GUIDELINES FOR COMPLIMENTARY SUMMER RESEARCH ROOMS ON CAMPUS

Eligibility Requirements:

• Students must be conducting research that is sponsored by a W&M faculty member. This includes students who are approved by their departments to undertake honors research, as long as they have the endorsement of their thesis supervisors saying that they need to be on campus for collaboration, research consultations, access to library materials, etc.
• Students must conduct research full-time for a minimum of 5 weeks (or the equivalent - e.g., half-time for 10 weeks).
• Housing will be restricted to the specified dates for the first and second summer sessions. To ensure the most effective use of available student rooms, those students conducting research for a period of 5 weeks or less must conduct that research during one of the 5-week summer sessions and should not overlap the two sessions.
• Non-W&M students, including recent W&M graduates, are eligible only when they are working on a project sponsored by a W&M faculty member, such as a National Science Foundation REU program.
• All undergraduate students are eligible. High school students associated with the Virginia Shakespeare Festival and students admitted to an HHMI PLUS program are also eligible. Graduate students normally are not, except in exceptional situations, in which case a rationale must be submitted before the end of March to the Coordinator of Summer School.

Administrative requirements:

• By the end of March, students who wish to request complimentary summer research housing must complete and return to their faculty advisors the appended application form. This form describes the research project, the student’s involvement, and lists the dates for the student’s participation. The sponsoring faculty must agree to this proposal and append his/her signature, before turning in the full application to his/ her own Chair or Program Director by the end of the first week of April. Students on scholarships from the Charles Center (e.g. Monroe scholars) should ask their faculty advisor to submit their application to the Director of the Charles Center.

• For summer 2013 the Director of the Charles Center and each Department Chair or Program Director will receive a predetermined number of beds for him or her to distribute according to departmental priorities. These numbers will be calculated on the basis of the average need for beds within that same department or program in 2011 and 2012. Students whose research is covered by an internal scholarship or external grant
should be given priority in the distribution of these beds. If for some unexpected reason the number of such scholarship- or grant-sponsored students should be exceptionally high within a particular department or program, special requests (with accompanying rationale) may be made to the Coordinator of Summer School, who will have a few additional beds to be distributed at her discretion and in consultation with the Dean of Undergraduate Studies.

- The Director of the Charles Center and each Department Chair or Program Director will compile an official spreadsheet (provided by the Dean’s Office) with the names and personal information of his or her successful applicants. A complete package with all this information should be turned in to Dorothy Reyes in the Dean’s Office by April 15 so that it can be collected into a single document to be forwarded to Residence Life by the last full week of April.

- Late applications will be accommodated on a space-available basis.

- Complimentary research housing is a privilege. Students/researchers are required to abide by the William and Mary Student Code of Conduct. Those who violate these policies risk having their access to complimentary housing revoked. Summer research housing privileges could be revoked immediately if the nature of the misconduct warrants such. College administrators in consultation with the Department Chair or Program Director and/or the sponsoring faculty member will determine appropriate corrective action.

- In instances of non-W&M student misconduct, sponsoring faculty will be notified by the college administrator who brings the complaint.

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