times, honor has become a more relative value. It means different things to different people. Although an implicit "gentlemen's code of conduct" existed among a small number of students at the College two centuries ago, the system of honor inherited from the College's earliest days has been transformed into a written Honor Code. The Honor Code today informs all students, regardless of academic status, of the level of honor expected and seeks to promote a university-wide community of trust among scholars.

Like its predecessors, the modern Honor Code still presumes that a student is honorable unless proven otherwise. The Honor Code outlines the conduct that cannot be tolerated within a community of trust. Prohibited conduct is limited to three specific areas--lying, cheating, and stealing. This restricted definition enables the historical essence of honor to be applied in a practical manner within diverse groups.

Whereas the present Honor Code is of relatively recent origin, the spirit and essence of the Honor System have treaded the years undisturbed and, guarded jealously, have remained intact. It is the responsibility of all students to preserve and maintain this important tradition at the College by adhering to and enforcing the code.

Section 1.1: Statement of Purpose

The honor system is based upon the premise that a person's honor is his or her most cherished attribute. In a community devoted to learning, a foundation of honor among individuals must exist if that community is to thrive with respect and harmony

among its members. An Honor System is the ideal mechanism to ensure such a state of affairs. With it the community is afforded a freedom that otherwise would not be available. With this freedom comes each individual's responsibility to conduct himself or herself in such a way that the spirit of mutual trust which sustains the system is not compromised.

Under the Honor Code of the College of William & Mary, it is expected that all students will demonstrate honesty and integrity in their conduct. Acts of intentional lying, cheating, and stealing are deemed reprehensible and cannot be tolerated. A person who has violated the Honor Code must be sanctioned for compromising the community of trust and honor.

Each member of the College community is responsible for upholding and enforcing the Honor Code. The System cannot function unless each member of the College community takes action when he or she believes that any person may have violated the Honor code. The Code is not to be used, however, as a tool of harassment.

Honor and integrity are fundamental attributes of our community. We are privileged to live with an honor system, created and administered by students, because it inspires us to achieve our maximum potential without interference from others. Dishonest conduct violates the trust that exists at the college. Therefore, it is imperative that we accept no compromise and allow no action by any student to weaken the community of trust.

Section 1.2: Agreement of Students

The Honor Code is an agreement among all students, taking classes at the school (or participating in the educational programs of the College, e.g. study abroad or internship activities), not to lie, cheat, or steal. This agreement is made effective upon matriculation at the College and continues throughout a student's enrollment even though that enrollment may not be continuous.

SECTION 2: INFRACTIONS

Infractions of the Honor Code include (1) lying, (2) cheating, and (3) stealing, under the circumstances described below. Students at the College are responsible for learning the Honor Code and ignorance of its provisions is no excuse for a violation thereof.

1. Lying is the expression of a material untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying is a violation of the Honor Code when the material untruth is uttered or presented, verbally, electronically, or in writing, to another member of the College community (student, faculty or staff), to any person while on College property or at activities sponsored by the College or College-affiliated groups, or to any person when the student actively represents himself/herself as a student at the College. An untruth is material when it relates to or affects in a significant way, academic as well as non-academic activities of legitimate concern to the College community. Lying includes, but is not limited to, forgery or the use of false identifications, under the above-described circumstances.

2. Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism; (2) the acts of giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations; (4) the acts of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed.

The term "assignment" includes any work, required or volunteered, and submitted to a faculty member for review and/or academic credit, or any work, required or volunteered, submitted for publication in a College-sponsored or other publication, or any work, required or volunteered, submitted for use in conjunction with a College-sponsored event or activity. All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedure. While any amount of improperly unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly unattributed material is presented as if it were the student's own work. In the absence of direct proof of the accused's intent, the hearing panel shall determine whether the amount of improperly unattributed material is so significant that intent may

be presumed.

3. Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner's or the rightful possessor's permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

SECTION 3: RIGHTS AND DUTIES

Section 3.1: Rights of the Accused

1. A right to receive written notice of the nature and circumstances of the charge as soon as reasonably practicable after the Chief Justice has received the written accusation from the accuser. If the written accusation fails to fairly apprise the accused of the charge, he or she may request the Chief Justice to provide a more definite statement as to time, place, and any other relevant particulars of the charge.
2. A right to have another willing student, whether or not designated and trained as Student Counsel, act as his or her student Counsel and to have that Student Counsel participate in the hearing on the Honor Code charge. In the interest of preserving a balanced system of adjudication, and in light of the student-run nature of the proceedings, the accused student may not be represented at the hearing by any counsel who is not a student in the accused's school.
3. A right to have silent (non-participating) counsel, including legal counsel, present to observe the hearing.
4. A right to have a member of the Honor Council appointed as a procedural advisor. The procedural advisor shall not prepare the case of the accused but may serve as a source of information regarding investigation, hearing procedures, and precedent.
5. A right to waive any and all rights the accused possesses and the right to waive any and all time limitations specified in these procedures. Such waivers must be in writing.
6. A right to a fair and impartial Honor Council hearing panel of no less than six members. For good cause shown, including possible bias or interest in the proceeding, members of the Honor Council hearing panel shall be disqualified by the Chief Justice from serving. The accused shall be provided with the names of the members of the hearing panel at least seventy-two hours prior to the hearing. If the accused wishes to have one or more members of the panel disqualified for bias or interest in the case, the accused must move for disqualification.
7. A right to have adequate time, at least seventy-two hours, to prepare for the hearing and a right to have a speedy resolution of the charge.
8. A right to inspect, examine, and make copies of all documentary evidence related to the case not less than seventy-two hours prior to the hearing.
9. A right, at least seventy-two hours prior to the hearing, to receive written notice of the date, time, and location of the hearing.
10. A right not to have honor proceedings scheduled or conducted in conflict with his/her religious practices.
11. A right to a separate hearing on each charge when multiple and unrelated charges have been filed.
12. A right to a separate hearing when two or more persons have been jointly charged with an Honor Code offense.
13. A right upon request to an open hearing.
14. A right to summon witnesses to appear on his/her behalf. The number of character witnesses, if any, may be limited by the presiding judge.
15. A right to request the sequestration of witnesses, including the accuser. In the event the accuser is sequestered as a witness, the accuser may observe the proceedings after giving testimony but shall not be present when the verdict is delivered.
16. A right to confront and cross-examine all witnesses.
17. A right to present evidence in his or her behalf, including evidence in mitigation of punishment.
18. A right to make an opening statement and closing argument.
19. A right to have the hearing recorded.
20. A right to be convicted only of the specific offense(s) charged, unless a different offense is clearly embraced within the original charge.
21. A right, in the event of acquittal, to have the recording of the proceedings and all documentary evidence destroyed after two weeks of the verdict, except when such evidence might be relevant to another pending charge.

22. A right to be presumed innocent and to be found guilty of an Honor Code offense only if evidence of his or her guilt is proven beyond a reasonable doubt.
23. A right, prior to notification of the verdict and sanction, to attend classes and to participate in any College function, provided, however, that until such time as all charges are resolved, the College reserves the right to withhold academic credit for any courses taken during the term in which the alleged offense occurred and/or to withhold the awarding of an academic degree.
24. When preparing his or her appeal, a right to have access to all evidence, including the recording of the proceedings, in the company of one or more honor council members. claim of privilege, shall constitute a violation of the College's Code of Conduct.
25. In the event of a closed hearing, a right to have all matters relating to the charge, hearing, verdict, or appeal kept confidential by all parties with knowledge of the circumstances of the charge or the proceedings hereunder, except as limited by applicable law.
26. A right to be sanctioned only one time for the same offense.
27. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.

Section 3.2: Duties of the Accused

1. To cooperate reasonably with the Honor Council during the investigation and hearing, including a duty to ensure a timely resolution of the charge.
2. To answer fully and honestly all relevant questions of the investigators, the Honor Council hearing panel, and the accused's Student Counsel, unless the answers might, directly or indirectly, tend to incriminate the accused and the accused asserts his/her rights under the fifth Amendment to the U.S. Constitution.
3. A duty to maintain the confidentiality of the investigation and the hearing.

Section 3.3: Rights and Duties of the Accuser

1. A right and duty to testify fully and honestly.
2. A right to be present at the hearing, unless properly sequestered as a witness.
3. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
4. A duty to preserve the confidentiality of all matters relating to the alleged violation.

Section 3.4: Rights and Duties of Witnesses

1. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
2. A duty to cooperate in the investigation and to appear before the Honor Council and answer all questions fully and truthfully, except when the answers to any questions would tend, directly or indirectly, to incriminate the witness and the witness asserts his/her rights under the Fifth Amendment to the U.S. Constitution. Lying during the investigation or the hearing is a violation of the Honor Code. Failure to cooperate or to answer questions, except under a valid claim of privilege, shall constitute a violation of the College's Code of Conduct.
3. A duty to maintain the confidentiality of the investigation and the hearing.

Section 3.5: Rights and Duties of the Council

1. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.

2. A right, in cases in which the accused student chooses to have legal counsel present, to allow its own counsel, including the College's legal counsel, to be present. The council also has the right to be informed of the accused's choice (regarding the present of counsel) at least forty-eight hours prior to the hearing.
3. A duty to maintain confidentiality.
4. A duty to treat every participant in the hearing fairly and equitably

SECTION 4: ADMINISTRATION

Section 4.1: Separate Jurisdictions

Students administer the Honor Code through a Council of Chairs and a system of six Honor Councils constituted in each of the major academic units of the College: (1) the undergraduate student body, the graduate schools of (2) arts and sciences, (3) business, (4) education, (5) law, and (6) marine science. Students will be selected for the respective Honor Councils in the manner determined by the student governing bodies of each unit: (1) the Undergraduate Honor Council, (2) the Student Bar Association in Arts and Sciences, (3) the M.B.A. Association, (4) the Graduate Students in Education Association, (5) the Student Bar Association in the Law School, and (6) the VIMS Graduate Student Association.

Section 4.2: Selection of Honor Council Members

The student governing bodies of the respective academic units shall determine the manner of selecting their Honor Council members, procedures for removal of Honor Council members, and qualifications for membership on their Councils.

Section 4.3: Jurisdiction

When a student is accused of violating the Honor Code, the Honor Council for the academic unit in which the accused student is enrolled as a degree candidate shall hear and determine the case according to these procedures. An accused student who is not enrolled as a degree candidate in any specific academic unit shall be subject to the jurisdiction of the undergraduate Honor Council. An accused student enrolled as a joint degree candidate, shall be subject to the jurisdiction of the Honor Council in which the accuser is enrolled, if the accuser and accused are enrolled in the same academic unit. If the accused joint degree student and the accuser are not enrolled in the same academic unit, the accused student enrolled as a joint degree candidate may elect to be tried before the Honor Council of either of the academic programs in which he or she is enrolled.

Section 4.4: Council of Chairs

A separate Council of Chairs, consisting of the Chief Justice of each of the six Honor Councils, will be responsible for the oversight and management of the Honor System. The Council of Chairs will monitor the work of the various Councils to ensure that they function as a unified system. Among its specific duties, the Council of Chairs, in conjunction with the Office of the Dean of Students, will educate the student bodies regarding Honor Code standards and procedures, will coordinate the training of Honor Council members, investigators and Student Counsel, and will be responsible for ensuring that each student, upon matriculation at the College, executes a pledge to abide by and uphold the honor system.

SECTION 5: POLICIES AND PROCEDURES FOR CODE ENFORCEMENT

Section 5.1: Preliminary Matters

Each of the six Honor Councils may develop and implement procedural rules supplementing the administration of this Code. Such rules and procedures must be consistent with the other provisions of this Code as well as the Constitutions of their respective student governing bodies, and, therefore must be submitted to the Council of Chairs for approval.

In addition to specific procedures, each school may adopt non-binding commentary to explain portions of the code. Such commentary should be developed in accordance with procedures determined by each school's student governing body. This commentary must also be submitted to the Council of Chairs for approval as consistent with this Code.

Section 5.2: Reporting A Breach Of Honor

The basis of an honor system is each student's acceptance of the responsibility to act honorably and to uphold this code of honorable conduct. Students must also reject dishonorable conduct in others. Accordingly, if an honor system is to be

effective, students and all College community members must report suspected violations of the Honor Code by students.

When any member of the College community believes in good faith that an Honor Code violation may have occurred, he or she shall act in accordance with the following procedures: (1) make a good faith and diligent attempt personally to confront the student involved, inform the student of the nature of the alleged violation, and request an explanation; (2) if the explanation is satisfactory, forget the matter; (3) if the explanation is unsatisfactory or if no explanation is received, personally accuse the student of a violation of the Honor Code and offer that student the option of, within twenty-four hours, withdrawing from the College or reporting himself or herself to the Chief Justice of the Honor Council with jurisdiction over the matter (4) twenty-four hours after the personal accusation, whether the accused student has reported to the Honor Council or withdrawn from the College, notify the Chief Justice and reduce the charge to writing and submit the written charge to the Chief Justice of the Honor Council with jurisdiction over the matter; (5) following an unsuccessful, good faith and diligent effort personally to confront the accused, promptly notify the Chief Justice of the accusation, and, within twenty-four hours, deliver a written accusation of the alleged honor violation to the Chief Justice of the Honor Council with jurisdiction over the accused student.

The respective Honor Councils have no jurisdiction over alleged Honor Code violations until a personal accusation or a good faith and diligent attempt to make a personal accusation has been made, and a written charge has been filed with the Chief Justice in accordance with these procedures.

If an accused student chooses to resign from the College, the Office of the Dean of Students shall direct that the student's official records, including his or her transcript, shall carry the designation, "Resigned under suspicion of violation of the Honor Code." The student may meet with the Vice President for Student Affairs to discuss the issue. If the accused reports to the Chief Justice within twenty-four hours, the Chief Justice shall, upon receipt of the accuser's written accusation, immediately provide to the accused the following information: (1) a copy of the written accusation, (2) a copy of the Honor Code, (3) a list of all students trained as Student Counsel who may, if selected by the accused, serve as the accused's Student Counsel, and an explanation that the accused is free to select any student as his or her Student Counsel. The Chief Justice shall then commence an investigation in accordance with these procedures. The accused's decision to report himself or herself to the Chief Justice, rather than resign from the College, does not infer guilt. Rather, by reporting to the Chief Justice, the accused demonstrates his or her willingness to cooperate with the honor system.

If an accused student fails to resign and fails to report to the Chief Justice within twenty-four hours following a personal accusation, the Chief Justice shall proceed with the investigation in accordance with these procedures and shall attempt to contact the accused and provide the accused with the information previously described.

The respective Chief Justices shall immediately report all allegations of suspected Honor Code violations to the Office of the Dean of Students.

Section 5.3: Determining Jurisdiction

Before commencing an investigation, the Council must first determine whether the asserted conduct falls within the jurisdiction of the Honor Code.

Any alleged violations determined to be trivial shall be dismissed. A "trivial" violation of the Honor Code is one with no possible consequence to a matter of legitimate concern of the academic community, or one with no tendency to undermine trust within the community.

Any honor violation alleged to have been committed more than 4 months before confrontation of the accused shall be dismissed unless (1) good cause for the delay has been shown and (2) it is still feasible to hold a fair trial. This shall be determined at the same time as triviality.

In the event the conduct which gives rise to the Honor Code charge is also alleged to violate the College's code of conduct, only one proceeding shall occur. The Vice President for Student Affairs will determine in which forum, the Judicial System or the Honor System, the charges would be most appropriately adjudicated. The decision of the Vice President for Student Affairs shall be final and may not be appealed.

Section 5.4: Investigations Of Alleged Honor Code Violations

Upon receipt of (1) a timely written accusation of violation of the Honor Code following a proper personal accusation or (2) a diligent, good faith effort to make a personal accusation, the Chief Justice shall appoint an investigating committee of at least 2 people from among the membership of the Honor Council with jurisdiction over the matter. The investigators shall (1) collect, preserve, and present evidence, and (2) prepare a written report detailing all facts and evidence discovered in the investigation. In the event sufficient numbers of Honor Council members are unavailable to serve as investigators, the Chief Justice may appoint one or more members from the general student body of the academic unit having jurisdiction.

The investigators shall meet with the accused, the accuser, and all material witnesses. They shall seek to gather all relevant evidence and shall prepare a written report detailing all facts and evidence discovered during their investigation. The written report shall not contain their opinions on ultimate issues of guilt or innocence, or of witness credibility or reliability of evidence. Both the accused and the accuser shall have the option of submitting a written statement to be included in the investigators' report.

The investigation and written report shall be completed within seven days of the Chief Justice's receipt of the written accusation. If the investigators are unable to complete the investigation and report within this seven day period, they may request a reasonable extension from the Chief Justice. If such an extension is granted, the Chief Justice shall promptly inform all concerned parties of the new deadline for completion of the investigation.

Section 5.5: Sufficient Evidence Hearing

Upon completion of the investigation and written report, the council shall convene a three person panel to determine whether there is sufficient evidence to proceed with a hearing. If the panel determines that there is insufficient evidence, the charge will be dismissed and no further proceedings will occur. If at least two-thirds of the members of the panel determine that sufficient evidence exists, the matter will proceed to a hearing before the Honor Council.

The Chief Justice shall then provide the accused with a brief written statement of the Panel's determination and a copy of the Investigators' written report detailing the facts and evidence gathered to this point.

The decision of the Panel on whether there is sufficient evidence to proceed with a hearing is final and no appeal may be taken.

Section 5.6: Hearings On Honor Code Offenses

As soon as possible following the sufficient evidence determination, the Chief Justice shall meet with the accused and his or her Student Counsel, if the accused has chosen one, and, if not previously provided, shall provide the following: (1) a copy of this Honor Code; (2) a copy of the written accusation; (3) written notice of the date, time and location of the hearing; and (4) copies of all documentary evidence and a written summary of the substance of non-documentary evidence gathered by the investigating committee; and (5) an explanation of the standards and procedures that will be followed at the hearing.

Hearings on allegations of Honor Code offenses shall be held as soon as reasonably possible, but in no event less than seventy-two hours before or more than two weeks after the determination of sufficient evidence, unless the Chief Justice extends the time for good cause. Hearings shall not be conducted in conflict with the religious practices of the accused or the other parties involved in the process and shall, to the extent feasible, be scheduled to accommodate the schedules of the accused, the accuser and other material witnesses.

Hearings shall be conducted in a fair and equitable manner so as to provide fundamental fairness to the accused and all other interested parties, including the accuser. Formal rules of evidence shall not apply in Honor Code proceedings. Relevant hearsay evidence with adequate indications of reliability may be considered. Relevant documentary and tangible evidence may be considered if adequately authenticated with indications of reliability.

Hearings shall be conducted before a panel of six Honor Council justices, appointed by the Chief Justice of the Honor Council with jurisdiction over the matter. All six members of the panel shall be selected from the membership of the Honor Council having jurisdiction. The Chief Justice shall, where possible, serve as the presiding judge, and shall rule on all procedural and evidentiary issues incident to the hearing. If, due to bias or other conflict, the Chief Justice is unable to serve as presiding judge, the Chief Justice shall appoint a member of the Honor Council, who is not one of the six justices on the hearing panel, to serve as presiding judge. The Chief Justice shall appoint one member of the panel as secretary, who shall keep an accurate record of the proceedings for purposes of deliberations on the verdict and/or sentence, and for student appeals if the tape recording is incomplete. If sufficient numbers of Honor Council members are unavailable in a particular case, the Chief Justice may appoint one or more students from the general student body of that academic unit. The Chief Justice shall make reasonable efforts to summon the attendance of material witnesses for and against the accused. No Honor Council member who has served on the investigating or Sufficient Evidence Panel may be appointed to the hearing panel.

Honor Code hearings shall be closed to the public, unless the accused asserts his or her right to an open hearing. In the event the accused does not request an open hearing, the only persons present at the hearing shall be the members of the Honor Council involved in the hearing, the accused, the accused's counsel as allowed by the other provisions of this code, one advisor or observer chosen by the accused, and witnesses.

If, after having received adequate notice of the date, time and location of the hearing, the accused student refuses to appear or otherwise makes him or herself unavailable for trial without demonstrating to the Chief Justice good cause for postponement, the accused shall have waived his/her right to appear. Under such circumstances, the Honor Council may

hold the trial in the absence of the accused, and his or her absence shall not constitute grounds for appeal of the hearing panel's verdict and recommended sanction. The Chief Justice shall appoint one member of the Honor Council with jurisdiction, not including any member serving as an investigator or sufficient evidence panel-member, to represent the interests of the accused if it becomes necessary to hold a hearing in the absence of the accused.

Section 5.7: Conduct of the Hearing

1. The presiding judge shall remind all participants that the proceedings are confidential, unless the accused has requested an open hearing;
2. The presiding judge shall ascertain that the proceedings are being recorded;
3. The presiding judge shall read the written charge and instruct the other hearing panel members that the accused is presumed to be innocent and must be found "not guilty" unless his or her guilt is established beyond a reasonable doubt.
4. The presiding judge shall admonish all witnesses that they are bound to testify fully and truthfully, and shall secure from each witness an affirmation that he or she will so testify;
5. The Investigators shall be permitted to present the evidence.
6. The accused and/or his or her Student Counsel shall be permitted to present their case.
7. Upon completion of presentation of evidence, the presiding judge shall instruct the six hearing panel members as to the relevant code section(s) and shall remind the panel that the accused is to be found "not-guilty" unless five of the six panel members determine that the accused is guilty beyond a reasonable doubt. The presiding judge shall explain to the hearing panel that reasonable doubt is doubt which an ordinary student might entertain, not imagined doubt or doubt which a student might create in order to avoid the unpleasant duty of finding guilt. The hearing panel shall then promptly convene in private to determine the guilt or innocence of the accused. The presiding judge shall not be present for, or in any way participate in, the panel's deliberations. No recording or record of the panel's deliberations may be made. The accused shall be found "not guilty" of the charge unless at least five of the six members of the hearing panel find that the accused's guilt of the charge is supported beyond a reasonable doubt. When the panel has made its determination, the presiding judge shall immediately inform the accused of the verdict.
8. If the accused is found "guilty" of the charge, the hearing panel shall reconvene to determine the appropriate recommended sanction. The sanction hearing shall be held as soon as possible following a determination of guilt. Ordinarily, the sanction hearing shall be held within forty-eight hours of the determination of guilt. With the permission of the accused, the hearing may be postponed by the presiding judge in the interest of fairness. In no case, however, shall the sanction hearing be postponed more than seven (7) days after the date of the determination of guilt.
9. A separate sanction hearing is provided to allow the accused to argue without equivocation, if he or she desires, for no sanction or for mitigation. The sanction hearing is not intended to be a forum for the reassessment of the guilt or innocence of the accused. The sanction hearing is to be used solely as a means to determine the appropriate sanction, if any. The presiding judge should limit the introduction of evidence relating to guilt or innocence, unless introduced to show state of mind or some other legitimate purpose related to sanction.
10. After all evidence has been presented, the panel shall convene in private to deliberate over the sanction. No other person shall be present while the panel deliberates, and the deliberation shall not be recorded.

When determining the sanction, the hearing panel may consider the accused's prior record of Honor Code and/or conduct violations, which will be supplied to the panel in a sealed envelope by the Office of the Dean of Students. The envelope containing the accused's prior record may not be opened by the hearing panel unless a determination of guilt has first been made. The sanction to be imposed must be agreed to by at least four of the six panel members.

11. At the conclusion of the deliberations, the presiding judge shall inform the accused of the sanction imposed. The verdict and sanction imposed shall be reduced to writing by the presiding judge and a copy shall be given to the accused. The written verdict shall contain a certification by the presiding judge that at least five members of the panel agreed to a finding of guilt and that at least four members of the panel agreed to the sanction imposed. A copy of the written verdict and sanction, together with the recording of the proceedings and all documentary evidence, shall be transmitted to the Office of the Dean of Students within twenty-four hours. Unless the accused consents to the presence of other persons at the time the verdict is delivered, only the accused, his or her Student Counsel, his

or her spouse and parents, and one advisor or observer chosen by the accused may be present.

SECTION 6: SANCTIONS

In cases of an Honor Code violation, after it has heard testimony concerning sanction, the hearing panel shall begin its deliberations concerning sanction by determining whether separation from the College; suspension, or contingent or permanent dismissal; is the appropriate sanction. Alternative sanctions may be imposed, when, in the judgment of the hearing panel, because of the nature and circumstances of the offense and/or the circumstances of the accused, one or more of the following lesser sanctions are appropriate:

1. Written or oral warning.
2. Recommendation that the student receive a specific grade, including a failing grade, in an assignment or a course, provided, however, that the Honor Council's recommendation is not binding on the faculty.
3. Task/service participation.
4. Restitution.
5. Loss of privileges.
6. Probation with or without specific conditions.
7. Probation with or without specific conditions and with loss of privileges.
8. Other reasonably constructed sanctions.

*See Section VII, Penalties, p. ____ of the Student Handbook for definitions.

All sanctions imposed by the hearing panel must be accompanied by a written finding that explains why the panel determined such a sanction to be appropriate.

SECTION 7: POST-VERDICT REVIEW AND APPEAL

Upon receipt of an Honor Council's written finding of guilt, the Dean of Students, in consultation with the Dean of the school with jurisdiction, shall immediately conduct a post-verdict review of the case, including a review of the recording of the hearing and all documentary and tangible evidence. If the Dean of Students concludes that the verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, handicap, religion, or national origin, or that a material procedural error occurred that may have significantly prejudiced the accused, the verdict may be set aside. If the verdict is set aside because in the Dean's opinion it was based on discriminatory factors or set aside for procedural error, the accused may be re-tried for the offense. If the verdict is sustained, the Dean of Students shall also review the sanction imposed by the Honor Council. The Dean of Students may reduce or modify the sanction upon finding that the sanction imposed is not authorized by the Honor Code. No modification or reduction of sanction shall be made without the written consent of the accused. The Dean of Students shall complete this review within forty-eight hours of receipt of the Honor Panel's written verdict, unless granted an extension for good cause by the Vice President for Student Affairs.

Within five days of receipt of the written decision of the Dean of Students confirming the verdict and sanction of an Honor Council, the accused may appeal the verdict and/or the sanction, including a sanction modified by the Dean of Students with the consent of the accused, to the Appeals Committee by filing a written notice of appeal with the Vice President for Student Affairs. The written notice of appeal shall specify the grounds for appeal and shall be limited to the following:

1. The verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap, or national origin;
2. Material procedural error occurred, which significantly prejudiced the accused;
3. The verdict is not supported beyond a reasonable doubt;
4. The sanction imposed is unauthorized or is unduly harsh, given the circumstances of the offense and/or the circumstances of the accused;

5. New or exculpatory evidence has been discovered which is not merely corroborative, and which could not have been discovered by the accused in the exercise of due diligence, and which, at another hearing on the matter, would likely produce a different result.

Upon receipt of the notice of appeal, the Vice President for Student Affairs shall appoint from the membership of the Appeals Committee a four person appeals panel, composed of one administrator, one faculty member, and two students from the academic unit of the Honor Council which heard the case, who shall not be a member of that academic unit's Honor Council. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s). A fifth Appeals Committee member will be designated as recorder but may not participate in any way (other than as record keeper) in the hearing or deliberations. The appeals panel shall review the appeal and any and all records of the case which it deems advisable, and, within one week from the time appeal was filed, report its decision to the appellant unless the Vice President for Student Affairs, for good cause, decides to extend the time period. Ordinarily this period will not extend beyond two weeks.

The appeals panel may determine either: (1) the appeal is without merit; or (2) the verdict and/or the sanction should be reviewed. If the panel decides that the appeal is without merit, the decision of the Honor Council, as affirmed or modified by the Dean of Students, is final. If the panel decides that the verdict and/or sanction should be reviewed, the Office of the Provost shall review the record of the case, including the recording of the proceedings and all documentary and tangible evidence, and shall, within one week, render a final decision. If the Office of the Provost concludes that the verdict has not been established beyond a reasonable doubt, that verdict shall be set aside and no further proceedings may occur. If the Office of the Provost concludes that the verdict or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap or national origin, or that material procedural error occurred which significantly prejudiced the accused, or that new material, exculpatory evidence has been discovered which, at another hearing, might produce a different result, the Office of the Provost may order the Honor Council to conduct a new hearing with a different council membership. If the Office of the Provost concludes that the sanction imposed is not authorized or is not supported by the circumstances of the case and/or the circumstances of the accused, the Provost may lessen the sanction as appropriate. The action of the Office of the Provost in setting aside a verdict or lessening a sanction is final and no further proceedings or appeal shall occur.

SECTION 8: AMENDMENT

Amendments to this Honor Code may be proposed to the Council of Chairs by any William and Mary student. Such amendments shall become effective when approved by all schools, and approved by the President of the College.

The manner by which each school approves amendments shall be determined by their respective student governing bodies.

SECTION 9: PUBLIC NOTICE

At the beginning of each semester, the Chief Justices of the respective Honor Councils shall compile a brief summary of the cases, charges, verdicts and sanctions for all Honor Code hearings conducted the previous semester. The compilations shall be sent to the editors of the Flat Hat, the William and Mary News, and other campus publications selected by the Council of Chairs, together with a request that the compilations be printed or broadcast in a conspicuous yet tasteful manner. The compilations shall contain no names or other identifying student information.

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