



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

2023-2024

The handbook is not intended to be an exhaustive account of all policies that apply to graduate students in Arts & Sciences, but rather a helpful compilation of polices deemed commonly applicable. Please refer to the university's [Policy Library](#) and the policies maintained by the [Dean of Students](#) for more complete and detailed information.

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INTRODUCTION: A NOTE FROM VICE DEAN CARONE

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 [Career Center \(Office of Career Development and Professional Engagement\)](#), and [W&M Libraries](#) staff. My goal as Vice Dean for Research and Graduate Studies 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 attendance;
- [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 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.

Christopher D. Carone,
Vice Dean for Research and Graduate Studies

AN INTRODUCTION TO THE WILLIAM & MARY HONOR CODE

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

A student violates the Honor Code if the student engages in dishonorable conduct as defined below. The Honor Code will be applied reasonably in accordance with the examples below. Examples of proscribed conduct are meant to be instructive and not all-inclusive.

A. **LYING:** 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 university documents including alteration or forgery;
3. Providing false or misleading information to Honor or Student Conduct members during the course of an investigation or proceeding of an alleged violation of the Honor Code or Student Code of Conduct. The Council can refer allegation of lying within this context can be charged as a separate violation.

B. **STEALING:** knowingly taking or appropriating the property of another, including property of the university, 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 is induced by fraud or deception.

C. **CHEATING:** including, but not limited to, the following acts:

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. The panel can infer a student's intent 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 would conclude the student did so in order to avoid detection.
 - c. The instructor can address disregard for proper scholarly procedure that is minimal in scope solely as an academic matter and can determine whether an academic penalty should be applied without pursuing resolution under the Honor Code. However, the instructor should treat any intentional acts of plagiarism or disregard for scholarly procedure of a significant scope as violations of the Honor Code and address them 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 could result in an unfair academic advantage.

Note: Specific application of these policies can vary by department or school, and schools, departments, and/or faculty are encouraged to make all students within their programs aware in advance of the particular expectations of their students. Students are expected to be responsible for knowing University, school, departmental and individual instructor policies regarding the Honor Code.

STUDENT CONDUCT

W&M's community values include personal and academic integrity, concern and appreciation for the rights of others, and acceptance of personal responsibility. The Honor Code, the Student Code of Conduct, and other university policies reflect and maintain these values. In the Dean of Students office, the Community Values and Restorative Practices staff are available to provide information to students, faculty, and staff about our community's standards, to provide information about relevant procedures, and to discuss and receive reports related to students or student groups.

The Student Code of Conduct at William & Mary exists to provide a living and learning environment which reflects the values of the university. The chief goals of the conduct system are to assist students in developing personal responsibility, respect for others, and mature behavioral standards. We suggest you become familiar with the [Student Conduct Process](#) by visiting the Dean of Student's website. There you will also find a roster of [Student Conduct Councils](#) and an archive of [Student Conduct Process Outcomes](#).

Please refer to the [Student Handbook \(pdf\)](#) compiled by the Dean of Students for a complete explanation of the Student Conduct and Honor processes.

The Code of Student Conduct provides not only your duties as members of the community, but also your rights—rights to live independently and safely, and rights to be judged academically on a level playing field on the basis of your own effort and ability.

For more information about this process, please visit the website for [Community Values and Restorative Practices](#). If you have questions or concerns about the reporting process, you may contact Community Values & Restorative Practices at 757-221-2509.

REPORTING A POSSIBLE HONOR CODE OR STUDENT CODE OF CONDUCT VIOLATION

We encourage the William & Mary community to report concerns, misconduct or violations of the [Honor Code](#), [Student Code of Conduct](#), and the [Code of Ethics](#) or [other policies](#). The university's [Whistleblower Policy](#) prohibits retaliation against someone for filing a report.

Use this centralized page for reporting any of a variety of concerns or violations:

<https://www.wm.edu/report/student/>

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.

Refer to the [Honor Code Report Process](#) for information regarding proper honor code reporting procedures. The Student Conduct and Honor programs serve to maintain the university community's values and behavioral expectations of its students. The [Honor Code](#) encourages any member of the W&M community to report (after confronting the student in question) lying, cheating and stealing by a W&M student for investigation and resolution.

Violations of the [Student Code of Conduct](#) may be reported to [Community Values & Restorative Practices](#). Note that a special process exists for [reporting sexual harassment and other sexual misconduct](#).

CODE OF ETHICS

Integrity is one of the core values of William & Mary. 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, and respect and strive to eliminate all discrimination or harassment at William & 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 William & Mary on November 22, 2019. It applies to William & Mary and the Virginia Institute of Marine Science.

All members of the campus community are required to abide by university policies, which are developed under the provisions of the university's [Code of Ethics](#). Policy violations may be [reported](#) to the Office of Compliance & Equity at reportconcern@wm.edu.

REPORTING CONCERNS OR VIOLATIONS

There are many ways for people to report misconduct and bring unethical conduct or violations to light. There are also some matters that employees *are mandated by law to report* (see page 8).

William & Mary's [Code of Ethics](#) 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.

- William & Mary's [Whistleblower Policy](#) may be consulted when reporting a variety of violations. This policy prohibits retaliation against someone for filing a report.
- There are special resources and procedures for reporting Title IX issues—sexual violence, sexual harassment, and gender-based harassment or discrimination. Please visit the [Mandatory Reporting Website](#) for details.
- 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](#)

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

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 a “mandatory reporter.” 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 Prohibiting Discrimination, Discriminatory Harassment, Retaliation & Sexual Misconduct](#).
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.

Read more about your mandatory reporting obligations regarding sexual misconduct, and all forms of discrimination, harassment, and retaliation in the pages below.

MANDATORY TRAINING ON PREVENTING SEXUAL MISCONDUCT

William & Mary seeks to provide an environment where everyone can live, study, and work without harm or discrimination. 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 set of online training modules 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 federally-mandated duty to report—and will educate you about W&M policies and resources.

All A&S graduate students are required to complete the online training modules by the deadline set by the Office of Compliance and Equity. **Failure to complete the Title IX training will result in a hold being placed on your student account**, which means that you will be unable to register for classes for the spring semester 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.

You will receive instructions by email from the Office of Compliance and Equity on how to access and complete the training modules online.

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. More information [about the course content](#) is available online. If you have any concerns about encountering the course content in this format, please contact Latisha Brown, lsbrown02@wm.edu or 757-221-2743.

You may also want to [visit The Haven](#) located in the Campus Center. The Haven is W&M's confidential resource center for those affected by sexual harassment, relationship violence, sexual assault, and stalking. Or, 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, RETALIATION, and SEXUAL MISCONDUCT POLICY

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.

William & Mary is committed to maintaining an environment that is free from discrimination, discriminatory harassment, or retaliation based on a person's belonging to or perception that a person belongs to a protected group. Discrimination, discriminatory harassment, or retaliatory misconduct by anyone is prohibited. It will be addressed in a prompt, equitable manner in accordance with this policy and the applicable procedure. [The Policy Prohibiting Discrimination, Discriminatory Harassment, Retaliation & Sexual Misconduct](#) and related federal and state laws that prohibit discrimination are outlined in detail on the website for the Office of Compliance and Equity.

SELECTED POLICY DEFINITIONS

Discrimination is defined as unfair treatment because of a person's belonging to or perception that a person belongs to a protected group and the treatment:

- 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 in the [full policy online](#).

Discrimination also includes 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. The university also 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](#).

Discriminatory Harassment means unwelcome conduct based on a person's belonging to or a perception that a person belongs to a protected group. Harassment violates this policy when it creates a hostile environment.

Hostile Environment means conduct that is sufficiently severe or pervasive such that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the university's education programs and/or activities. Conduct must be deemed severe or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances, including, but not limited to:

- The frequency, nature and severity of the conduct;
- Whether the conduct was physically threatening;
- The effect of the conduct on the Complainant's mental or emotional state;
- Whether conduct was directed at more than one person;
- Whether the conduct arose in the context of other discriminatory conduct;
- Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; and
- Whether the conduct implicates concerns related to academic freedom or protected speech.

Retaliation is any adverse action taken by a respondent or allied third party against a person because the person made a good faith report of discrimination or discriminatory harassment, including sexual harassment or sexual misconduct, or the person is involved in or participated in an investigation or proceeding of such

reported allegation under this policy or under the Policy Prohibiting Sexual Harassment, Gender-Based Harassment or Sexual Misconduct (“Sexual Misconduct Policy”). Retaliation includes, but is not limited to, threatening, intimidating, harassing, coercing or any other conduct that would deter a reasonable person from engaging in activity protected under this policy.

THE UNIVERSITY’S POLICY

A. Misconduct. The following types of conduct as defined in Section III of this policy are prohibited and a violation of university policy subject to sanctions as described in the applicable procedure:

- Disparate Treatment Discrimination
- Disparate Impact Discrimination
- Discriminatory Harassment
- Quid Pro Quo Harassment
- Retaliation

B. Retaliation Separate from Discrimination or Discriminatory Harassment. Separate disciplinary action shall be imposed if there is a finding of responsibility for retaliation. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of sexual or gender-based harassment or sexual misconduct. Retaliation does not include good faith actions lawfully pursued in response to a report of sexual or gender-based harassment or sexual misconduct or adverse actions taken for legitimate non-discriminatory purposes (e.g., employee discipline for tardiness, student honor code charges for separate plagiarism incident).

C. Discriminatory Harassment Standards

The university’s harassment policy is not meant to inhibit or prohibit educational content or the open exchange of ideas inside or outside of the classroom that include relevant or useful concepts and personal beliefs or opinions. Controversial or sensitive subject matters are protected by academic freedom and freedom of speech. Mere words or expression of a belief or opinion that some person finds offensive, standing alone, is not a sufficient basis to establish a hostile environment under the statutes enforced by this policy.

Conduct that substantially interferes with a student, staff or faculty member’s access to education or employment, causes physical or mental harm, or threatens physical or mental harm is considered discriminatory harassment under university policy. In order to find someone in violation of discriminatory harassment, the harassment must create a hostile environment. A hostile environment is established if the harassment is determined to be sufficiently serious (i.e., severe, persistent or pervasive) as to limit or deny a person’s ability to participate in or benefit from an educational or employment program. Conduct alleged to substantially interfere, cause physical or mental harm or threatens physical or mental harm will be evaluated from the perspective of a reasonable person in the alleged victim’s position, considering all the circumstances. Conduct that does not yet rise to the level of a hostile environment can be addressed without imposing punishment to inform the individual that if the conduct continues, it may create a hostile environment.

REPORTING

Reports of discrimination, harassment, 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 procedures can be found with the full policy online.

[The full text of the policy, updated in 2021, and all definitions of terms are available on the university’s website.](#)

POLICY PROHIBITING TITLE IX SEXUAL & GENDER-BASED HARASSMENT

Our community of trust requires that its members treat one another with respect, dignity, and fairness. This policy is designed to foster a safe environment for the members of the William & Mary community.

The university is committed to maintaining an environment that is free from sex- or gender-based discrimination, sexual harassment or sexual misconduct, and in which sexual orientation and gender identity and the freedom to make individual choices regarding sexual behavior is respected by all.

Sexual harassment, gender-based harassment or sexual misconduct by anyone is prohibited. It will be addressed in a prompt, equitable manner in accordance with this policy and the applicable procedure. This policy helps William & Mary comply with federal and state laws, including:

- Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex (including sexual violence) in education programs or activities,
- Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination on the basis of sex, and
- The Violence Against Women Reauthorization Act of 2013 (VAWA), which amended the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) and requires institutions to prohibit dating violence, domestic violence, sexual assault and stalking.

This policy helps implement William & Mary's Policy [Prohibiting Discrimination, Discriminatory Harassment, Retaliation & Sexual Misconduct](#), by defining in detail sexual violence and certain other types of sexual harassment, and the [Violence and Threat Management Policy](#).

You may read the full policy, as well as all definitions of terms and explanations of reporting procedures here: [Policy Prohibiting Title IX Sexual & Gender-Based Harassment](#)

OBLIGATIONS TO REPORT SEXUAL AND GENDER-BASED 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 “mandatory reporter.” A mandatory reporter is a faculty or staff member (including some student staff such as Resident Assistants and Teaching Assistants) of the university who is obligated by federal and/or state law to share knowledge, notice, and/or reports of sex-based discrimination, sexual harassment, gender-based harassment, and sexual misconduct as defined in this policy with the Title IX Coordinator. When you are notified of potential instances of sexual harassment, gender-based harassment, and sexual misconduct, the university is deemed to be on notice and has a duty to respond.

1. All William & Mary employees (with the exemption of a small number of “confidential resources”) must promptly report sex-based discrimination, including sexual harassment or sexual misconduct, that affects a member of the university’s community including faculty, staff, or students.
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 university policies, 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** (phmaso@wm.edu), **Chief Compliance Officer**.
- **Carla Costello** (cacostello@wm.edu), **Title IX Coordinator**. The Title IX Coordinator in the Office of Compliance and Equity coordinates the university's prevention of and response to discrimination, harassment, retaliation, and sex- and gender-based harassment and misconduct. The Office of Compliance and Equity responds to reports and complaints of such matters 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 university 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](#) (CAR 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. The Faculty Assembly may continue to further review and revise this policy.

Summary of the CAR Policy and its relevance to graduate students:

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 CAR Policy (2023), excerpted from the [Faculty Handbook](#):

The relationships described below are mutually consenting ones. Unsolicited and unwelcome advances of a sexual nature may violate the university's discriminatory harassment policy.

Faculty Relationships with Undergraduate Students Prohibited

The university 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. Relationships that started before appointment of the faculty member and/or the student's enrollment may qualify for an exemption under III.E.2.a.iii.

Faculty Relationships with Graduate or Professional Students

The university 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 university 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.

Exemptions

The Deans of the School or Faculty where a faculty member has a primary appointment may grant an exemption from this policy for good cause shown, but only after the Dean has ensured that the relationship so exempted does not impair the education of any student(s) and does not give rise to a conflict of interest. Any such exemption must be in writing and must specify any conditions the Dean has imposed to ensure satisfaction of the criteria listed in the previous sentence. A faculty member who has been granted such an exemption must recuse him- or herself from any "evaluative, collaborative or supervisory role" that may arise during the existence of the relationship.

When determining whether there is good cause, the Dean shall consider: various factors including the actual or possible connection, if any, between the faculty member's official duties and the student's program of study, the feasibility of imposing conditions that prevent any conflict of interest or other detriment to the educational function, and whether the faculty member and student are in a marriage or involved in a committed relationship that predated the appointment of the faculty member and/or the enrollment of the student in the relevant degree-seeking program.

Members of the university community who believe that violations of this policy have occurred may initiate a complaint with the appropriate department chair or academic Dean. A complaint alleging that a Dean or other academic administrator has violated this policy may be filed with the Provost or President. Complaints must be filed no more than two years after an alleged violation.

Violations of this policy will be considered misconduct on the part of a faculty member and will be subject to institutional sanctions, including possible termination of the faculty member's appointment. Treatment of allegations and imposition of sanctions will be governed by procedures specified in sections III.F.1. and III.F.4. of the Faculty Handbook.

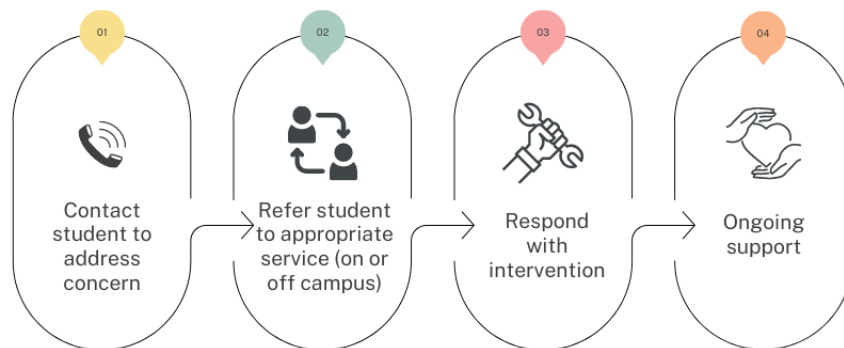
CARE CONCERNS & CARE SUPPORT SERVICES

William & Mary cares about the well-being of students. When students experience significant challenges impacting their well-being, the Dean of Students Office can help. Faculty, staff, and fellow students may refer students by submitting a “care concern.”

Common matters Care Support Services can help students through:

- Significant Personal/Interpersonal Concerns
- Death/Significant Illness of a Friend or Family Member
- Injury/hospitalization
- Resource insecurity (housing, food, etc.)
- Medical Withdrawals & Medical Clearance

When notified about a student, Care Support will assess the concern and take steps if deemed appropriate:



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 report a Care Concern to Care Support Services. When a student faces significant challenges to their mental, physical, academic and/or social health, Care Support Services identify and access resources both on and off campus to meet the student’s needs.

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

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 university 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](#).

SELECTED CAMPUS CONTACTS

Vice Dean for Research and Graduate Studies

Christopher Carone
Ewell Hall
757-221-2451
[OGS Website](#)
cdcaro@wm.edu

Arts & Sciences Graduate Ombudsperson

Prof. Peter Vishton, Psychological Sciences
<https://www.wm.edu/as/graduate/about/ombuds/contact/index.php>
pmvish@wm.edu

Dean of Students Office

Sadler Center
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, Student Health Center)

Dr. R. Kelly Crace, Associate Vice President for Health & Wellness
McLeod Tyler Wellness Center
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
sthth@wm.edu (guaranteed privacy cannot be extended to electronic communication)
<https://www.wm.edu/offices/wellness/healthcenter/index.php>

Counseling Center

Carina Sudarsky-Gleiser, Director
McLeod Tyler Wellness Center
757-221-3620 (this line is monitored 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/>