

REGISTRATION

Faculty members are available for consultation and advice in the planning of a student's academic program, and special attention is given to freshmen in September. However, all students are expected to give thoughtful consideration to the selection of courses before consulting their faculty adviser; further, *individual students assume full responsibility for compliance with all academic requirements.*

Students in the College and in the Williams School are subject to the following rules and procedures concerning registration for courses:

1. Current students who plan to return in September are required to register for the fall term during early May at times to be announced. Registration for the winter and spring terms will be accomplished at times specified during November and February.

2. A student is subject to fees of \$25 for failure to comply with the stated registration schedule and \$25 for failure to comply with the stated matriculation schedule. These are in addition to any other fee, and each failure to comply shall subject the student to a separate fee. The schedule of registration/matriculation for the opening of the academic year is indicated in the calendar (see last page).

After the drop/add period, the late registration fee is increased to \$50. Students who do not register by midterm, regardless of reason, will be automatically withdrawn from W&L. If they subsequently can demonstrate extenuating circumstances, they may apply for readmission and may petition the Faculty Executive Committee for permission to submit a late registration.

3. Students with unpaid financial obligations to the University will not be permitted to register or matriculate for any term of any academic year. They are still responsible for paying appropriate fees as outlined above.

CHANGES IN CATALOGUE INFORMATION

Caution: The course offerings, requirements and policies of Washington and Lee University are under continual examination and revision. This catalogue is not a contract; it merely presents the offerings, requirements and policies in effect at the time of publication and in no way guarantees that the offerings, requirements and policies will not change. The University specifically reserves the right to change requirements for any major during any particular year.

Whenever changes in course offerings or requirements occur, students will be notified by a posting outside the Office of the University Registrar. The individual student assumes full responsibility for compliance with all academic requirements. Current course offerings may be obtained from the appropriate department. Current major and degree requirements may be obtained from the University Registrar, the Dean of the College, the Dean of the Ernest Williams II School of Commerce, Economics, and Politics, or from the head of the appropriate department.

GENERAL REQUIREMENTS

Students enrolled in either the College or the Williams School must conform to a number of general requirements for degrees and to related regulations. The Board of Trustees awards degrees upon the recommendation of the faculty.

1. *Requirements for Degree:* A candidate for any undergraduate degree must present a total of 121 credits. This requirement includes one credit (five courses) of 100- and 200-level work in physical education.

To graduate, a student must achieve at least the following cumulative grade-point averages: 1.900 on all work attempted at Washington and Lee; 2.000 on all Washington and Lee work used to meet degree requirements; and 2.000 on the work of the major, both as a whole and in the major subject.

The “major” is defined as a group of required and/or optional courses designated by a department or an individual and subject to the approval of the Committee on Courses and Degrees. A “group major” is one leading to a Bachelor of Science degree with Special Attainments in Commerce. The “major subject” is the group of courses within the specific discipline(s) named by the major and submitted to satisfy degree requirements for the major (e.g., economics courses satisfying requirements of the economics major).

Permission to substitute courses in major requirements may be granted in exceptional circumstances by the department or program committee through its head.

2. *Application:* Applications for degrees must be filed with the University Registrar on or before June 1, if the degree is to be taken in December, and on or before October 1, if the degree is to be taken in June. Late applications may be made only on payment of a penalty fee of \$25 and will not be accepted after January 15 for June candidates.

3. *Resident Study:* Washington and Lee will confer a degree only upon completion of a minimum of two years of resident study as a full-time student including the three terms immediately preceding a student’s graduation. The Committee on Courses and Degrees may make exceptions to this rule for educational reasons endorsed by a student’s major department or, in the case of a student with an independent or interdepartmental major, for educational reasons endorsed by a student’s major adviser. The Committee may also make exceptions to this rule to permit unsuccessful degree candidates to complete their degree requirements by taking no more than two term courses at another approved institution and by counting those grades in their cumulative average at Washington and Lee. Courses taken under such an exception during summer school are still subject to the restrictions listed below under “Summer School Credit.” Except under the most unusual circumstances, June graduates must be enrolled during the spring term of their senior year.

4. *Postponement or Withholding of Degree:* In the case of any student against whom the state has preferred criminal charges, and for whom the

University has not been able to complete disciplinary procedures, the faculty may postpone a decision as to whether a degree should be awarded. The Board of Trustees may also postpone or withhold approval of a degree for any student charged with or convicted of a drug-related felony.

5. *Credits:* The work of each course of study has an assigned numerical credit value. The value of one credit is equivalent in total time and effort to the semester hour.

6. *Courses:* A course is the minimum amount of work in a given subject for which credit is granted. Each course is indivisible and has a separate number and separate grade for each term. A course extends through a single term, but successive term courses may be so connected that no credit for one of them is given until all are completed. Such “linked” courses are indicated by the use of a connecting hyphen (e.g., 101-102). The second must be completed to receive any credit toward degree requirements for the first. A student may not, without permission of the department head, take any course which is a specific prerequisite for a course which has already been passed. Faculty members may require a previously registered student to drop a class if the student misses the first class meeting of the term without the prior approval of the instructor.

7. *Grade-Point Average:* A student’s average grade is expressed in terms of a grade-point average. For this computation, there are assigned, respectively, 4, 3, 2, 1, 0, 0 grade points for each credit of work on which the grades A, B, C, D, E, and F are recorded. For every unit of plus, .33 is added; for every unit of minus, .33 is subtracted from the grade points. F+, I, and WIP are not used in the grade-point average computation, since they are only provisional grades. (The grade of F+ is used to record a provisional failure on freshman midterm reports.) The grade-point average is the quotient obtained by dividing the sum of the grade points by the total number of credits on work attempted. Work attempted includes all courses for which the student was registered, except those from which the student was permitted to withdraw with no grade or for which the grade of P was assigned.

8. *Pass/Fail Grade*: After attaining sophomore standing a student is permitted to take each term one *elective* course (not a course used for the student's major or a course used to fulfill a general education requirement) in which the grade of Pass or Fail is given, to which no grade points are assigned. However, only 18 credits of such work may be offered toward satisfying graduation requirements. A student receiving an F will receive no credit toward the degree, but the F will be used in computing the term and cumulative grade-point average. No course may be repeated on a Pass/Fail basis. A course for which the grade of P has been received may not be repeated. The student must complete a Pass/Fail form and must obtain permission of the instructor in order to take a course on a Pass/Fail basis. Changes to or from this category are limited to the first week of a term during which the class is scheduled to meet. *Exceptions to this last policy may only be granted by the Faculty Executive Committee upon student petition and payment of the appropriate fee.*

During the fall term (*no later than mid-term*), freshmen will be given the opportunity to elect that the composite grade for one credit which they will receive in physical education will be recorded as a letter grade or as Pass/Fail. If Pass/Fail is elected, it will in no way be regarded as a normal Pass/Fail grade nor be subject to Pass/Fail rules except that the decision in this regard is binding and no subsequent change is permitted.

9. *Transfer of Credits*: Credits for courses completed at another institution with a grade of C (2.0) or higher may be transferred to Washington and Lee and used as degree credit. Grades for these courses, however, may not be transferred, and a student's cumulative grade-point average will include only work attempted at Washington and Lee. A student admitted as a transfer may receive no more than 87 credits for work transferred. Such credits are assigned at the discretion of the appropriate dean after consulting with the appropriate department head. Only work comparable to that at Washington and Lee in level, nature, and field may be accepted for degree credit.

10. *Summer School Credit*: Students who have taken academic work at Washington and Lee and who wish to offer toward a degree summer school work taken subsequently at another institution must meet certain conditions:

A. Verification that the college or university is a four-year institution accredited by one of the six regional accrediting agencies of the United States, is secured from the appropriate dean. Approval of courses in accounting, economics, management, and politics is secured from the Dean of the Williams School. Approval of other courses is secured from heads of departments offering the corresponding work at Washington and Lee University. Approval of courses taken for credit at scientific research laboratories and field stations may be granted at the discretion of the department concerned.

In order to assure that students receive credit for summer school courses, it is recommended that they seek the advice and approval of the appropriate department head and dean *before* enrolling for the courses. However, if students apply for credit during the course or after it has been completed, they will be given or denied credit on the basis of the criteria which would have been applied to their request prior to taking the course. No matter when approval is requested, students must submit applications for approval on the proper form, obtainable from the Office of the University Registrar.

B. A maximum of four courses, not to exceed 14 credits, of summer school work may be offered toward all degree requirements. This total of four courses may be comprised of any combination of the following:

(1) Free electives, up to four courses (14 credits).

(2) Two courses to satisfy general education requirements or to be used as cognates may be taken for the first time. *No* course may be taken for the first time in the major subject or, in the Williams School, the major group.

(3) No more than two courses may be repeated.

C. If a course is repeated in summer school, the previous grade will remain in the student's cumulative grade-point average.

D. If the course taken at summer school is a substitute for one term of a linked course here, and if the course is offered in partial fulfillment of the requirements of general education, no degree credit will be granted here until the student has completed the remaining term of such course.

E. Permission will not be granted to take any course which is a specific prerequisite for a course which has already been passed.

F. It is the responsibility of the student to see that the transcript is sent to the University Registrar, Washington and Lee University. Credit for summer school courses will not be transferred unless the transcript is received by December 1 of the year in which the courses are taken.

G. If a student wishes to receive credit for courses taken in a summer program abroad, they should consult with the Office of International Education as early as possible in order to identify and apply to an appropriate program or school. The institution and the program must be approved by the International Education Committee and the applicant by the appropriate dean. A student must have a cumulative grade-point average of at least 2.000. Except in unusual circumstances, approval by the International Education Committee must be given *before* the student undertakes summer study abroad in order to receive credit.

11. *Graduation with Distinction:* The candidate for a degree with distinction must satisfy the following grade-point average requirements on all work attempted at Washington and Lee:

<i>Grade-Point Averages</i>	
Cum laude	3.250
Magna cum laude	3.500
Summa cum laude	3.800

ACADEMIC REGULATIONS

The regulations set forth in the catalogue form the basis for all academic performance; however, the regulations are subject to change at the discretion of the faculty. Faculty members are available for conference and advice, *but the individual student assumes full responsibility for compliance with all academic requirements. (Please see "Changes in Catalogue Information," p. 56.)*

ACADEMIC YEAR

The academic year is divided into two 12-week terms (fall and winter) and one 6-week term (spring). (See Calendar.)

LIMITS OF WORK

1. Fall and Winter Terms

A. The minimum academic load for each student is 12 credits. Under exceptional circumstances, this requirement may be modified by the appropriate dean to a minimum of 11 credits for full-time status.

B. Permission to carry more than 14 credits of academic work must be secured in advance from the appropriate dean. This permission is not ordinarily granted unless during the last 12-week term of record, the student has passed all courses attempted with a grade-point average of 2.000 or better.

2. Spring Term

A. The minimum academic load for each student is three credits, and the maximum academic load for each student, exclusive of physical education under the 300 level, is eight credits.

B. Under exceptional circumstances, either of these restrictions may be modified by the appropriate dean.

3. General

A. Each student who has not completed graduation requirements must register as a full-time student for each term enrolled, including the three terms preceding his or her graduation. A student taking an unauthorized underload may be required to withdraw from the University for the term in which the underload is being taken, forfeiting all academic credit, tuition and fees for that term. The student may apply for readmission for the next term. Except under the most unusual circumstances, June graduates must be enrolled during the spring term of their senior year.

B. **Note:** *In order to accumulate the total academic credits required for graduation within four years, the student must register for more than the minimum academic load in several terms. Most students choose more than the minimum load during the spring term.*

CHANGE OF STUDY

1. Changes of classes and schedules without charge are limited to the drop/add period held during the first calendar week of the fall and winter terms and the first four days of the spring term. No change in course of study is official until the proper form, bearing the signatures of the instructor(s) or department head(s) concerned and of the faculty adviser, has been received and recorded by the University Registrar's office. Changes involving only a switching of class sections must have departmental approval but need not have the academic adviser's signature. After the first week of a term, students dropping a course which is being repeated will receive an F. (see "Repetition of Courses.")

Faculty members may require a previously registered student to drop a class if the student misses the first class meeting of the term without the prior approval of the instructor. In such cases the student is responsible for the appropriate forms and fees. Students may alter their schedules after the drop/add period, before the end of the third week of a term, with permission of the instructor and the adviser and payment of the fee. Upon recommendation of a student's academic adviser, discretionary adjustments for a freshman may be permitted by the appropriate dean before the end of the third week of a term and without charge. Students who wish to make any change after the time designated for making changes must petition the Faculty Executive Committee for a waiver of the deadline and pay the appropriate fee.

2. After the period for changes outlined above, a grade of F in the course will be entered on the students' records if the work load is reduced for reasons other than those listed below:

A. If students drop a course, one which is not a repeat, on the recommendation of a University physician or a member of the University's counseling staff and with the approval of the appropriate dean, they will receive no grade for that course. Students dropping a repeated course under these circumstances will have the original grade and credit, if any, reinstated.

B. If students are enrolled in courses totaling 15 or more credits and if their success is

endangered by the extra work, the overload may be reduced or eliminated upon the recommendation of the adviser and approval of the instructor and the appropriate dean without a recorded grade, provided the reduction is made by the end of the third week of the fall or winter term. During the spring term students carrying nine or more credits may drop the extra work without charge prior to the end of the third week of the spring term as outlined above so long as the work load does not fall below six credits. After the first week of the term, students dropping a course which is being repeated will receive an F. (See "Repetition of Courses.")

3. Exceptions to these policies may only be granted by the Faculty Executive Committee upon student petition and payment of appropriate fees.

EXAMINATIONS

Final Examinations

1. Final examinations are given at the end of each term in a period approved in advance by the faculty. Examinations are given on each scheduled week day and the Saturday of the spring term from 9:00 a.m. to noon and from 2:00 p.m. to 5:00 p.m. All fall and winter term Saturday examinations are given from 2:00 p.m. to 5:00 p.m. (See the calendar for the days scheduled for examinations.)

2. Distribution of the examinations will be the responsibility of, and under the control of, each department. Examinations will be placed in envelopes labeled with the names of the students in the course and put in an appropriate departmental depository. At each examination offering, the individual administering the examinations of a department will distribute and collect the examinations at some previously specified point.

3. Students will schedule their examinations by the following procedure:

A. They will obtain from the University Registrar's office a special examination envelope for each of their classes and a schedule form.

B. They will prepare a schedule of their examinations (on the form provided), supply the

information requested at the top of each envelope, and turn the examination envelope in to the appropriate instructor at the first class meeting of the last week of scheduled classes.

4. Failure to register prior to the first day of the examination period may prevent a student from taking an examination.

5. Any student may change the time scheduled for a final examination with the advance approval of the professor concerned.

6. Each examination will be taken in a room or rooms designated by the department concerned. (Assignment of rooms will be cleared in advance with the University Registrar.) At the end of the period the student will return both the examination and answers to the departmental representative.

7. Any student late for an examination may not expect time beyond the announced termination of the scheduled period.

8. No student should expect to have an examination graded if it is turned in late, if it is turned in without the examination questions, or if it is taken in other than the assigned room.

9. If special physical arrangements require the entire class to be present at the same time, an instructor may request the Executive Committee of the faculty at least a month in advance of the beginning of the examination period to schedule an examination for a specific period.

10. Students who fail to take any final examination shall receive a grade of F in the course unless they are excused for reasons deemed sufficient by the appropriate dean and the instructor concerned. If they are excused they shall receive grade I.

11. No instructor is at liberty to announce the result of any final examination until the end of the examination period except in the case of seniors in their final term; they may be given their grades when they have completed their last examination.

Special Examinations

1. Special examinations are: (1) those given for seniors (see "Deficiencies in the Senior Year"); (2) September examinations; (3) any examinations to remove conditional failures, whether taken in September, May, or with the

next class; and (4) any other examinations allowed by special action of the faculty.

2. September examinations are given at a specified time during the opening week in September. These September examinations are for removal of deficiencies by students with a grade of E. A student wishing to take a September examination is required to notify the University Registrar in writing prior to September 1.

3. May examinations are given at a specified time during the second week of May for the removal of a grade of E incurred in the fall or winter term of that year. This examination will not be given if the course is being taught in the spring term. A student wishing to take a May examination is required to notify the University Registrar in writing prior to May 1.

4. For a special examination, a fee of \$25 is charged. If the exam is necessitated by reasons beyond the control of the student, the appropriate dean may waive this fee. The fee is payable at the time the University Registrar receives notification of the student's intention to take the examination. In the event the student does not report for the examination or does not take the examination after reporting for it, the fee is not refundable.

5. Students who have signified their intention to the University Registrar to take a makeup examination in September or in May to remove an E, and have paid the \$25 fee, will receive an F for the course if they fail to take the examination when scheduled, unless they have a medical excuse from a University physician or have notified the University Registrar at least one week in advance that they will not take the examination.

6. Instructors are not free to give a special examination until they receive authorization from the appropriate dean and the University Registrar's receipt for the fee charged.

GRADES

1. A+, A, A- *Superior*

B+, B, B- *Good*

C+, C, C- *Fair*

D+, D, D- (*Marginal*) in a course indicates

that the recipient would be seriously handicapped in further study requiring a knowledge of the material covered in this course.

E (*Conditional Failure*) represents a failure that may be made up in accordance with regulations stated in the catalogue. This grade may be assigned only when the student's class average during the term is passing, but the grade on the student's final examination is below passing. The E grade is not applicable to courses taken on the Pass/Fail basis. (See 5 below for the rule about removing the E grade.)

F (*Failure*) on a term report indicates unconditional failure necessitating a repetition of the course in order to secure credit. No course may be repeated on a Pass/Fail basis.

F + on a *freshman mid-term* report indicates that while the average is below passing, there is a reasonable chance that it may be raised to passing by the end of the term.

I (*Incomplete*) signifies that, due to some cause beyond the student's reasonable control (e.g. illness, injury, incapacitation), the work of the course has not been completed or the final examination has been deferred. When the deficiency is subsequently removed, the grade then attained is substituted for I in the permanent record. (See also paragraph 6 in this section.)

WIP (*Work-in-progress*) indicates that the work of this course is on-going as part of a senior thesis or honors thesis only. When the work of the thesis is completed, the grade then attained is substituted for all related WIPs in the permanent record.

P (*Passed*) is assigned in courses which are taken on a Pass/Fail basis. It indicates satisfactory completion of the course (grade of D- or better) but is not used in computing grade-point averages.

2. On work taken at Washington and Lee, no grade below D- (the lowest passing grade) will fulfill any academic requirement. And, unless a non-passing grade is removed according to the procedure and within the limits specifically provided, the course credits represented by a non-passing grade will be counted as work attempted in calculating the cumulative grade-point average.

3. During any term, students may withdraw voluntarily from the University only after receiving the approval of the appropriate dean. Grades for these students will be assigned according to the following guidelines:

A. No record of the grades shall be made if a student withdraws from the University within three weeks after classes begin in the fall and winter terms or within one week in the spring term.

B. Medical withdrawal before the last two weeks of class for any term will entitle students to receive grades of WP or WF (Withdrawn Passing or Withdrawn Failing) as assigned by the instructors concerned. Medical withdrawals must be attested to by a physician and have the approval of the appropriate dean and either the University physician or a member of the University's counseling staff.

C. Medical withdrawal during the last two weeks of class for any term will entitle students, upon obtaining the appropriate approvals, to choose to receive an I grade in one or more classes, and WP or WF in the remaining classes as assigned by the instructors concerned.

D. Withdrawal for reasons other than medical will result in students receiving either WP or WF grades as assigned by the instructors concerned. Students withdrawing with a cumulative grade-point average of 1.900 or lower shall fall under the Automatic Rule and sever their connection with the University. (See "Automatic Rule," page 65.)

E. Withdrawal while repeating a course will entitle students to receive grades of WP or WF and to have the original grade and credit, if any, reinstated.

F. The following notation will appear on all transcripts: "WP (Withdrawn Passing) and WF (Withdrawn Failing) indicate the student's work up to the time of withdrawal and are not term grades."

4. Repetition of courses taken at Washington and Lee in order to change the grade received is governed by the following rules:

A. No course may be repeated Pass/Fail and no passing grade or grade of F may be raised by re-examination, except as provided for under "Deficiencies in the Senior Year."

B. After receiving a grade in the original course, a student may not repeat that course after having passed another course for which the original course is a specific prerequisite. The first term of any linked course is regarded as a specific prerequisite for the subsequent term.

C. Re-enrollment in a course at Washington and Lee for which a grade has already been received immediately forfeits the former grade and degree credit (if any) received and removes the former credit from the category of “work attempted.” The grade received on repetition becomes the grade of record (*i.e.* used in the calculation of all grade-point averages) although the original grade remains on the student’s transcript prefixed by R (*e.g.* “RD-”). If the student drops the course before its completion, the grade of record will be F and will be treated as any other grade received in that term. Withdrawal from the University while repeating a course reinstates the original grade and credit, if any. Degree credit is awarded only once for any course.

D. Only the first 12 credits of courses repeated will result in a new grade replacing the original grade as grade of record. If the student attempts the repetition of more than 12 credits, all grades beyond 12 credits will be grades of record and computed in the grade-point average.

E. If a student repeats a course in summer school, the previous grade will remain in the student’s grade-point average.

5. Grade E means a conditional failure. If an E is received for one term of a *linked* course, the next term’s work in this course may be regarded, at the discretion of the instructor, as an examination to remove the deficiency. Conditional failure indicated by grade E may be made up by repetition of the course or by passing a May or September examination (see “Special Examinations”) during the following academic year or passing the next regular examination with the class. If then successful, the student is allowed credit for the work of the term. If the student fails or is absent from the examination without sufficient excuse, the grade becomes F. No student who has received on a course the grade E shall by subsequent examination receive a grade higher than D (1.0), except after repetition of the course. Such grades will appear on the transcript prefixed by E (*e.g.* “ED-”).

6. A. To receive credit for a course in which an I (Incomplete) grade has been received, normally a student must remove the deficiency within the first six weeks of the next term. The I grade becomes an F after six weeks unless the instruc-

tor grants additional time upon written request of the student and so informs the University Registrar in writing. All I grades remaining one calendar year after the date on which they were recorded will automatically become F grades.

B. Students may not register if they have four or more Incompletes on their record.

C. Students may not graduate with an I grade remaining on their record unless there are extraordinary circumstances satisfactory to the Committee on Courses and Degrees.

7. To receive credit for a course in which a WIP has been received, a student must complete the work of the thesis during the next two terms. Additional time may be granted by the instructor on written request of the student. If a WIP grade is not so removed, the grade automatically becomes an F. Students may not graduate with a WIP grade remaining on their record unless there are extraordinary circumstances satisfactory to the Committee on Courses and Degrees.

8. Grades may be changed after the end of a term at the written request of an instructor only if the instructor discovers an error in the original assignment, but in no case may a grade be changed after one calendar year or after graduation without the permission of the Committee on Courses and Degrees.

ADVANCED STANDING

Freshmen, at the discretion of the Dean of the College, may be allowed to take University-administered examinations for college credit on work done in approved secondary schools in computer science, foreign language, or mathematics. The conditions are as follows:

A. The work on which credit is desired must have been over and above that represented by 16 full units in regular college preparatory subjects, namely, English, history, a foreign language, mathematics, natural and social sciences.

B. Students must have made superior grades in secondary school, including in the course on which the examination is to be taken.

C. Students must be pursuing and must pass, with a C (2.0) grade or better, a course in the subject on which they seek an examination.

D. The examination must be taken not later than four weeks after the opening of the term during which they begin the advanced college course referred to in C.

CREDIT FOR SERVICE IN THE ARMED FORCES

Students who have had two years of active service in the armed forces are, upon completion of all other credits required for a degree, given credit for the physical education requirement for a degree; students who have had six months of active service are given credit for one term toward the physical education requirement for a degree.

Under the Reserve Officers Candidate program of the U.S. Navy a student who completes the ROC-TWO summer course with grade C (2.0) or better may be granted two elective credits. A student who completes the summer programs for Platoon Leaders of the U.S. Marine Corps may be granted four elective credits.

DEFICIENCIES IN THE SENIOR YEAR

1. At the discretion of the professor concerned, students who received one and only one failing grade during the fall *and* winter terms of their senior year and who, as a result of that failure, are unable to graduate, may take a re-examination in that course prior to May 15. The resultant course grade may be no higher than D (1.0). Students who originally took the course in question on a pass/fail basis will be given a letter grade no higher than D (1.0) upon re-examination.

2. Students who fail a course in the spring term of their graduating year are not permitted a re-examination during that term. Such a student is entitled to a special examination during the subsequent academic year on not more than two courses. Unless enrolled as a student during the subsequent academic year, the student taking such a re-examination is required to pay a special fee of \$25. The course grade upon re-examination cannot exceed D (1.0). Students

who originally took the course in question on a pass/fail basis will be given a letter grade no higher than D (1.0) upon re-examination.

CLASS STANDING

For purposes of registration, selection of courses, and listing in the catalogue, the following definitions are given of class standing. The definitions apply for the purposes specified only, and do not signify full standing or the completion of University requirements.

1. A student obtains sophomore standing upon completion of a full year of college study.
2. A student obtains junior standing upon completion of two full years of college study.
3. A student obtains senior standing upon completion of three full years of college study.

REPORTS

Term reports, indicating grades in letters, are recorded on the permanent record card, and a grade report for each student is sent to that student's parent or guardian. During the fall and winter terms midterm reports are sent to parents or guardians of new students and students on probation but are not recorded.

TRANSCRIPTS

Official copies of Washington and Lee University transcripts, bearing the University seal and the University Registrar's signature, are sent by first-class mail directly to schools or organizations upon the written request of the student or alumnus/a. Upon written request, individuals may also receive official copies of the transcript which are stamped "Official Transcript—Issued to Student."

Unofficial copies, without seal or signature, are for the personal or on-campus use of currently enrolled students only. They may also be placed in the University placement file if so desired.

Transcripts and first-class postage are provided free of charge as a service to students and alumni. Other methods of delivery (e.g., overnight, etc.) are available on request and

for an additional charge. Facsimile (“fax”) transcripts will not be provided due to security, data transmission, and privacy considerations.

Grades are recorded on undergraduate transcripts three times each academic year—December, April, and June—and on law transcripts twice each year—January and June. Normally transcripts are mailed as soon as possible (usually within two business days) though current students may request that transcripts be held until present grades are recorded. No transcript will be provided for students with overdue accounts or other financial holds at the University.

HONOR ROLL

The Honor Roll consists of those students who, on the last preceding fall or winter term report, have completed 12 or more credits including work-in-progress (WIP) and whose term grade-point average is 3.750 or above. The Honor Roll is published at the end of the fall and winter terms.

DEAN’S LIST

The Dean’s List consists of those students who, on the last preceding fall or winter term report, have completed 12 or more credits including work-in-progress (WIP) and whose term grade-point average is 3.400 or above, with no grade lower than C (2.0) and whose cumulative grade-point average is 2.000 or better.

CLASS ATTENDANCE

Participation in the work of a course is clearly a precondition for a student’s receiving credit in that course. Because of the wide variety of courses and teaching methods at Washington and Lee, the University recognizes that the nature of a student’s participation in the work of a course cannot be prescribed on a University-wide basis. For this reason classroom attendance is not a matter subject to regulation by the University. Attendance in class and laboratory is rather a matter

between the student and the professor in that class or laboratory. Faculty members may require a previously registered student to drop a class if the student misses the first meeting of the term without the prior approval of the instructor.

AUTOMATIC RULE AND ACADEMIC PROBATION

All students at Washington and Lee are expected to make progress toward attaining their degrees. Their progress is judged by the quality of their academic work as measured by their grade-point averages. Failure to make the minimum progress as defined below will result in probation or in review and action by the Committee on the Automatic Rule and Readmissions.

Automatic Rule

At the end of an academic term, students on probation are suspended under the Automatic Rule and thus sever their connection with the University if the cumulative grade-point average of all academic work attempted at Washington and Lee falls below the following standards:

1. for the freshman year (two or three terms in attendance) - 1.500
2. for the sophomore year (four, five or six terms in attendance) - 1.600
3. for the junior year (seven, eight or nine terms in attendance) - 1.800
4. for the senior or any subsequent year (ten or more terms in attendance) - 1.900

The following also fall under the Automatic Rule:

1. those students readmitted on probation failing to meet the grade-point standard required by the Committee on the Automatic Rule and Readmissions; or
2. those students withdrawing from the University during any term for reasons other than medical and having a cumulative grade-point average below 1.900; or
3. those students who have had two or more consecutive term grade-point averages of 1.000 or less; or

4. at the end of the winter term, those students unable to remove their probationary status by attempting no more than eight credits during the spring term.

Application for immediate reinstatement for students falling under the Automatic Rule must be made in writing to the Associate Dean of the College, Chair of the Committee on the Automatic Rule and Readmissions prior to the committee's meetings in December, April, and June. Academic probation is required for any student reinstated under the Automatic Rule. Immediate reinstatement is the exception rather than the rule.

A student who has been suspended from the University under the Automatic Rule and not immediately reinstated may apply for readmission after a minimum absence of one year (see "Readmission").

Academic Probation

At the end of any term, the student is placed on academic probation for the following term if his or her cumulative grade-point average of all academic work attempted at Washington and Lee falls below the class standard (see "Automatic Rule"). Any student whose term grade-point average is 1.000 or lower for a term may be placed on probation by the Committee on the Automatic Rule and Readmissions.

Students placed on academic probation are warned of their precarious position and advised to limit their participation in extracurricular activities during the period of their probation. Students whose probationary status is not removed by the end of the next term fall under the Automatic Rule.

LEAVE OF ABSENCE

Students not on academic probation may request a leave of absence from the University for a specific reason and for a specified period of time by petition to the Committee on the Automatic Rule and Readmissions. The petition, presented on an application form available from the Office of the Dean of the Col-

lege, must be received no later than three weeks prior to the beginning of the term for which leave is requested. Students taking courses elsewhere while on leave of absence should request advance departmental approval for any course to be used for major or general education requirements.

WITHDRAWAL

Students who voluntarily withdraw sever their connection with the University. Withdrawal during a term must be accomplished through an appropriate dean and will have an effect on academic grades and credits (see "Grades"), on refund of appropriate fees (see "Refunds Due to Withdrawal"), and on access to University housing or other facilities. Students not returning for a subsequent term will be considered to have voluntarily withdrawn.

A student taking an unauthorized underload may be required to withdraw from the University for the term in which the underload is being taken, forfeiting all academic credit, tuition and fees for that term. The student may apply for readmission for the next term.

SUSPENSION

Students may be required to sever their connection with the University for a specified period of time for non-academic reasons by disciplinary action as outlined in the *Student Handbook*. In extreme cases when a student represents a severe and immediate threat to the well-being of the University community, the President may suspend the student. Students may apply for readmission after the period of suspension has lapsed.

READMISSION

Students who withdraw voluntarily from or who are suspended by the University may apply for readmission. Applications for readmission are available from the Office of the Associate Dean of the College. They must be returned along with all required materials by December 1,

March 1, or August 1 for winter, spring or fall terms, respectively. Readmission depends upon the review and action of the Committee on the Automatic Rule and Readmissions. Students will not be readmitted for a spring term unless that student has attended at least one of the two preceding 12-week terms at Washington and Lee in the same academic year.

DISMISSAL

Students may be required to sever permanently their connection with the University by disciplinary action as outlined in the *Student Handbook*. In extreme cases when a student represents a severe and immediate threat to the well-being of the University community, the President may dismiss the student. Students who are dismissed are precluded from returning to Washington and Lee.

UNIVERSITY ASSEMBLY

1. From time to time, when appointed by the President, a general meeting of the University body, including officers as well as students, is held on the campus. The President, or someone invited by him, delivers an address relating to a topic of general interest.

2. Because such an assembly is a regular University function, each student, whether an undergraduate or a student in the Law School, is expected to attend.

STUDENT ASSEMBLY

From time to time the President may call a Student Assembly for the consideration of matters relating purely to student affairs. A Student Assembly may be attended by both students and faculty. Attendance is voluntary.

COMMENCEMENT EXERCISES

Attendance is required of all seniors at the official exercises of Commencement Day. Students who, without excuse, willfully absent themselves from the Commencement exercises

will not be awarded their diploma until the next date upon which degrees are awarded. Under extraordinary circumstances the Executive Committee of the Faculty is empowered to give approval to written requests, presented in advance, for exemption from these regulations.

STUDENTS' RIGHTS OF ACCESS TO THEIR EDUCATIONAL RECORDS

Under the provisions of The Family Educational Rights and Privacy Act of 1974, as amended (often referred to as the "Buckley Amendment"), students attending a post-secondary educational institution may examine their permanent record maintained by the institution to assure the accuracy of its contents.

A more thorough explanation of a student's rights and privileges under this law is contained in the *Student Handbook*, a copy of which is made available to each student upon matriculation. Further information may be obtained from the Office of the Dean of Students or from the University Registrar.

It should be noted that the University does NOT retain confidential letters of recommendation from secondary school teachers, guidance counselors, alumni and others after a decision has been made on a given application for admission, *i. e.*, such information does not become a part of the student's permanent file and hence is not available to the student under the Act.

STUDENT ACTIVITIES

The participation of students in certain extracurricular activities is subject to a number of rules and regulations dealing with eligibility.

1. Students may engage in intercollegiate athletic contests only with the approval of the University physician. Undergraduate students may participate in intercollegiate athletics during their first 15 terms of enrollment, beginning with their initial intercollegiate athletics participation. Law students with remaining

eligibility may participate for a maximum of 10 semesters.

2. No student shall represent this University in any branch of intercollegiate athletics who is not regularly matriculated, taking in the College or the Williams School a minimum of 10 credits of class work during the fall and winter terms or 3 credits during the spring term, or taking a minimum of 12 hours of class work in the School of Law. In addition to these term requirements, students must attempt at least 24 credits during the academic year to be eligible for participation in intercollegiate athletics.

3. No athletic contests shall be scheduled for two days prior to the beginning of or during examinations, and no contests shall be scheduled away from Lexington during the five days prior to the beginning of examinations unless prior approval is given by the Director of Athletics, the chair of the University Athletic Committee, and the Dean of the College.

4. No student shall be a member of more than one intercollegiate athletic organization at the same time.

5. No exception shall be made to Rules 3 or 4 except by previously obtained consent of the Faculty Executive Committee.

AUTOMOBILE REGULATIONS

All Washington and Lee students, subject to certain restrictions, are permitted to own and operate motor vehicles at the University during the academic year.

Students wishing to operate a motor vehicle within Lexington and Rockbridge County are required to have a valid driver's license and are responsible for familiarizing themselves with all regulations pertaining to the operation, registration, and parking of motor vehicles at Washington and Lee. These regulations may be obtained from University Security.

Although freshmen may have motor vehicles at Washington and Lee, they will be required to park their vehicles in parking areas which are located approximately one mile from the main part of the campus. All students must register

their motor vehicles with the Director of University Security and display the required University stickers. A parking fee is required upon registration for all freshmen and upperclass students who wish to make use of University student parking areas.

POLICY STATEMENT

ON CAMPUS LIFE

(Adopted by the Board of Trustees, May 1985)

The Board of Trustees believes that one of its primary responsibilities is to encourage the development and maintenance of an environment within the University community which best promotes the realization of our institutional goals. Those goals, according to the University's Statement of Institutional Philosophy, include the pursuit of our educational purpose in a climate of learning that stresses the importance of the individual, the personal honor and integrity of all students, and their harmonious relationships with other members of the greater community. In this context, the institutionalized extracurricular and social life of students should contribute to these goals.

It is our desire that student self-government should be encouraged and that a proper balance between student privilege and responsibility should be sought and achieved. We recognize that all members of the student body will spend a portion of their lives apart from the institution and outside its governance. Students must nonetheless remain aware that they are members of a University community whose traditions, image and reputation can be harmed by negative actions and behavior as well as being helped by positive contributions. This awareness is especially important since the University, lodged as it is within a larger community, must encourage respect for local ordinances and law enforcement and honor the claims of non-University persons for quiet and safety.

In all of its expression, the spirit of this Campus Life statement places emphasis on concepts of honor, integrity, standards of value, leadership, good character, respect for traditions and personal responsibility. We do ex-

pect that individual and group actions and behavior will be measured against these concepts. It is our intention to hold accountable for the successful implementation of this policy the administration, the faculty, the students, and, indeed, this Board of Trustees.

POLICY STATEMENT ON FRATERNITIES

Social fraternities at Washington and Lee are a valuable and integral part of both the University and Lexington communities; as such, fraternity chapters have important privileges, as well as responsibilities to those communities.

University interest in, and support of, fraternity chapters has been continuous and strong, as evidenced, for example, by its renovation of most chapter houses. As a particularly visible part of the Washington and Lee community, fraternities—through the actions and conduct of their members—reflect directly upon the University and affect its efforts to attract new students and to maintain active alumni support. Also, because chapters are located in the residential areas of Lexington, such actions and conduct affect the city and its residents.

Chapters therefore are required to maintain adequately the physical appearance of fraternity property and to assure the structural integrity of chapter houses. Chapter members are expected to conform to standards of honorable conduct and to exhibit a concern for the rights and sensibilities of others. Enforcement of applicable University standards is the responsibility of the Interfraternity Council and the Student Affairs Committee.

It is expected that fraternities will comply in a responsible manner with city codes and University guidelines concerning student conduct and property maintenance and appearance. To maintain these standards and to provide continuity in fraternity relations, each chapter is to work in close cooperation with an adviser approved by the University and with the chapter alumni corporation which holds lease to the fraternity house and property.

FRATERNITY REGULATIONS

All social fraternities at Washington and Lee must comply with the “Standards for Fraternities,” adopted by the University in October 1987. Copies of these standards are available in the *Student Handbook*.

Each fraternity president and certain other officers are required to live in the fraternity house.

To be initiated into a fraternity at Washington and Lee, a student is required to be in residence for at least one full 12-week term, with a minimum cumulative grade-point average of 2.000.

The University Registrar maintains a record of the cumulative and term grade-point averages of each fraternity. This record is revised and published at the end of each term and is included in the Interfraternity Council Rush Book.

No additional fraternities or sororities shall be organized or established without the approval of the Student Affairs Committee.

UNIVERSITY POLICY ON HAZING

(Adopted by the Faculty — December 1996)

Washington and Lee University prohibits hazing by all students and campus organizations. Hazing is defined as a harassing, excessive task associated with initiation or membership in an organization. It involves mistreatment of prospective members by those who exercise control over them.

Because hazing is contrary to the institutional values and goals of Washington and Lee University, and is a criminal offense in the Commonwealth of Virginia, the University will not tolerate hazing by students or student organizations. Furthermore, the University will hold individuals strictly accountable for their actions. The following activities are prohibited: physical abuse such as paddling, striking, branding, electric shock or bodily contact with harmful substances; intimidation by threats of physical or other abuse; excessive exercise or other tasks intended to cause physi-

cal exhaustion; prolonged or repetitive tasks which result in sleep deprivation; prolonged or harmful exposure to the elements; compelled consumption of any amount of alcohol; compelled consumption of food, liquids or concoctions intended to cause nausea; and any task which requires the participant to violate the law or University policies. This list does not and cannot encompass every circumstance which will cause the University to discipline a student for hazing. However, students must be aware that participation in the above listed activities will result in disciplinary action, including suspension or dismissal from the University. Furthermore, they must understand that consent or acquiescence of those who are hazed is not a defense for engaging in this illegal practice.

Procedures

All cases of suspected hazing will be reported to the Dean of Students. The Dean will charge the Director of University Security with conducting an investigation of the alleged hazing incident. Students are expected to cooperate fully with this investigation in the spirit of the Honor System. The Director of University Security will report the findings of his investigation to the appropriate judicial body.

If the investigation finds no evidence of hazing but does uncover other violations of regulations governing pledgship established by the Interfraternity Council/Panhellenic Council or Student Judicial Council or violations of the rules of other student organizations, the Director of University Security will send his investigative report to the appropriate judicial body for its review and action. The Interfraternity Council and Panhellenic Council are responsible for all other regulations governing pledgship for prospective new members of fraternity and sorority chapters respectively and for sanctioning chapters that violate those rules. The Student Judicial Council is responsible for reviewing cases of other student organizations and for sanctioning those organizations and individual students when appropriate.

If the investigation finds evidence of hazing, the Interfraternity Council/Panhellenic Council or Student Judicial Council will suspend immediately and indefinitely all activities related to pledgship or a new member program. The Director of University Security will submit his report to the Student Affairs Committee Hearing Board with a charge to conduct hearings for those students who are subject to disciplinary action. The SAC Hearing Board will be composed of three faculty members—all faculty members of SAC except the senior faculty member (who is a member of the University Board of Appeals)—and three student members of SAC—the Head Dormitory Counselor, the President of the Student Bar Association and: a) the President of the Student Judicial Council if the alleged hazing incident involves students from a Greek organization; **or** b) the President of the Interfraternity Council **or** the President of the Panhellenic Council if the alleged hazing incident involves students from a non-Greek student organization. The SAC Hearing Board will be chaired by the faculty member (of the three on the Hearing Board) with SAC seniority.

The Chair of the SAC Hearing Board will provide each student with written notice of the charges and will schedule a Board hearing with each accused student at which time the student will be permitted to submit a written response to the charges, provide an oral statement, and present witnesses. After completing the individual hearings, the SAC Hearing Board will evaluate the evidence and make a decision which may include dismissal, suspension, referral to the Student Judicial Council or other appropriate judicial bodies as warranted by the circumstances of each case, or acquittal. The minimum penalty for hazing will be immediate suspension from the University. If applicable, the suspended individual will be reported to the appropriate national body.

The complainant, the accused and the Director of University Security have a right to appeal the decision of the SAC Hearing Board to the University Board of Appeals (Dean of Students, senior faculty member of the Student Affairs Committee, and President of the

Student Body). Grounds for appeal include, but are not limited to, inappropriate penalty, lack of fair process, or new information. The appeal of the case must be made in writing to the University Board of Appeals within 72 hours of the SAC Hearing Board's decision. The University Board of Appeals will have the final decision.

In addition to the University Policy on Hazing, all Washington and Lee students and student organizations are subject to the Commonwealth of Virginia statute on Hazing (Virginia Code 18.2-56).

Furthermore, in serious hazing cases or in cases where evidence is not forthcoming, the President of the University may refer the case to the Commonwealth Attorney of Rockbridge County.

STATEMENT ON PERSONAL CONDUCT (Adopted by the Faculty — May 1992)

Admission to the Washington and Lee community carries with it certain obligations concerning personal conduct. Some of these obligations are specifically covered by the Honor System. Other less specific obligations concern the way we treat each other. Lee described the expectation at Washington College as "gentlemanly behavior." Today, we interpret this to mean civil, decent behavior designed to encourage mutual respect for our individual differences, desires, and ways of thinking.

At Washington and Lee, we expect an atmosphere of civility and mutual respect to prevail. Instances of uncivil behavior involving students are most effectively dealt with in personal and informal ways, not by formal and judicial procedures. Therefore, members of the Washington and Lee community who believe themselves to have been objects of such behavior should seek reconciliation by personal consultation with friends, faculty, or others who may intervene in the dispute. Instances of uncivil behavior involving students may be reported to the Dean of Students who will

take appropriate action by resolving the matter, referring the matter to the Mediator or, in appropriate cases, to the Student Judicial Council.

FACULTY POLICIES CONCERNING STUDENT DISCIPLINE

Statement of Goals for the Disciplinary System:

Washington and Lee is, above all else, an educational institution. The purpose of all our institutional activities, including our disciplinary proceedings, is to protect and promote our educational objectives.

As an educational institution we aspire to create a special community in which MUTUAL respect for the rights and autonomy of the individual balances our concern for the welfare of the community as a whole and the welfare of other individuals, at least in the negative sense that we do not consciously become the agent of harm to someone else. These aspirations inform and guide our honor system, as well as our other disciplinary systems.

1. As provided in the University by-laws, the faculty has authority over student disciplinary matters. To achieve a greater resonance between faculty views on various issues and the views of those immediately engaged in imposing disciplinary penalties, the Dean of Students shall report on each offense to the faculty meeting following the completion of all disciplinary action on that offense; such a report is for the information of the faculty and not for formal action. Faculty members may request more information on such cases, and may, collectively or individually, express their approval or disapproval of the handling of such cases either to the Dean of Students or to the individual members of the disciplinary bodies.

2. The disciplinary power of the University is independent of prosecutorial or judicial action; its exercise is neither demanded by pendency of state action nor prevented by the absence or failure of state action.

3. At the Baccalaureate day faculty meeting, there shall be only two conditions required for faculty recommendation for a degree: (1) that the candidate has met the academic re-

quirements for a degree, to which the University Registrar shall attest; and (2) that there are no Washington and Lee disciplinary proceedings pending against a candidate, to which the Dean of Students shall attest.

4. The Student Judicial Council, a wholly student group, shall have primary, first-instance responsibility for deciding misconduct cases and imposing penalties, with the exception of violations of the Honor System or cases which fall under the jurisdiction of the Student-Faculty Hearing Board. A student may appeal a conviction and the penalty imposed by the Student Judicial Council to the Board of Appeals.

UNIVERSITY POLICY ON ILLEGAL DRUGS/CONTROLLED SUBSTANCES

Washington and Lee University supports the Commonwealth of Virginia and federal laws on the possession, use, sale, or transfer of illegal drugs/controlled substances. It is the responsibility of all members of the University community to abide by these laws. A fundamental principle of the Washington and Lee University Policy on Illegal Drugs/Controlled Substances is that students are adults who are personally responsible for conforming their behavior to federal, state and local laws and University policy.

The Washington and Lee campus is not a sanctuary and University authorities will cooperate fully with law enforcement agencies in support of drug laws. Drug use is illegal and has no place at Washington and Lee.

Through the appropriate University administrative offices, committees and organizations, Washington and Lee University will conduct an on-going educational program to acquaint students with the Commonwealth of Virginia laws on drugs, with the health dangers of drug abuse, and with the medical and counseling resources available for students. The educational program will also include efforts to promote personal responsibility and accountability.

A student who violates the Washington and Lee University prohibition against illegal drugs will be referred to the Student Judicial Council under the following judicial procedures:

Possession/Use—Direct referral to the Student Judicial Council.

Sale—Direct referral to the Student Judicial Council with the recommendation that the student be suspended immediately from the University.

Arrest—When a student is arrested for violation of drug laws, the Dean of Students will review the circumstances of the case with the Chairman of the Student Judicial Council.

- When the arrest is for possession/use, the case will be referred to the Student Judicial Council. The SJC will take no action until the criminal proceeding, including appeal, is finalized by either acquittal, conviction, plea bargain or settlement, or dropping of the charge.

- When the arrest is for the sale of illegal drugs, the student will be subject to immediate suspension from the University by the SJC based on a recommendation from the Dean of Students. If the student is not suspended, the SJC will take no action until the criminal proceeding, including appeal, is finalized by either acquittal, conviction, plea bargain or settlement, or dropping of the charge.

Removal from University Housing—If the student violates University Drug Policy in University housing and is a resident of University housing, the Dean of Freshmen/Director of Residence Life may remove the student from housing without refund. If the student resides in a University fraternity and violates University Drug Policy in a fraternity house, the House Corporation, in accordance with the *Standards for Fraternities*, may remove the student from the house without refund.

Readmission—If a student is suspended for a violation of the University Policy on Drugs, consideration of readmission to the University is through the Committee on the Automatic Rule and Readmission. If the student is a law student, readmission will be determined by the Dean of the School of Law (or designee).

Referral—When a student is arrested for a violation of the laws on illegal drugs/controlled substances or otherwise reported for some incident related to the possession, or use

of illegal drugs/controlled substances, the Dean of Students (or designee) shall meet with the student. If the Dean determines that there may be personal problems related to illegal drugs/controlled substances which need attention, or if the student has been reported for a prior drug incident, the Dean will refer the student to the University counseling service for consultation in addition to applicable judicial procedures.

BOARD OF TRUSTEES POLICY ON WITHHOLDING OF DEGREES

The Board of Trustees reserves the right to withhold the degree of any student who has been convicted of a felony by a court in any jurisdiction. Upon the satisfactory completion of that student's court-imposed sentence, including any period of supervised probation, the Board may approve the awarding of such degree.

The Board may postpone approval of a degree for any student who has been charged with a felony in any jurisdiction when such charge is pending at the time the degree is to be awarded.

UNIVERSITY POLICY STATEMENT ON ALCOHOL

Washington and Lee University supports the Commonwealth of Virginia laws on the licensing, distribution and consumption of alcoholic beverages. It is the responsibility of all members of the University community to abide by those laws. A fundamental principle of the Washington and Lee University Policy on Alcohol is that students are adults who are personally responsible for conforming their behavior to state and local laws and University policy.

Washington and Lee Security cooperates with the Lexington Police, the Rockbridge County Sheriff and the Virginia Alcoholic Beverage Control Board to promote awareness of and adherence to the alcohol laws.

Through the appropriate University administrative offices, committees and organizations, Washington and Lee University will conduct an on-going educational program to acquaint

students with the Commonwealth of Virginia laws on alcohol, with the health dangers of alcohol abuse, and with the medical and counseling resources available for students. The educational program will also include efforts to promote personal responsibility and accountability.

Residence Halls—Alcoholic beverages are prohibited in all of the freshman dormitories. In the upperclass residence halls, students who are 21 years of age or older may use and possess alcoholic beverages in accordance with the Commonwealth of Virginia laws.

Judicial—Violations of the University Policy on Alcohol will be reviewed by the Dean of Students (or designee). Violations by law students will be reviewed by the Dean of the School of Law (or designee). Based on the circumstances of the incident, the Dean (or designee) may refer the case to the appropriate University judicial body.

- *Individuals*—The Student Judicial Council has jurisdiction to review violations of the policy by individual Washington and Lee students.

- *Residence Halls*—Violations of the policy by individuals living in University residence halls will be initially handled by the dorm counselor/resident assistant with referral to the Student Judicial Council if necessary.

- *Fraternities/Sororities*—Violations of the policy by a fraternity/sorority will be handled by the IFC Judicial Board/Panhellenic Judicial Board.

- *Student Organizations*—Violations of the policy by a student organization that is not a fraternity or sorority will be handled by the Student Judicial Council.

Referral—When a student is arrested for a violation of the Commonwealth of Virginia laws on alcohol, or otherwise reported for an incident related to alcohol use or abuse, the Dean of Students (or designee) shall meet with the student. If the Dean determines that there may be personal problems related to alcohol which need attention, or if the student has been reported for a prior alcohol incident, the Dean will refer the student to the University counseling service for consultation in addition to applicable judicial procedures.

POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

Washington and Lee is committed to providing for its members an environment that is free from sexual misconduct. It is the policy of the University that no member of the University community may sexually exploit another individual. Because of the serious nature of acts of sexual misconduct, procedures have been developed to insure that such cases are pursued with sensitivity and fairness. As a matter of policy, the institution also encourages the accuser in these cases to pursue appropriate action in the courts.

Sexual misconduct is defined as inappropriate physical conduct or threat of a sexual nature. Examples include:

- Unwanted sexual contact
- Forced sexual contact
- Physical assault with sexual intent
- Sexual intercourse without consent—by means of force, threat, intimidation or victim incapacity
 - Use of a position of authority in any University course, program, activity or organization in an attempt to obtain sexual favors.

The Student-Faculty Hearing Board (SFHB) is authorized to hear and adjudicate allegations of sexual misconduct involving Washington and Lee students. The SFHB consists of four students appointed by the Executive Committee and four faculty appointed by the Dean of the College. For a complete listing of policies see the *Student Handbook*.

UNIVERSITY POLICY ON SEXUAL HARASSMENT

Washington and Lee University is a community based on trust and on respect for others. The quality of its life, academic and social, is shaped by the guiding principle of civility, and every member of the community is entitled to expect

civil behavior from all other members. Specifically, students, faculty and staff have the right to be free from sexual harassment within the University community. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, the submission to or rejection of which is used as the basis for an employment or academic decision, or when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive work or academic environment. It is the policy of the University not to tolerate any form of sexual harassment. Sexual harassment violates not only University policy but also state and federal law.

Any person who believes herself or himself to be the object of sexual harassment by a member of the student body should seek information concerning Washington and Lee's policy and procedures for dealing with sexual harassment/misconduct from the Dean of Students. Complaints of sexual harassment involving inappropriate physical conduct or threat of a sexual nature against a student will be handled through the University's Policy and Procedures on Sexual Misconduct, as outlined in the *Student Handbook*. Such complaints may be brought to the Mediator appointed by the Dean of Students at the beginning of the academic year and resolved by the Mediator or the Student-Faculty Hearing Board in accordance with the Sexual Misconduct policy. For a sexual harassment complaint against faculty, contact the academic dean of the faculty member's school: Dean of the College, Washington Hall, ext. 8747; Williams School Dean, ext. 8602; Law School Dean, Lewis Hall, ext. 8502. For a sexual harassment complaint against a staff member, contact the Director of Personnel Services, Howard House (ext. 8920). The University's sexual harassment policy including the procedures for investigating and resolving complaints of prohibited harassment is available from the office of any of the designated individuals listed above.