

Joint Degree Program Student Policies and Procedures

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Introduction

Welcome to the Joint Degree Program (JDP) between William & Mary and the University of St Andrews. This handbook is designed to provide clear guidelines, expectations, and resources to help you navigate your role as a student leader, peer advisor, or program representative.

Our goal is to ensure that all students have the tools and knowledge they need to:

- Represent the program responsibly and professionally
- Plan and host events smoothly and in compliance with university policies
- Manage funds and resources effectively
- Communicate appropriately with both internal and external audiences

This handbook is a reference point—you do not need to memorize it, but you should be familiar with its contents. The policies and procedures included in this document are the official policies and procedures of William & Mary. They have been compiled here for ease of reference in support of the JDP. When in doubt, you are always encouraged to ask questions or seek clarification from the program directors.

Brands

The following are licensed by both William & Mary and the University of St Andrews and may not be used publicly without permission:

- The **JDP Crest** (and all variations)
 - The names “**William & Mary, St Andrews Joint Degree Program**” and “**Bachelors of International Honours**”
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Purchasing

Funds for **WaMStA** and **Peer Advisors** are managed by the program and must follow university financial policies. Purchases may only be made in one of two ways:

1. **Reimbursement** (with receipts submitted), or
2. **Through the Assistant Director**, who will help you secure the necessary items for your events.

Forms

All events require both a **Pre-Event Form** and a **Post-Event Form**. These forms can be found here.

Pre-Event Form <https://forms.office.com/r/JiUcs51pDH>

Post-Event Form: <https://forms.office.com/r/Zh5jGjaE2c>

- **Pre-Event Form** must include:
 - Event type
 - Location
 - Date & time
 - Expected attendance
 - Room requirements
 - Funding needs
 - Details on allowable vs. non-allowable expenses
- **Post-Event Form** must include:
 - A description of the event
 - Any concerns, comments, or feedback
 - Copies of receipts (if funds were spent)

Reimbursement

Reimbursement is limited to certain expenses, specifically food and non-alcoholic beverages. Alcohol is not eligible.

The following expenses are **not reimbursable** under university policy:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal property (vehicles, clothing, etc.)
- Services to gain entry to a locked vehicle

- Movies charged to hotel bills
 - Expenses related to personal negligence (parking tickets, unpaid tolls, fines, etc.)
 - Entertainment expenses
 - Travel insurance (personal injury, loss, trip interruption/cancellation, etc.)
 - Towing charges
 - Expenses for children, spouses, or companions while on travel status
 - Venmo purchases
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Restricted Purchases

The following purchases are restricted under the Student Leadership Policy and will not be funded:

- Awards and honorariums (plaques, trophies, certificates, gift certificates, scholarships, cash prizes)
- Internal/private social or celebratory activities (formals, ceremonies, initiations, senior send-offs)
- Operational expenses (software, subscriptions, domains, hosting fees, membership fees for individuals)
- Individual admission tickets or entrance fees
- Political or partisan activities
- Religious worship or devotional items
- Activities for which academic credit is received
- Alcohol, tobacco, or related substances
- Memorabilia, yearbooks, photo albums, or organization-branded merchandise
- Salaries or wages
- Apparel for members (clothing/accessories usable beyond event uniforms)
- Single-use plastics
- Printing without a clearly defined purpose

- Financial penalties (late fees, expedited shipping, damages, cancellations)
 - Parking or transportation fees requiring reimbursement
 - Any items/services prohibited by university policy or law
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Contracts for Performers/Services

When hosting an event that involves hiring performers or service providers, the following apply:

- These conditions only apply when university funds are used to pay the provider.
 - **Students may not sign contracts on behalf of the university.** Only designated signers may do so.
 - Work with the appropriate office providing financial support to process contracts.
 - Contracts must be completed **prior to the event**.
 - The contracting process, including payment, can take at least 30 days—plan ahead.
 - The **Speaker/Presenter/Performing Artist/Contractor Agreement** is the preferred document.
 - If another contract is required, it must be reviewed and approved by William & Mary before signing, which may require additional time.
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Rentals

If you wish to rent space—either on campus or off campus—you must discuss this with the **Assistant Director** as early as possible. The university requires a formal process for rentals, and advance notice is necessary to ensure compliance.

Reserving University Vans

University-owned cars and vans may be used by William & Mary student organizations for official College business if the following conditions are met:

- The organization is officially recognized by the university.
- The purpose of the trip is directly related to the organization's mission.

- Written approval is obtained from the **Director of Student Leadership Development**.
- Designated drivers must:
 - Hold a valid operator's license
 - Complete van safety training with W&M Police
 - Have no more than one moving violation in the past year
- Travel is limited to Virginia or within a 250-mile radius of Williamsburg unless otherwise authorized.
- Stops for meals are permitted if on the direct route.

Requests for vehicles must be submitted at least **two weeks in advance** to the **Office Manager in Student Leadership Development (Sadler Center Room 273)**. This allows time for DMV checks and training verification.

Van Safety Training

Training is offered at the beginning of each semester. At least one member of your organization should complete this training to ensure vehicle access if needed. Contact the Office of Student Leadership Development at **(757) 221-3300** for course schedules.

Social Media

General Guidelines

All existing communication guidelines also apply to social media.

Official Spokespersons

Only designated university representatives (Suzanne Clavet and Nathan Warters) may serve as official spokespersons for William and Mary. Peer Advisors nor WaMStA are official spokespersons for the JDP but are a subset of the program. If you are unsure whether a post could be mistaken for an official JDP announcement, consult with the Assistant Director before posting.

Sensitive Topics

Exercise caution when posting about condolences, tragedies, or personal/private matters.

Personal Bias

Personal opinions should not be expressed through university-affiliated accounts. University channels may not be used to promote or endorse products, causes, political parties, or candidates.

Emergency Communications

Emergency communication is the responsibility of the **W&M Emergency Management Team (EMT)**. In emergencies:

- The EMT will post updates via **@WMNews** (Twitter) and **facebook.com/WMNews**.
- Managers of university-affiliated social media accounts may only share/retweet EMT messages with credit.
- Do not alter, reinterpret, or create your own emergency updates.

Employee Usage

The **Virginia Department of Human Resources** requires state employees to use social media responsibly when referring to the workplace. The **W&M Code of Ethics** further requires treating others with dignity and respect, ensuring no discrimination or harassment.

Brand Management

When managing social media for a W&M office, program, or organization:

- Use recommended templates for icons/profile photos.
- Incorporate “wm” into usernames when possible (e.g., wm_admission).
- Reference “William & Mary” or “W&M” in account names, bios, or about sections.
- Maintain high editorial quality (avoid typos, grammatical errors, or low-quality content).
- Mention or tag W&M accounts (@williamandmary on Twitter/Facebook, @william_and_mary on Instagram) and use W&M hashtags where appropriate.

Accessible Content

Social media content should be inclusive and accessible. Use alt text, captions, and clear writing to ensure all members of the community can engage with posts.

Communication to Outside Parties

All external communication should come **from the student perspective** and reflect only your personal experiences with the program or university.

Questions requiring official or non-student information (e.g., admissions, policies, university procedures) must be directed to the program directors. This includes inquiries from:

- Parents
- Prospective students (seeking more than a student perspective)
- Current students (when seeking official guidance)