



William & Mary Graduate Arts & Sciences

Graduate Student Handbook

A Compilation of University Policies and Regulations
Applicable to the Research, Work, and Life of Graduate Students
in Arts & Sciences

2020-2021

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INTRODUCTION: A NOTE FROM DEAN TORCZON

It is a great pleasure to welcome you to William & Mary, to graduate studies in Arts & Sciences, and to our community of scholars and teachers. This Handbook is intended as a handy reference for a variety of university policies that directly impact graduate students in Arts & Sciences. Please familiarize yourself with the policies enclosed.

While you are here we want you to immerse yourself fully in your studies and teaching. Make use of every resource, from the expertise and wisdom of your faculty to the professional development opportunities offered through the [A&S Graduate Center](#) (our [GRAD courses](#), in particular), through the activities offered by the [Graduate Student Association](#) for Arts & Sciences ([Journal Club](#), in particular), through special programming with both the [Cohen Career Center](#), and [W&M Libraries](#) staff. My goal as Dean of Graduate Studies and Research is to provide you with an enriching, nurturing, and challenging environment that will prepare you for future success.

As you look ahead, I encourage you to be mindful of the professional opportunities we provide as well as the possibility for recognition for outstanding efforts in research, mentoring, leadership, and service. These include:

- [Supplemental funding](#) for research and conference travel;
- [S. Laurie Sanderson Awards for Excellence in Undergraduate Mentoring](#), in recognition of A&S graduate students who provide outstanding undergraduate mentoring in scholarship and research outside of classroom teaching;
- The [A&S Graduate Faculty Mentoring Award](#), which allows you to recognize a member of the A&S faculty adept at graduate mentoring;
- [Carl J. Strikwerda Awards for Excellence](#);
- [Distinguished Thesis and Distinguished Dissertation Awards](#);
- The university-wide Thatcher Prize for Excellence in Graduate and Professional Study.

The generous and supportive members of the [Graduate Studies Advisory Board](#) have provided funding for the awards available exclusively to graduate students and their faculty in Arts & Sciences.

If you receive a prestigious external prize, award, or fellowship, please let me know and we will work to secure a [William & Mary News](#) story to further publicize such a major accomplishment. Publicizing your academic achievements brings broader recognition to you for your accomplishments, and helps us attract more support for you, your graduate program, and future Arts & Sciences graduate students.

As you will quickly come to know, our academic community is friendly – you can seek guidance and advice from anyone on campus. I encourage you to [contact me](#) if you think there are ways we can improve your graduate experience. The [Graduate Ombudsperson](#) can be contacted for consultation should you encounter any situations for which you seek advice or help.

I look forward to working with you over the coming years.

Virginia Torczon
Dean of Graduate Studies and Research

All students at William & Mary are bound by the regulations noted within the Student Handbook. The university reserves the right to make changes in the procedures and regulations contained within the Handbook at any time. The Handbook contains important information about the university's expectations regarding student conduct, student rights and responsibilities, and relevant processes and procedures to address alleged misconduct. The Honor Code and its procedures are also included in the Handbook. The web address is www.wm.edu/studenthandbook. For more information or consultation, contact Community Values & Restorative Practices, 221-2509.

The Office of the Dean of Students has a special page of resources for both students and faculty regarding the Honor Code on its website: www.wm.edu/honor. This page contains information and guidance regarding creating a climate of honor in the classroom, model syllabus language, FAQs, and preventing and addressing student classroom misconduct.

THE HONOR CODE

One of the most significant traditions at William & Mary is its student-administered honor system. The essence of the honor system is individual responsibility; students are empowered to both maintain and enforce the Code and its underlying principles.

The Honor Code sustains a documented history that dates back to at least 1736. Today, students administer the Honor pledge to each incoming student and educate faculty and administration on the relevance of the Code and its application to students' lives at the university. Students administer the Code through six Honor Councils and the Council of Chairs.

The Honor Code prohibits **lying**, **cheating**, and **stealing**. For definitions of each offense, view [Honor System, Section 2: Infractions](#) of the [Student Handbook](#).

- [Read the Honor Code](#)
- [Report a Violation](#)

THE PLEDGE

"As a member of the William and Mary community, I pledge on my honor not to lie, cheat, or steal, either in my academic or personal life. I understand that such acts violate the Honor Code and undermine the community of trust, of which we are all stewards."

THE HONOR COUNCILS

William and Mary's Honor Council consists of [six councils](#): Undergraduate, Education, Law, Marine Sciences, Business, and Arts and Sciences. The governing bodies of each of these entities determine the criteria for selection/election of their officers and council members. Please navigate to each council's page using the link above.

Ours is the oldest student honor code in the nation and now you are a part of it. We also work to uphold a safe and appropriate living/learning environment for all students reflected by the standards in our Code of Conduct.

HONOR CODE 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 presentation of false information with the intent to deceive. Lying includes, but is not limited to:

1. Misrepresenting oneself or one's accomplishments for the purpose of gaining an academic advantage or an advantage in opportunities for employment or other co-curricular opportunities;
2. Falsifying College documents including alteration or forgery;
3. Providing false or misleading information to Honor or Student Conduct members during the course of an investigation or hearing of an alleged violation of the Honor Code or Student Code of Conduct. Lying within this context may be charged as a separate offense.

2. **CHEATING** includes, but is not limited to:

1. **Plagiarism:** the presentation, with intent to deceive, or with disregard for proper scholarly procedures of a significant scope, of any information, ideas or phrasing of another as if they were one's own without giving appropriate credit to the original source.

- a. One commits plagiarism when one includes the words of another without quotation or when one includes the substantive work of another without properly crediting the source with footnotes, quotation marks, or other appropriate citation.
- b. A student's intent may be inferred based on the extent and context of the improperly cited material and whether the student has provided false citation or has manipulated the original text such that a reasonable person may conclude the student did so in order to avoid detection.
- c. Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter, and the instructor may determine whether an academic penalty should be applied without pursuing resolution under the Honor Code. But any intentional acts of plagiarism or disregard for scholarly procedure of a significant scope should be treated as a violation of the Honor Code and addressed under either Sec. VIII or Sec. IX below.

2. **Unauthorized Assistance/Collaboration:** giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations. Unauthorized assistance includes providing information to another about an assignment or examination prior to the conclusion of the administration of such exams/assignments to all related sections of the course unless permitted by the instructor.

3. **Use of Unauthorized Materials:** using or consulting unauthorized materials (including electronic materials) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations.

4. **Unauthorized Dual Submission of Previous Academic Work:** 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 from the appropriate instructor(s).

5. **Time Constraint Violation:** intentionally commencing work or failing to end work on any examination, test, quiz, or assignment according to the time constraints imposed.

6. **Directions Violation:** failing to follow instructions for an assignment or examination despite knowing or having reason to know that such conduct would result in an unfair academic advantage.

3. **STEALING** is knowingly taking or appropriating the property of another, including property of the College, without the rightful owner's permission and with the intent to permanently or substantially deprive the owner of the property. One does not receive rightful permission if it induced by fraud or deception.

THE STUDENT CONDUCT PROCESS

In addition to the Honor Code, students are responsible for compliance with the Student Code of Conduct. Complainants should discuss concerns with members of the Office of Student Conduct and submit a report, using our online report form (www.wm.edu/deanofstudents/report), if appropriate. Upon receipt of a report alleging one or more violations of College policies, the Director of Community Values & Restorative Practices reviews the report to determine if it alleges a matter of concern warranting a meeting with the student and a possible disciplinary action. Students are asked to meet with a staff member in an Information Session. During the session, the Director's representative reviews the report with the student, explains the conduct process (including the student's options for addressing the report), and informs the student of his or her rights.

If the student wishes to discuss the report, the student may do so; however, students are not required to discuss it during this initial meeting. If the student wishes to discuss the incident, and the hearing officer concludes that there is insufficient information to support a violation, the hearing officer may dismiss the case or conduct a further investigation. If after investigating the matter, the hearing officer concludes that sufficient information exists, the officer will charge the student with one or more specific violations under the Code of Conduct.

If you have questions or concerns about the reporting process, you may contact Community Values & Restorative Practices at 757-221-2509.

For more information about this process, please visit the website for [Community Values and Restorative Practices](#).

REPORTING A POSSIBLE HONOR CODE OR STUDENT CODE OF CONDUCT VIOLATION

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. Use the university's [Public Incident Report Form](#) to report a possible violation of the Honor Code or the Student Code of Conduct.

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, resigning from the College or reporting himself or herself to the Chief Justice of the Honor Council with jurisdiction over the matter; (4) within twenty-four hours after the personal accusation, whether the accused student has reported to the Honor Council or resigned 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.

For more information on reporting, see Section VII: Reporting Violations of the Honor Code at www.wm.edu/deanofstudents/report.

CODE OF ETHICS

Integrity is one of the core values of William & Mary. Thus, we are committed to lawful and ethical behavior in all of the university's activities. At William & Mary, we insist that all members of the university community – our board members, employees, students, and volunteers – comply with all laws, regulations, policies and ethical norms applicable to them. More generally, we are to be honest, fair, and trustworthy ourselves and to take care that other members of the university community are also.

We, as members of the William & Mary community, will:

- 1. Obey the laws, regulations, and policies applicable to our university activities.*
- 2. Protect and preserve university resources and ensure their proper use.*
- 3. Avoid both conflicts of interest and the appearance of such conflicts.*
- 4. Safeguard confidential information.*
- 5. Make procurement decisions impartially and objectively.*
- 6. Maintain effective internal controls to safeguard the regularity and integrity of our activities.*
- 7. Treat other people with dignity and respect, ensuring there is no discrimination or harassment at William and Mary.*
- 8. Report any illegal or unethical action that comes to our attention, so the university can investigate and take corrective steps.*

This Code of Ethics was adopted by the Board of Visitors of the College of William & Mary on April 17, 2009. It applies to William & Mary and the Virginia Institute of Marine Science.

More: <https://www.wm.edu/offices/compliance/policies/index.php - codeofethics>

REPORTING CONCERNS OR VIOLATIONS

The goal of a university [compliance & ethics program](#) is to help employees do their jobs in compliance with the law and [university policies](#). But prevention isn't perfect. There are many ways for people to report misconduct and bring unethical conduct or violations to light. There are also some matters that employees *must* report. [Information about mandatory reporting requirements](#) is available online.

- William & Mary's [Whistleblower Policy](#) may be used to report violations. The policy prohibits retaliation against someone for filing a report.
- There are special resources and procedures for reporting Title IX issues -- sexual violence and other sex-based discrimination. Please visit the [sexual violence reporting website](#).
- There are dedicated procedures for certain types of misconduct, such as honor code violations by students or employee grievances.
 - [Reporting Options for Students](#)
 - [Reporting Options for Faculty or Staff](#)
 - [Reporting Options for Parents, Alumni, or Others](#)

More information: <https://www.wm.edu/report/index.php>

If you have questions regarding your reporting obligations, please contact the [Chief Compliance Officer](#).

MANDATORY REPORTING

William & Mary's [Code of Ethics](#), adopted by the Board of Visitors in 2009, obligates all members of the university community to report any illegal or unethical conduct that comes to their attention, "so the university can investigate and take corrective steps." The Code of Ethics is focused on illegal or unethical conduct by members of the W&M community relating to the W&M community; we call this "misconduct". Criminal conduct that poses a threat to the safety of the campus must also be reported; these reports should be made to the [William & Mary Police](#).

There are many ways to make reports, file complaints, or otherwise bring to light violations or concerns. The Office of Compliance & Equity has information about the different [reporting and complaint mechanisms](#). The [Chief Compliance Officer](#) can accept reports and provide information.

Specific Reporting Obligations

In addition to the general reporting requirement in the Code of Ethics, there are specific reporting requirements imposed on university employees by law and university policy. **If you are receiving a stipend, you are considered an employee of the university and the following reporting obligations apply to you:**

1. All employees must report actual or suspected child abuse (abuse of a minor), under state law. Such incidents must be reported to the Department of Social Services (1-800-552-7096) within 24 hours.
2. Campus Security Authorities (who are notified annually of their status) must report to W&M Police (757-221-4596) certain types of criminal conduct ("Clery Act crimes") occurring on campus or W&M-controlled property, under the university's Crime Reporting Policy.
3. All employees must report their own criminal conviction of certain drug or alcohol law violations to their supervisor, under state policy.
4. All employees (except for those working in the Counseling Center, Student Health Center, or the Haven, and a very few other "confidential resources") must report certain instances or situations of sexual harassment or sexual violence:
 - Sexual harassment affecting a student, including sexual violence such as sexual assault and non-consensual sexual intercourse, and
 - Sexual violence occurring on campus or W&M-controlled property (our "Clery Act geography")

These reports should be made to the [Title IX Coordinator](#). The best way to file a report is through the online form available at <http://www.wm.edu/titleix/form>.

5. Faculty, supervisors and managers must report any incidents or complaints of discrimination or harassment that impact another employee for whom they have supervisory responsibilities, under the [Policy on Discrimination, Harassment, and Retaliation](#).
6. All employees must report threats and acts of violence.

University employees in certain positions or who are engaged in certain activities, such as grant-sponsored research, may be subject to additional reporting requirements.

REQUIRED TRAINING ON PREVENTING SEXUAL MISCONDUCT

The Haven Training

William & Mary seeks to provide an environment where everyone can live, study, and work without harm or discrimination. Adhering to the philosophy of One Tribe–One Family, the university relies on active bystanders like you to help prevent misconduct. In recognition of the important work that graduate students do as teaching assistants (TAs) and various other roles working directly with undergraduate students, the university is assigning you the same training completed by Faculty and Staff. This training was named for The Haven, W&M's confidential resource center for those affected by sexual misconduct; the online program is called "**Haven for Faculty & Staff.**" This program covers sexual harassment, relationship violence, sexual assault, and stalking. The training speaks to situations that students and staff may experience. This training will help you understand your obligations—particularly your duty to report—and will educate you about W&M policies and resources.

All A&S graduate students are required to complete the Haven training module **no later than December 6, 2019. Failure to complete the mandatory Haven training will result in a hold being placed on your student account, which means that you will be unable to register for classes for Spring 2020** until the training has been completed. All A&S graduate students must be registered to remain in good academic standing. Further, A&S graduate students appointed as graduate assistants must be registered as full-time students to continue to receive any form of financial assistance.

To begin the Haven training, follow this link: <https://haven.wm.edu/facultystaff.php>.

The module presents information through audio/video, written text, and short interactive exercises. It covers relevant laws, institutional policies/procedures, and on- and off-campus resources. Scenarios presented involve various types of gender-based violence, including sexual harassment, stalking, intimate partner violence, and sexual assault.

If you are concerned that the course might trigger memories or otherwise cause you distress, it may be helpful to know more about the course. An [outline of the course content](#) is available online. You may also want to [visit The Haven, W&M's confidential resource center](#), located in the Campus Center.

If you have any concerns about encountering the course content in this format, please contact Latisha Brown, lsbrown02@wm.edu or 757-221-2743.

If you or someone you know need to talk about an experience with gender-based violence, we invite you to reach out anonymously to the national, 24-hour helpline at 1.800.656.HOPE (4673).

DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

As graduate students you have a unique opportunity to foster a climate that welcomes and accommodates a diverse student population. You are also subject to university policies prohibiting discrimination, harassment, and retaliation. Please familiarize yourself with these policies and with the resources and reporting outlets available to you. Remember that anyone who raises a complaint or concern is protected from any form of retaliation.

University Policies

William & Mary is committed to providing a discrimination and harassment-free environment for its students and employees. This commitment is expressed in W&M's Code of Ethics, its Statement of Rights and Responsibilities, and other policies and procedures.

[The Discrimination, Harassment and Retaliation Policy](#) gives each member of the university community (in their dealings with the institution and in professional interactions with members of the university community) the right to be free from discriminatory treatment based on any personal factor unrelated to qualifications or performance. Such "irrelevant personal factors" include (without limitation) race or color, citizenship, national origin or ethnicity, ancestry, religion or creed, political affiliation or belief, age, sex or sexual orientation, gender identity or expression, physical or mental disability, marital status, pregnancy status, parental status, height, weight, military service, veteran status, caretaker status, or family medical or genetic information. Unless otherwise constrained by law, William & Mary is committed to providing an environment free from discrimination based on any irrelevant personal factor for its students, employees and others present within the community.

Discrimination is conduct based on any irrelevant personal factor that:

- Adversely affects a term or condition of an individual's employment, education, or participation in a university activity, or
- Is used as a factor in a decision affecting an individual's employment, education, or participation in a university activity, or
- Constitutes harassment that creates a hostile environment or quid pro quo sexual harassment, each as explained below.

Failure to provide reasonable accommodations for a person's disability or religion as required by law, or any other violation of a disabled person's rights under applicable anti-discrimination laws is also considered discrimination. W&M makes reasonable modifications and adjustments to its programs and activities for qualified students with disabilities as required by law, under the [Student Accommodation Policy and Procedure](#). W&M also makes reasonable modifications, changes, or adjustments to jobs, work conditions and work environment for qualified employees with disabilities, or to the job application process for applicants, as required by law, under the [Employee Reasonable Accommodation Policy and Procedure](#).

Harassment is unwelcome conduct based on an irrelevant personal factor. Harassment violates this policy when it creates a hostile environment. A hostile environment exists when harassment has the purpose or effect of unreasonably interfering with a person's work or educational performance or participation in a university program or activity, or is sufficiently severe or pervasive to create an intimidating, hostile, or offensive work or educational environment.

Each situation must be considered in context to determine if harassment has occurred. Conduct alleged to constitute harassment is evaluated from the perspective of a reasonable person.

Sexual harassment is harassment based on *sex, gender, sexual orientation or gender identity*. Sexual harassment can take the form of hostile environment harassment, discussed above, or "quid pro quo" harassment. A hostile environment can arise from sexual harassment even if the conduct is not sexual in nature, so long as the conduct is based on sex. For example, a female supervisor who regularly and severely criticizes her male employees because she prefers working with women is harassing her male employees because of their sex, even if the supervisor has no sexual or romantic interest in any of the employees and is not engaging in sexual conduct. A supervisor who makes disparaging remarks about

sexual orientation in front of an employee who is openly homosexual could be creating a hostile work environment if the unwelcome conduct is severe or pervasive.

Quid pro quo is a Latin phrase meaning “this for that.” **Quid pro quo sexual harassment** is unwelcome conduct of a sexual nature, including sexual violence, when:

- Submission to such conduct is made or threatened to be made a term or condition of employment, education, or participation in a university activity; or
- Submission to or rejection of such conduct is used or threatened to be used as a factor in a decision affecting employment, education, or participation in a university activity.

Quid pro quo sexual harassment most often occurs when one person has power or authority over another. In part because of this, the [Consensual Amorous Relationships Policy](#) prohibits certain sexual or romantic relationships between people in unequal positions. But sexual harassment (of any type) can occur between individuals of equal status or rank. Similarly, an employee can engage in prohibited sexual harassment by sexually harassing a supervisor.

Sexual harassment can occur between persons of the same sex or members of different sexes.

Sexual violence and sexual misconduct are physical acts made against someone’s will or without their consent. Sexual violence and sexual misconduct take different forms, and often constitute sexual harassment.

Sexual misconduct is actual or attempted:

- Sexual assault (most commonly non-consensual sexual intercourse or fondling)
- Relationship violence (domestic or dating violence)
- Sexual exploitation
- Stalking

The forms of sexual misconduct are defined and explained in the Policy on [Sexual Misconduct, Relationship Violence, and Stalking](#).

Retaliation is prohibited at William & Mary. The university takes action to protect individuals from retaliation and to address any retaliatory behavior that occurs. Retaliation occurs when an employer takes materially adverse action against a person for engaging in protected activity and there was a causal connection between the retaliation and the employer’s action. A person engages in a protected activity when he or she opposes, reports or complains about discrimination, such as by reporting harassment. Adverse action against an employee or student based on their relationship or association with another person who engages in protected activity is also prohibited retaliation.

Examples of adverse action include: firing, denial of a promotion, lowering a grade, unjustified negative performance evaluations and reports, increased supervision or scrutiny, sudden enforcement of previously unenforced policies, exclusion from activities or privileges open to others, or any other action that would deter a reasonable person in the same circumstances from filing a complaint or engaging in protected activity.

Reports of discrimination or retaliation should be made promptly to the Office of Compliance & Equity (reportconcern@wm.edu) or other appropriate university office or officer. Reporting options and resources can be found on the web at www.wm.edu/report.

The full text of the referenced policies is available on the university’s website at www.wm.edu/policies/discrimination and www.wm.edu/policies/sexualmisconduct.

Graduate students are also subject to the [Student Code of Conduct](#), included in the [Student Handbook](#). Please familiarize yourself with these important policies.

OBLIGATIONS TO REPORT DISCRIMINATION & HARASSMENT

As a graduate student, if you are receiving a stipend you are considered an employee of the university. Under Title IX, you are considered a “responsible employee,” which is described as an employee whom a student or other employee might reasonably believe has the authority to respond to a complaint or report of sex discrimination or harassment. When you are notified of potential sex discrimination, the university is deemed to be on notice of the discrimination and has a duty to respond.

1. All William & Mary employees (with the exemption of a small number of “confidential resources”) must report sexual misconduct, including sexual harassment and sexual assault, impacting a student or employee, and
2. All William & Mary employees must report sexual violence (defined by Virginia state law as “physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent”) occurring on the university’s [Clery Act Geography](#), regardless of whether or not it involves a student or employee.

Under the [Policy on Discrimination, Harassment, and Retaliation](#), all faculty and employees with supervisory or managerial responsibilities are required to report all incidents of discrimination, harassment, or retaliation of which they become aware. The reporting duty is triggered when you, in your capacity as a supervisor, become aware of a specific incident involving specific member(s) of the W&M community. You may become aware of an incident in many ways, including:

- a student or employee making a complaint to you, whether in writing or orally
- witnessing a situation that you (or a reasonable person in the circumstances) would believe to be discrimination, harassment, or retaliation
- someone telling you about an incident involving others (we call this a "third party" report).

When you make a report, it must include all relevant information that you have. This includes names (if you know them). If you are unsure of your reporting obligations in a particular situation, contact the Office of Compliance & Equity at 757-221-3146 or reportconcern@wm.edu for guidance. Reporting options and mechanisms are available at www.wm.edu/report.

If you **experience** any form of sexual misconduct or are discriminated against or harassed, you may file a first-person report in the same manner as you would file a mandatory report. You are not required to do so though, and you may choose to seek [confidential resources on campus](#), which include the Counseling Center, Student Health Center and the Haven.

Fulfillment of your reporting obligations:

- Helps W&M fulfil its commitment to creating a discrimination and harassment-free environment for its faculty and staff;
- Avoids reports or complaints being mishandled or ignored;
- Helps W&M fulfil legal expectations that incidents brought to the attention of supervisors or other employees with certain authority will be addressed;
- Helps prevent illegal retaliation;
- Does **not** mean that you, the person making the report, have validated or verified the incident - validation happens only through investigation and adjudication under established complaint procedures;
- Does **not** mean that all concerns or issues will be formally investigated—each report is assessed to determine the appropriate institutional response, with consideration given to many factors including the wishes of the person allegedly impacted by the incident.

KEY RESOURCES:

- [The Dean of Students Office](#), described in detail in this Handbook. (757) 221-2510 (Voice) or deanofstudents@wm.edu
- **Pamela Mason, Chief Compliance Officer and Title IX Coordinator**, 757-221-3146 or pmaso@wm.edu. The Chief Compliance Officer has overall responsibility for the university's [compliance and ethics program](#). This program, founded upon William & Mary's Code of Ethics, coordinates the many things the university does to prevent, detect, and remediate misconduct -- illegal or unethical conduct. The Office coordinates W&M's discrimination, harassment, and sex- and gender-based violence prevention and response. The Office responds to reports and complaints of discrimination and harassment, including by conducting investigations.
- [The Office of Diversity & Inclusion](#) is actively engaged in enriching the diversity of William & Mary's faculty, students, and staff. Central to the university's mission is provision of a climate that is welcoming to all people. The Office of Diversity & Inclusion spearheads the university's affirmative action and diversity efforts. As a part of that mission, it helps to prevent discrimination and harassment. Diversity & Inclusion is committed to creating a College community that is representative and inclusive of individuals with different backgrounds, talents, and skills, and works to ensure that William & Mary is a community where all faculty, staff, and students feel supported and affirmed. William & Mary is an equal opportunity/affirmative action employer and complies with all applicable laws regarding non-discrimination and affirmative action in admissions, hiring, and all other programs and activities.
- [Arts & Sciences Graduate Ombudsperson](#). *The Graduate Ombuds is **not** a confidential resource for sexual violence reports.* Any student enrolled in graduate studies in A&S who seeks in good faith to raise a question, resolve a problem or talk about a concern regarding graduate studies in A&S has the right to contact and meet with the Ombudsperson during normal business hours to discuss his/her problem or concern.

CONSENSUAL AMOROUS RELATIONSHIP POLICY

Introduction

Because romantic relationships can create conflicts of interest and concerns regarding power dynamics in professional settings such as in the classroom, certain consensual romantic relationships are prohibited at William & Mary. In Spring 2019, the Faculty Assembly reviewed the Consensual Amorous Relationship policy in the Faculty Handbook. As a result of this review, a discussion ensued about the place of graduate students within this policy because graduate students frequently occupy simultaneous roles on campus as students as well as instructors and mentors, and therefore hold many of the responsibilities carried by faculty. During the 2019-2020 academic year, the Faculty Assembly has committed to further review and revision, and to include graduate students in these discussions, to better take the roles of graduate students into account. The full policy as it stands can be found in the Faculty Handbook; the relevant sections are excerpted below.

The CAR Policy in Brief

The prohibitions on the kinds of relationships covered in the policy for faculty also apply to you as graduate students regarding amorous relationships with undergraduates whom you may one day oversee in a classroom or lab setting, or with faculty at William & Mary. When serving in a faculty-like role in the classroom or lab, graduate students, like members of the faculty, are prohibited from engaging in consensual amorous relationships with undergraduates.

Faculty are prohibited from knowingly engaging in a consensual amorous relationship with a graduate student enrolled within the same academic unit (e.g. Arts & Sciences or Education) and/or with a graduate student for whom they hold an evaluative, collaborative or supervisory role.

Requests for exceptions to this policy, in exceptional circumstances, should be submitted to the Dean of the Faculty of Arts & Sciences. You should direct questions about this policy and how it applies to you to your Department Chair, Program Director, or Director of Graduate Studies, or to the Arts & Sciences Graduate Ombudsperson.

The Current Policy for Faculty (April 2019)

The College prohibits any faculty member, including part time faculty, from knowingly engaging in a consensual romantic and/or sexual relationship with any undergraduate student enrolled in a degree-seeking program.

The College prohibits any faculty member, including part-time faculty, from knowingly engaging in a consensual romantic and/or sexual relationship with any graduate or professional student enrolled in a degree-seeking program in the School or, in the case of Arts & Sciences, any department or program in which the faculty member has taught, plans to teach, or holds an appointment.

The College also prohibits such relationships between those graduate or professional students with whom the faculty member has, at the time the relationship begins, any evaluative, collaborative or supervisory role, whether this role is direct or indirect. The phrase "evaluative, collaborative or supervisory role" refers to many faculty roles, both within and outside the classroom, and in all college-sponsored academic, co-curricular, and extra-curricular activities, including but not limited to teaching research collaboration, employment of research assistants, academic advising, coaching (athletics, drama, etc.), advising student activities, service on evaluation committees that confer or recommend the conferral of awards, prizes and other forms of recognition, and thesis committees. A faculty member who is involved in a consensual amorous relationship that does not otherwise violate this policy (including a relationship the appropriate Dean has exempted from this policy) shall recuse him- or herself from any subsequent activity that entails any evaluative, collaborative or supervisory role as defined above with respect to such student.

Relationships that started before appointment of the faculty member and/or the student's enrollment may qualify for an exemption.

MEDICAL & EMOTIONAL EMERGENCY POLICY

The university has a medical/emotional emergency procedure to maintain the safety of individual students, as well as the community. The medical/emotional emergency procedure will be used if a student attempts suicide, makes a threat or gesture of suicide, harms or attempts to harm him or herself or others, or undergoes severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, 221-2510; Residence Life Staff, 221-4314; or William & Mary Police, 221-4596 to alert the counselor on call.

When the university medical/emotional emergency procedures are initiated, a student may not attend classes or university activities or return to a residence hall until he or she has been given clearance to do so by the Dean of Students or her/his designee. Clearance will require the student to demonstrate he or she is no longer in crisis and has taken sufficient steps to address the underlying emotional and/or psychological issues which led to the crisis and steps taken to allow him or her to function in the university environment. Because parental notification and involvement is necessary in order to ensure the safety of students, and to comply with state law, only the Dean of Students or the Vice President for Student Affairs may decide not to involve parents/guardians. The medical/emotional emergency procedure is implemented with sensitivity to students' privacy and academic success. Taking time away from the university to address urgent medical and emotional issues in compliance with this policy does not necessitate negative academic consequences. The Dean of Students office will take measures necessary to allow students to return to school with the same academic standing once health is restored. Students are responsible for the costs of their medical care.

Failure to comply with the provisions of the university medical/emotional emergency procedure may result in disciplinary action through the Code of Conduct. A complete summary of the Medical and Emotional Emergency Protocol may be obtained from the Office of the Dean of Students.

CARE REPORTS

If you suspect a fellow graduate student, an undergraduate, or anyone else in our community is experiencing a significant challenge to mental, physical, or social health, or if you are experiencing these challenges, you can make a report to Care Support Services. Reports can be made anonymously. When students face significant challenges to their mental, physical, academic and/or social health, Care Support Services help in identifying and accessing resources both on and off campus to meet students' needs.

Visit the [Care Support Services website](#) to learn more and to make a Care Report.

INSTITUTIONAL AND FEDERAL COMPLIANCE REQUIREMENTS FOR RESEARCH/TEACHING

Research compliance and safety is overseen by the Vice Provost for Research and Graduate/Professional Studies. Federal Regulations require formal review for certain classes of activity that lead to generalizable knowledge **BEFORE** employees or students begin work. Review is required whether these regulated activities are supported by external or internal funds, whether they are performed as independent or guided inquiries, or as part of normal instruction in a classroom, lab, or practicum, whether they are performed on or off College grounds, and whether they are part of a formal research program or undertaken as the result of academic curiosity on the part of a Professor or Student. Before graduate students can perform the following work for research/teaching, the faculty research advisor must submit a proposal to the appropriate W&M compliance committee(s) and receive written approval.

These classes of work include:

- a) Work involving living human subjects leading to generalizable knowledge (**including** survey research or questionnaires);
- b) Work that involves the use and care of vertebrate animals;
- c) Work that uses or produces radioactive materials; and
- d) Work that involves institutional bio-safety concerns such as:
 - Recombinant DNA
 - Work with any human fluid, tissue or infectious agent
 - Research involving direct or indirect contact with wild-caught animals that may harbor infectious agents.

By law, proposed work in any of the four categories above must be reviewed by duly constituted committees appointed by and reporting to senior William & Mary administrators. Investigators must submit compliance proposals that include detailed, step-by-step procedures to be used in the research. Further, committee review is required for survey work that may be done year-after-year in scheduled classes or laboratories.

Annual renewals are not automatic. Researchers must update protocols annually in order to continue the work. Further, any revision in the authorized protocol during the period covered by the protocol must undergo additional review **prior** to implementation.

Detailed descriptions of the compliance committees, along with guidance for investigators, can be found on William & Mary's [Research Compliance website](#).

William & Mary policy mandates that those individuals who will perform, or intend to perform, a particular activity involving these regulated areas may not judge for themselves whether that activity is exempt from formal review. Therefore, whenever you have any doubt about whether your work might require review, the correct approach is either to submit that work through the Protocol and Compliance Management electronic submission program, or to contact a Committee Chair to discuss it.

RESEARCH AND CONFERENCE TRAVEL POLICIES

If you receive funding from the university to travel in order to conduct research or attend a conference, you must adhere to current travel policies. These policies change frequently, so it is crucial that you work with your graduate program administrator to ensure you follow all policies regarding travel. Policies are available on the [website for the Office of Travel Management](#).

FERPA: Family Educational Rights and Privacy Act

The university protects the privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Virginia Health Records Privacy Act, and provides students with access to their own records in accordance with FERPA. For questions about FERPA, please email the [Office of the University Registrar](#).

In brief, be aware that you may not disclose information about a student without their consent. For instance, you may not provide information about a student's grades to that student's parents without consent. There are exceptions to this policy explained in detail on W&M's [FERPA information page](#).

SOME KEY CAMPUS CONTACTS

Dean of Graduate Studies & Research

Virginia Torczon
Stetson House
757-221-2468
[OGSR's Website](#)
vjtorc@wm.edu

Arts & Sciences Graduate Ombudsperson

Evgenia Smirni
<https://www.wm.edu/as/graduate/about/ombuds/contact/index.php>
esmirni@cs.wm.edu

Dean of Students Office

Campus Center 109
757-221-2510
<https://www.wm.edu/offices/deanofstudents/index.php>
deanofstudents@wm.edu

Reporting and Issue or Concern to the Dean of Students Office

If you have questions or concerns about the reporting process, you may contact the Dean of Students Office at 757-221-2509. If you have an emergency, are in imminent danger or wish to report a crime in progress, please call the William & Mary Police at 757-221-4596 or local police at 911 immediately.
<https://www.wm.edu/report/index.php>

Health and Wellness (Campus Recreation, Counseling Center, Health Promotion & Student Health Center)

Dr. R. Kelly Crace, Associate Vice President for Health & Wellness
Campus Center 219
757-221-1236
<https://www.wm.edu/offices/wellness/>
kelly.crace@wm.edu

Student Health Center

Virginia D. Wells, M.D., Medical Director, Staff Physician
Appointments: (757) 221-2998
Information: (757) 221-4386
Pharmacy: (757) 221-2190
Emergency: 911
sth1th@wm.edu (guaranteed privacy cannot be extended to electronic communication)
<https://www.wm.edu/offices/wellness/healthcenter/index.php>

Counseling Center

Carina Sudarsk-Gleiser, Director
Blow Hall 240
757-221-3620 (24/7)
<https://www.wm.edu/offices/wellness/counselingcenter/index.php>
National Suicide Prevention Lifeline 1-800-273-8255 <https://suicidepreventionlifeline.org/>
Crisis Text Line: Text HOME to 741741 <https://www.crisistextline.org/>
Avalon Center, a local resource for victims of domestic and sexual violence: 24-Hour Helpline 757-258-5051
<https://avaloncenter.org/>

William & Mary Police

Emergencies: 911
Phone: 757-221-4596
<https://www.wm.edu/offices/police/>