1986

James Madison University Student Handbook, 1986

James Madison University

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A Message to Students
From President Ronald E. Carrier

Every aspect of your life as a James Madison University student has the potential to be a learning experience. Perhaps the greatest of these learning experiences is the fact that you have the opportunity to choose at James Madison University. At the University, you are given the opportunity to choose the values you want to live by, to choose the lifestyle you want to adopt, to choose the area of learning in which you wish to specialize and to choose to be the type of individual you desire to be.

Needless to say, this freedom of choice is accompanied by a major responsibility. You have a responsibility to yourself to make your decisions with an open mind and with intelligence, care, creativity and purpose.

You may wish to seek the advice or counsel of the faculty, administration and staff of the University in making these decisions. We are always ready to assist you in any manner you desire. Also, I would urge that you seek your parents' opinion in the decision-making process. However, the ultimate decisions on all matters are yours since it is your life that is being developed at the University.

We pride ourselves on the importance that is placed on each individual student at James Madison University. There is no question that each student on campus is different to some degree. Accordingly, each student is treated and respected as an individual.

Our University is not a large university in comparison with other universities of America. However, it is also not a small institution. We feel that JMU is the optimum size—large enough to offer a full range of programs and yet small enough so that each student remains an individual, not a number.

Every aspect of the University reflects our philosophy of the importance of the individual. Our student-faculty ratio allows each student to know his or her professors on a personal basis. We offer some 100 separate major programs, and this allows each student to select an academic area of the most interest. Extracurricular and social activities are available to meet the desires of all students. A wide variety of lifestyle options is offered in the residence halls, allowing each student to select the particular living arrangement most compatible with his or her individuality.

All of you have my best wishes for a most successful year—both in terms of academic achievement and in terms of personal development.

Dr. Ronald E. Carrier
President
University Calendar 1986-87
Fall Semester, 1986

Aug. 30, Sat.—Residence halls open 9 a.m. for new students. Dining hall opens 4 p.m.

Aug. 31, Sun.—Residence halls open 9 a.m. for returning students.

Sept. 1, Mon.—Registration and fee payment. For detailed dates and times, see Schedule of Classes, Fall Semester, 1986.

Sept. 2, Tues.—Classes meet as scheduled. Fee payment continued. Special student registration. See schedule of classes.

Sept. 3, Wed.—Beginning of course adjustment period.

Sept. 6, Sat.—Valley Day.

Sept. 9, Tues.—Last day on which applications for course changes may be made without payment of $10 fee. Last day to add a new course to first semester or first block program or to register and pay for a semester or first block course. Last day to drop a course with refund and without "W" grade.

Sept. 9, Tues.—Last day to submit an application for a degree if graduation requirements are to be met in October.

Sept. 15, Mon.—Last day to withdraw from University with tuition refund. Last day for graduate students to drop a course with tuition refund or to make course changes without payment of $10 fee.

Sept. 27, Sat.—Government Day.

Sept. 30, Tues.—Last day to change a first block course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a first block course.

Sept. 30, Tues.—Last day to submit an application for a degree if graduation requirements are to be met in December.

Sept. 30-Oct. 2, Tues.-Thurs.—Arts and Sciences Symposium.

Oct. 4, Sat.—Parent’s Day.

Oct. 18, Sat.—Homecoming.

Oct. 21, Tues.—First block courses end.

Oct. 23, Thurs.—Mid-semester grades due in Records Office.

Oct. 23, Thurs.—Classes begin second block courses.

Oct. 24, Fri.—Last day to add and pay for second block courses.

Oct. 30, Thurs.—Last day to change a semester course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a semester course or withdraw from the University without academic penalty.

Oct. 30, Thurs.—Last day to drop a second block course with refund and without "W" grade or payment of $10 fee.
Oct. 31, Fri.—First block course grades due in Records Office.

Oct. 31, Fri.—First semester holiday. Classes (undergraduate and graduate) do not meet.

Nov. 6-19, Thurs.-Wed.—Registration for Spring Semester, 1987.

Nov. 20, Thurs.—Last day to change a second block course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a second block course.

Nov. 21, Fri.—Course adjustments for Spring Semester, 1987.

Nov. 26, Wed.—Thanksgiving vacation begins 5 p.m. Dining hall closes 2 p.m. Residence halls close 5 p.m.

Nov. 30, Sun.—Residence halls open 12 noon. Dining hall opens 4 p.m.

Dec. 1, Mon.—Thanksgiving vacation ends and classes resume.

Dec. 11, Thurs.—Last day of classes.

Dec. 12, Fri.—Last day for students to complete 1986 spring semester and 1986 summer term "incomplete" grades and for faculty to turn in these grades to the Records Office.

Dec. 12, Fri.—Reading Day.

Dec. 15-19, Mon.-Fri.—Final examinations.

Dec. 19, Fri.—Deadline for completion of all degree requirements for masters and Ed. S. December graduates. All "I" grades (including final semester) must be completed and grades turned in to the Records Office.

Dec. 19, Fri.—Residence halls close 5 p.m. Dining hall closes 2 p.m.
Spring Semester, 1987

Jan. 11, Sun.—Residence halls open 12 noon. Dining hall opens 4 p.m.

Jan. 12, Mon.—Registration and fee payment. For detailed dates and times, see Schedule of Classes, Spring Semester, 1987.

Jan. 13, Tues.—Classes meet as scheduled. Fee payment continued. Special student registration. See schedule of classes.

Jan. 14, Wed.—Beginning of course adjustment period.

Jan. 20, Tues.—Last day on which applications for course changes may be made without payment of $10 fee. Last day to add a new course to second semester or third block program or to register and pay for a semester or third block course. Last day to drop a course with refund and without a "W" grade.

Jan. 26, Mon.—Last day to withdraw from University with tuition refund. Last day for graduate students to drop a course with tuition refund or to make course changes without payment of $10 fee.

Feb. 2, Mon.—Last day to submit an application for a degree if graduation requirements are to be met in March.

Feb. 9, Mon.—Last day to submit an application for a degree if graduation requirements are to be met by the end of the Spring Semester, 1987.

Feb. 10, Tues.—Last day to change a third block course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a third block course.

Mar. 3, Tues.—Third block courses end.

Mar. 6, Fri.—Mid-semester grades due in Records Office.

Mar. 6, Fri.—Mid-semester recess begins 5 p.m. Dining hall closes 2 p.m. Residence halls close 5 p.m.

Mar. 15, Sun.—Residence halls open 12 noon. Dining hall opens 4 p.m.

Mar. 16, Mon.—Third block course grades due in Records Office.

Mar. 16, Mon.—Classes resume. Fourth block courses begin.

Mar. 17, Tues.—Last day to add and pay for a fourth block course.

Mar. 18, Wed.—Celebration of Founders Day.

Mar. 20, Fri.—Last day to change a semester course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a semester course or withdraw from the University without academic penalty.
Mar. 23, Mon.—Last day to drop a fourth block course with refund and without a “W” grade or payment of $10 fee.

Mar. 23-27, Mon.-Fri.—The Festival of the Arts.

Mar. 23, Mon.—Last day to submit readmission fees, housing contracts, room deposits and tuition deposits.

Apr. 3, Fri.—Last day to cancel housing contracts with refund.

Apr. 6-15, Mon.-Wed.—Registration for Fall Semester, 1987.

Apr. 9, Thurs.—Honors Day.

Apr. 13, Mon.—Last day to change a fourth block course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit. Last day to drop a fourth block course.

Apr. 17, Fri.—Course adjustment for Fall 1987 schedules.

Apr. 20-22, Mon.-Wed.—University housing reservation process.

Apr. 30, Thurs.—Last day of classes.

May 1, Fri.—Last day for students to complete Fall 1986 “incomplete” grades and for faculty to turn in these grades to the Records Office.

May 1, Fri.—Reading Day. Early registration for May term.

May 4-8, Mon.-Fri.—Final examinations. University housing check-out process.

May 8, Fri.—Residence halls close 7:30 p.m.

May 9, Sat.—Graduation. Commencement exercises.

May 9, Sat.—Dining hall closes 2 p.m.

May Session, 1987

May 10, Sun.—Residence halls open 9 a.m. Dining hall opens 4:30 p.m.

May 11, Mon.—Registration for May session only. Classes meet.

May 14, Thurs.—Last day to add a course. Last day on which applications for course changes may be made without a fee. Last day to drop a course with tuition refund.

May 22, Fri.—Last day to change a May session course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit.

May 22, Fri.—Last day to drop a course.

May 29, Fri.—Final examinations. Dining hall closes 1 p.m. Residence halls close 5 p.m.
Summer Session, 1987

First Four-Week Term

June 14, Sun.—Residence halls open 9 a.m. Dining hall opens 4:30 p.m.

June 15, Mon.—Registration.

June 16, Tues.—Last day to submit an application for an undergraduate degree if requirements are to be met by the end of the Summer Session, 1987. Classes meet as scheduled.

June 18, Thurs.—Last day to add a course for the first four-week term. Last day on which applications for course changes for the first four-week term may be made without a fee. Last day to drop a course with tuition refund.

July 3, Fri.—Holiday. Classes (undergraduate and graduate) do not meet.

July 6, Mon.—Last day to change a first four-week term course from credit/no-credit or audit to letter grade or letter grade to credit/no credit or audit.

July 6, Mon.—Last day to drop a four-week term course.

July 10, Fri.—Final examinations for first four-week term courses.

Eight-Week Term

June 14, Sun.—Residence halls open 9 a.m. Dining hall opens 4:30 p.m.

June 15, Mon.—Registration.

June 16, Tues.—Classes meet as scheduled.

June 16, Tues.—Last day to submit an application for an undergraduate degree if requirements are to be met by the end of the Summer Session, 1987.

June 25, Thurs.—Last day to add a course for the eight-week term. Last day on which applications for course changes for the eight-week term may be made without a fee. Last day to drop a course with tuition refund.

July 1, Wed.—Last day to submit graduate degree application if requirements are to be met in August.

July 3, Fri.—Holiday. Classes (undergraduate and graduate) do not meet.

July 14, Tues.—Last day to change an eight-week term course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit.

July 14, Tues.—Last day to drop an eight-week term course.

Aug. 7, Fri.—Final examinations. Dining hall closes 6 p.m.
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**Aug. 7, Fri.**—Deadline for completion of all degree requirements for masters and Ed. S. August graduates. All “I” grades (including final semester) must be completed and grades turned in to the Records Office.

**Aug. 8, Sat.**—Residence halls close 10 a.m.

### Six-Week Term

*June 28, Sun.—Residence halls open 9 a.m.*

*June 29, Mon.—Course changes and registration. Classes meet as scheduled.*

**July 1, Wed.**—Last day to submit graduate degree applications if requirements are to be met in August.

**July 3, Fri.**—Holiday. Classes (undergraduate and graduate) do not meet.

**July 6, Mon.**—Last day to add a course for the six-week term. Last day on which applications for course changes for the six-week term may be made without a fee. Last day to drop a course with tuition refund.

**July 10, Fri.**—Last day to change a six-week term course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit.

**July 22, Wed.**—Last day to drop a six-week term course.

*Aug. 7, Fri.—Final examinations. Dining hall closes 6 p.m.*

*Aug. 7, Fri.—Deadline for completion of all degree requirements for masters and Ed. S. August graduates. All “I” grades (including final semester) must be completed and grades turned in to the Records Office.*

*Aug. 8, Sat.—Residence halls close 10 a.m.*

### Second Four-Week Term

*July 13, Mon.—Course changes and registration. Classes meet as scheduled.*

**July 16, Thurs.**—Last day to add a second four-week term course. Last day on which applications for course changes for the four-week term may be made without a fee. Last day to drop a course with tuition refund.

**July 29, Wed.**—Last day to change a second four-week term course from credit/no-credit or audit to letter grade or letter grade to credit/no-credit or audit.

**July 29, Wed.**—Last day to drop a second four-week term course.

*Aug. 7, Fri.—Final examinations. Dining hall closes 6 p.m.*
Aug. 7, Fri.—Deadline for completion of all degree requirements for masters and Ed. S. August graduates. All "I" grades (including final semester) must be completed and grades turned in to the Records Office.

Aug. 8, Sat.—Residence halls close 10 a.m.

Fall Semester, 1987 & Spring Semester, 1988 (Tentative)

Aug. 29, Sat.—Residence halls open for new students.

Aug. 30, Sun.—Residence halls open for returning students.

Aug. 31, Mon.—Registration. For detailed dates and times, see Schedule of Classes, Fall Semester, 1987.

Sept. 1, Tues.—Classes meet as scheduled.

Dec. 18, Fri.—Fall semester ends.

Jan. 11, Mon.—Spring semester begins.

May 6, Fri.—Spring semester ends.
University Organization

James Madison University, as a state-supported university of the Commonwealth of Virginia, is governed by a board of visitors appointed by the governor of the state. The twelve-member board includes a student member. The board has an Executive Committee which consists of five visitors and the rector, who serves as an ex officio member. When the board is in recess, the Executive Committee may exercise the power of the board.

General responsibility for the administration of James Madison University has been assigned to the president of the University who is appointed by the board of visitors. In addition, to assist the president in the administration of the University, the board has established the major administrative positions of vice presidents for academic affairs, student affairs, university advancement, business affairs, and administrative affairs.

University Organization Chart
University Governance

The President of the University

Dr. Ronald E. Carrier, President
Office of the President
Wilson Hall, Rm. 205
Tel. No. 568-6241

As the chief administrative official of the University, the president seeks the advice and assistance of faculty, students, and administrative personnel in making and implementing policies in all University matters. While he maintains both formal and informal day-to-day contact with all members of the campus community, the president also meets each month with the University Council, a group of elected faculty representatives, elected student representatives, and appointed administrative persons, which considers topics of importance to the school and makes recommendations to the president.

The University Council

The membership of the University Council consists of the following persons: all division vice presidents; all University commission chairmen; all deans; the speaker of the Faculty Senate; five faculty senators; the president and the administrative vice presi-
dent of the Student Government Association; the president of the Honor Council; the chairman of the University Program Board; and one graduate student. The president of the University and his confidential secretary serve as chairman and secretary, respectively, of the University Council.

Specifically, the functions of the University Council are to advise the president of the University on matters of University governance; to implement the functions and exercise the authority delegated to it by the president of the University; to review and make recommendations on matters proposed by the faculty, staff and students, or through the Faculty Senate, Student Senate, commissions or committees; to refer appropriate matters to the Faculty Senate, Student Senate, commissions, committees, groups or individuals for consideration and recommendations.

University Commissions

The University Commissions are:
Commission on Undergraduate Studies
Commission on Graduate Studies and Research
Commission of Faculty Affairs
Commission on Student Services
Commission on Planning and Development

University Governance Chart
Student Government Association

Greg Gromada  
President
Ann-Marie Johnson  
Administrative Vice President
Kathy Sayko  
Legislative Vice President
Greg Usiskin  
Treasurer
Stacey Summers  
Secretary

Student Government Association  
Post Office Box M-41  
James Madison University  
Tel. No. 568-6376

The Student Government Association is a unique organization in that its membership includes every undergraduate degree-seeking student at James Madison University. Through this structure, all students can actively participate in the decision-making process of James Madison University. The SGA cooperates with the faculty and administration within the precepts of James Madison University’s internal governance system.

Leadership of the SGA is vested in the Executive Council and the Student Senate. Under the supervision of these two governing bodies, student activities fees are allocated to campus clubs and organizations as well as various service projects. Undergraduate representatives are appointed to University commissions and committees.

Opportunities for involvement are many and varied. The SGA office is located on the first floor of the Warren Campus Center.

Constitution of the Student Government Association

Preamble
Recognizing our responsibility to actively participate in the decision-making process, we the students of James Madison University do ordain and establish a Student Government Association which will cooperate with the faculty and administration within the precepts of James Madison University’s internal governance system.

Article I General Association
All undergraduate degree-seeking students enrolled at James Madison University shall be members of the Student Government Association, and this said body shall vest its leadership in the Executive Council and the Student Senate.

Article II Executive Council
The executive power of the Student Government Association will be vested in the Executive Council and shall be composed of the president, the administrative vice president, the legislative vice president, the treasurer, and the secretary.

Section 1 Executive Council
A. Meetings
1. The Executive Council shall meet at the discretion of the president, or by petition of three members.
2. Four members of the Executive Council shall constitute a quorum.

B. Powers and Duties
1. They shall handle all administrative responsibilities of the Student Government Association and all other powers and duties granted to them by the administration.
2. They shall take care to see that all resolutions passed by the Student Senate and Executive Council be faithfully executed.
3. They shall either veto or approve all resolutions in whole from the Student Senate.
4. They shall be responsible for forwarding to the president of the University the names of students for appointment to the University commissions and committees.
5. The Executive Council shall choose from its membership a member, and not necessarily the same one, to act as liaison between the Student Government Association and each of the following: Commuter Student Committee, Inter-Hall Council, Interfraternity Council, and Panhellenic Council.
6. They shall interview and select nominees for the positions of student judicial coordinator, student advocate coordinator, student judicial secretary, and parliamentarian for senate approval.
7. All executive officers shall faithfully execute any duties assigned to them by the president.

Section 2 President
A. Eligibility
Any full-time student of James Madison University who, prior to the election date, has completed two full semesters at James Madison University, is in good standing (2.0 cumulative average), and will have attained the rank of junior or senior during his/her term of office, shall be eligible for election as president of the Student Government Association.

B. Qualification
Once elected to the office, the president must maintain his/her academic good standing.

C. Powers and Duties
1. His/her duties shall include establishing Student Senate subcommittees, relaying student concerns to the James Madison University administration, and coordinating all Student Government Association activities and inquiries.
2. He/she shall preside as chairman of the Executive Council.
3. He/she shall give, at least monthly, a report to the Student Senate which will outline issues facing the student body.

Section 3 Administrative Vice President
A. Eligibility
Any full-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing, shall be eligible for election as administrative vice president of the Student Government Association.

B. Qualification
Once elected to the office, the administrative vice president must maintain his/her academic good standing.

C. Powers and Duties
1. He/she shall attend all University commission meetings and shall report to the Executive Council and to the Student Senate all issues that arise in these meetings.
2. Should a vacancy occur in the office of the Student Government Association president, the administrative vice president shall assume all responsibilities of that office until a new election can be held as stipulated in the bylaws.

Section 4 Legislative Vice President
A. Eligibility
Any full-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing, shall be eligible for election as legislative vice president of the Student Government Association.

B. Qualification
Once elected to the office, the legislative vice president must maintain his/her academic good standing.

C. Powers and Duties
1. He/she shall be the chairman of the Student Senate.
2. He/she shall oversee minor campus elections.

Section 5 Treasurer
A. Eligibility
Any full-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing, shall be eligible for election as treasurer of the Student Government Association.

B. Qualification
Once elected to the office, the treasurer must maintain his/her academic good standing.

C. Powers and Duties
1. He/she shall draft the Student Government Association’s proposed annual budget for the presentation to the Executive Council and Student Senate.
2. He/she shall make an accurate financial statement in November and in March to the Student Senate and to be submitted to “The Breeze” for publication.
3. He/she shall give a bi-monthly treasurer’s report to the Student Senate.
4. He/she shall draw money from the operating account upon approval of the Student Government Association president or a majority vote of the Executive Council.
5. He/she shall draw money from the contingency fund upon approval of a Student Government Association resolution.
6. He/she shall be an ex-officio member of the Finance Committee.

Section 6 Secretary
A. Eligibility
Any full-time student of James Madison University
who, prior to the election date, has completed one full semester at James Madison University and is in good standing, shall be eligible for election as secretary of the Student Government Association.

B. Qualification
Once elected to the office, the secretary must maintain his/her academic good standing.

C. Powers and Duties
1. He/she shall preserve written records of meetings of the Executive Council and the Student Senate.
2. He/she shall report in writing to all concerned University officials and students the names of the officers and committees of the Student Government Association.
3. He/she shall be a non-voting ex-officio member of the Communications and Public Relations Committee.

Article III Student Senate
All legislative functions concerning student government affairs will be vested in the Student Senate of the Student Government Association.

Section 1 Membership
A. The Student Senate shall be composed of campus, off-campus, Presidential Apartment, and Greek housing representatives.
B. The legislative vice president of the Student Government Association shall be chairman of the Student Senate and shall preside over all meetings. The chairman of the Student Senate shall have no vote except in the case of a tie vote.

Section 2 Eligibility
Any degree-seeking student at James Madison University, in good standing, and taking at least twelve semester hours shall be eligible for election as senator.

Section 3 Qualification
Once elected to the office, the senator must maintain his/her academic good standing.

Section 4 Powers and Duties
A. The Student Senate shall choose from its own membership a chairman pro-tempore no later than the third meeting. The Student Senate may appoint any other officers needed to conduct its business.
B. The Student Senate may override by two-thirds of the membership any veto by the Executive Council.
C. The Student Senate shall approve all of the organization's budgets and shall also approve all expenditures from the Student Government Association Contingency Fund.
D. Each senator shall serve on at least one student senate committee.
E. Each senator shall be a voting member of his/her respective hall council or Commuter Student Committee and should act as a liaison between these groups and the Student Government Association.

Section 5 Meetings
A. Meetings shall be conducted on a weekly basis with the exception of holidays.
B. Special meetings may be called at the discretion of the legislative vice president, or by petition of the majority of the membership.
C. Two-thirds of the Student Senate membership shall constitute a quorum.
D. In executive session, only senators, executive council officers, parliamentarians, advisers, and others that the assembly or its role may determine to be necessary, will be allowed to remain in the hall.

Section 6 Chairman Pro-Tempore
A. Eligibility
Any full-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing, and is a member of the Student Senate, shall be eligible for election as the chairman pro-tempore of the Student Senate.

B. Qualification
Once elected to the office, the chairman pro-tempore must maintain his/her academic good standing.

C. Powers and Duties
1. The chairman pro-tempore shall serve as the chairman of the Student Senate in the absence of the legislative vice president.
2. The chairman pro-tempore shall meet bi-monthly with the Student Senate committee chairmen.
3. The chairman pro-tempore shall give monthly reports to the Student Senate which shall evaluate the work of the Student Senate committees.
4. The chairman pro-tempore shall be responsible for requisitioning a hall in which to hold the weekly Student Senate meetings.

Article IV Disciplinary Procedures

Section 1 Grounds for Impeachment
A. Executive Council Officers and Senators
1. Executive Council officers and senators may be impeached for neglect of duty of that office stipulated in the constitution and/or bylaws.
2. Executive Council officers and senators may also be impeached for neglect of duty of that office stipulated by house rules.

B. Appointed Officials
Appointed officials, not otherwise mentioned in the constitution, may be removed by a two-thirds majority vote of the Student Senate without impeachment proceedings.
Section 2 Removal from Office
A. Executive Council officers, senators, and the chairman pro-tempore shall be removed from office following a guilty verdict at an impeachment trial.
B. Procedures
1. Investigation and Preliminaries to the Trial
   a. To begin impeachment proceedings against any Executive Council officer, senator, or chairman pro-tempore, a motion to begin an investigation must originate in the Student Senate and must carry by a majority vote. If said motion is directed at the presiding officer, he/she must vacate the chair in favor of the next officer in the order of succession.
   b. An investigating committee shall be named by the presiding officer which shall decide whether there is evidence to impeach and formulate the charge(s) and specifications, if said committee finds it desirable to proceed with the trial.
   c. If the Student Senate agrees by a majority vote to continue the proceedings, the presiding officer shall set a time and place for the trial.
   d. The accused Executive Council officer, senator, or chairman pro-tempore shall receive written notice that informs him/her of the time and place of the trial and all the charges(s) and specifications against him/her.
   e. The accused Executive Council officer, senator, or chairman pro-tempore shall be given at least two weeks to prepare his/her defense.
2. Trial
   a. A petition of impeachment shall be drawn up by the committee and copies made available to all members immediately prior to the trial.
   b. The Student Senate shall try the accused Executive Council officer, senator, or chairman pro-tempore.
   c. The proceedings of the trial shall be held in utmost secrecy, and the decision of the Student Senate is final.
   d. The order of the trial shall be set forth in the Robert's Rules of Order, Newly Revised.

Article V Parliamentarian
Section 1 Eligibility
Any degree-seeking student enrolled at James Madison University in good standing shall be eligible for appointment as Student Government Association parliamentarian. The parliamentarian shall be neither a member of the Executive Council nor the Student Senate.

Section 2 Qualification
Once appointed to the office, the parliamentarian must maintain his/her academic good standing.

Section 3 Selection
The Executive Council, along with the chairman pro-tempore of the Student Senate, shall interview and select a nominee for the position of parliamentarian for Student Senate approval, within one week after the chairman pro-tempore has been elected by the Student Senate.

Section 4 Powers and Duties
A. He/she shall be responsible for seeing that all meetings of the Student Government Association are conducted in accordance with Robert's Rules of Order, Newly Revised.
B. He/she shall rule on the constitutionality of all issues that might arise during the Student Government Association meetings.

Article VI Advisers
The Executive Council shall select two advisers to the Student Government Association contingent upon Student Senate approval. One adviser shall be the vice president for student affairs (or his/her designate) and the other shall be selected at large.

Article VII Amendments
The Constitution may be amended or revised by a vote of two-thirds of the members of the association present at the meeting held for that purpose. Proposed amendments shall be presented to the Student Senate and the Executive Council for their approval and then posted at least one week before being voted on by the association. On approval by the vice president for student affairs, said amendments shall become part of the Constitution.

Bylaws of the Student Government Association
Article I Elections
Section 1 Major & Minor Elections
A. The student membership shall elect, during a major election, the Executive Council of the Student Government Association; president, administrative vice president, legislative vice president, treasurer, and secretary.
B. The student membership shall elect, during the minor elections, the senators of the Student Government Association.
C. The major elections shall be held on the first Tuesday in the month of April. The minor elections shall be held three weeks after the fall semester begins.
D. Newly-elected officers will serve as non-voting ex-officio officers until the day of spring commencement and at that time, they will assume the responsibilities of their respective positions and serve until the day of spring commencement of the following year.

Section 2 Rules
A. Major Election Rules
   1. Governing Body
      The Campus Elections Committee shall have complete authority over all issues concerning major elections, pending appeals.
2. Eligibility
Students who are potential candidates are asked to look in the Student Government Association Constitution for eligibility requirements.

3. Appeals
a. All appeals must be presented in writing to the chairman of the Campus Elections Committee within 24 hours after the official announcement of results.
b. The decision of the Campus Elections Committee to either accept or deny the appeal may be appealed to the Judicial Control Board.

B. Minor Election Rules
1. Governing Body
The legislative vice president shall resolve all issues involving minor elections, pending appeals.

2. Eligibility
Students who are potential candidates are asked to look in the Student Government Association Constitution for eligibility requirements.

3. Appeals
a. All appeals must be presented in writing to the legislative vice president within 24 hours after the official announcement of results.
b. The decision of the legislative vice president to either accept or deny the appeal may be appealed to the Judicial Control Board.

C. Run-Off Election
1. Major
a. When a candidate fails to receive a majority of votes in a major election, a run-off will be held within one week after the major election between the two candidates with the most votes.
b. The Campus Elections Committee has complete authority over all issues involving this election.

2. Minor
a. Only in the case of a tie of the top two candidates will a run-off minor election be held.
b. The legislative vice president shall resolve all issues involving this election.

D. Special Elections
1. In case the president of the Student Government Association vacates his/her office, the administrative vice president of the Student Government Association shall temporarily fill the office of president until a special election is held within two weeks.
2. If a present executive officer desires to run for the office of president and does not receive a majority of the votes, he/she may return to his/her present office.
3. If any other executive officer of the Student Government Association vacates his/her office, a temporary officer shall be appointed by the Executive Council, after which there will be an election of a permanent officer by the student body within two weeks.

4. If for any reason a vacancy occurs in the position of senator from a residence hall or commuting organization, the legislative vice president shall designate how a replacement will be selected. A replacement will be selected within two weeks. If for any reason a replacement is not found within the specified time, the Campus Elections Committee shall have the power to appoint the senator.

Article II Senate Membership
Senators shall be chosen as follows:
1. Bluestone dorms - one senator for every dorm
2. Village dorms - one senator for every dorm
3. Lake Complex dorms - one senator for Chandler, one senator for Shorts, and two senators for Eagle
4. Presidential Apartments - two senators
5. Greek Housing - three senators to represent all Greek housing
6. The proportion of commuter senators to commuter students shall be equivalent to the proportion of on-campus senators to on-campus students
7. Howard Johnsons - one senator

Article III Senate Committees
Section 1 Organization
A. The chairman pro-tempore is responsible for seeing that senators are appointed to the Senate committees.
B. The membership of the Senate committees shall be left to the discretion of the Senate chairman pro-tempore.

Section 2 Chairmanship
A. The chairman of each committee shall be appointed by the chairman pro-tempore and the legislative vice president.
B. Responsibilities
1. He/she shall be responsible for calling all meetings at the most convenient times for all committee members.
2. He/she shall be responsible for seeing that all work assigned to his/her committee is completed within a reasonable amount of time.
3. He/she shall make weekly progress reports to the Student Senate on all work assigned to his/her committee.
4. He/she shall be responsible for reporting bills that require action by the entire Student Senate to the chairman pro-tempore when the bill has been passed by the committee.
C. The chairman shall be able to exercise their right to vote on all matters in committee.

Section 3 Committee Operations
A. Each committee must, within three weeks of the time that a proposal is sent to that committee, act upon the proposal in a definite manner. If more time is needed to complete study of the measure, the committee may petition the chairman pro-tempore for additional time.
B. Each committee chairman, upon majority approval of the Executive Council, has the authority to remove a member from his/her committee. This authority is to be granted by the Executive Council on a case by case basis.

C. Two-thirds of a committee’s membership may petition the Executive Council and chairman pro-tempore to remove a committee chairman.

Section 4 Meetings
A. Committees shall meet at the discretion of the chairman of the committee.
B. A majority of the membership must be present at all meetings.

Section 5 Vacancies
A. When a vacancy occurs in the chairmanship of a committee, the chairman pro-tempore and the legislative vice president shall appoint a replacement.
B. When a senator is replaced in the Student Senate, his/her replacement shall assume membership on all committees held by that senator.

Section 6 Senate Standing Committees
A. Internal Affairs Committee
   This committee shall be responsible for establishing House Rules, contingent upon Senate approval, and shall undertake all matters concerning the internal operations of the Student Government Association. This committee shall also be responsible for all matters concerning the revision of the constitution.
B. Food Service Advisory Committee
   1. Matters concerning the Food Services operation shall be assigned to this committee.
   2. This committee is responsible for seeing that there is a direct line of communication between students and the dining hall staff.
C. Curriculum and Instruction Committee
   Matters concerning academic policy shall be assigned to this committee.
D. Building and Grounds Committee
   Matters concerning physical property and planning and development shall be assigned to this committee.
E. Student Services Committee
   Matters concerning non-academic areas of student concern shall be assigned to this committee.
F. Communication and Public Relations Committee
   Matters concerning the interaction between the Student Government Association and the student body shall be assigned to this committee.

Article IV Student Government Association Committees
Section 1 Inter-Hall Council
A. The Inter-Hall Council shall consist of all individual hall council presidents. The Executive Council liaison for Inter-Hall Council shall be an ex-officio member of this committee.
B. The Inter-Hall Council shall be responsible to study problems common to the resident student and to make recommendations to the hall councils, Executive Council, and Student Senate.

Section 2 Commuter Student Committee
A. The chairman of the Commuter Student Committee shall be elected by this committee in the spring, for one term, commencing one week after the election.
B. The chairman, plus the elected off-campus senators and Presidential Apartment senators, shall elect off-campus students to the Commuter Student Committee. The Executive Council liaison for the Commuter Student Committee shall be an ex-officio member of this committee.
C. Commuter Student Committee shall be responsible for studying and resolving problems relating to off-campus students.

Section 3 Ring Committee
A. There shall be a Ring Committee established for the sophomore class.
B. An Executive Council member will chair the first meeting with a permanent chairman to be selected by the sophomore class members attending this meeting.
C. The chairman must be approved by a majority of the Executive Council.
D. Membership of this committee is restricted to an odd number of members from the sophomore class.
E. There shall be at least eight members with the limit on the number of members set by the chairman.
F. Membership will be selected by the chairman with approval of the Executive Council.
G. An Executive Council member, a student affairs official, and a business affairs official will serve as advisors to this committee.
H. The duty of the committee shall be to select the class ring design and its distributor.
I. The Ring Committee shall have no budget or accumulation of funds.
J. The committee shall be of a temporary nature and will be disbanded after their duties have been discharged.
K. The class committees of 1981 and 1982 shall be exempt.

Section 4 Finance Committee
A. The membership of this committee shall consist of two commuter senators, two residence hall senators, three students selected at large, and the director of the student activities who will serve in a non-voting advisory capacity. The treasurer of the Student Government Association shall be an ex-officio member of this committee. The students of this committee shall be appointed by the president of the Student Government Association and the chairman pro-tempore of the Student Senate.
B. The chairman of this committee shall be elected from the membership thereof. If there is a vacancy in the
C. Two-thirds of the membership shall constitute a quorum.
D. This committee shall follow Article III of these bylaws, except for portions dealing with membership, chairmanship, and quorum.
E. Matters concerning the financing of Student Government Association projects shall be assigned to this committee.
F. The committee will hold budget hearings for all recognized student groups seeking funds in the spring of the year.

Section 5 Campus Elections Committee
A. All major Student Government Association elections shall be held by the Campus Elections Committee. The Campus Elections Committee shall handle any minor election in the event of no returning hall council president or Commuter Student Committee chairman.
B. The chairman of the Campus Elections Committee shall be elected from the committee thereof. If there is a vacancy in the chair, the committee shall elect a new chairman from among its members.
C. The Campus Elections Committee shall be composed of at least two commuter senators and at least two residence hall senators with a total membership of at least seven, to be appointed by the Internal Affairs Committee, contingent upon Senate and Executive Council approval.
D. The Campus Elections Committee shall have complete authority over all issues involving major elections.
E. The Campus Elections Committee shall compile a list of procedures and guidelines to be used by future Campus Elections Committees and to be placed on file in the Student Government Association office.

Section 6 Legislative Action Committee
A. The membership of this committee shall consist of a maximum of 15 members, consisting of at least 6 senators, at least 4 students selected at large, and the legislative vice president serving in an advisory capacity.
B. The chairman of this committee shall be elected from the membership thereof. If there is a vacancy in the chair, the committee shall elect a new chairman from among its members.
1. The chairman shall report to the Student Senate and the Executive Council all activities of the committee.
2. The chairman shall serve as the Student Government Association representative to the Virginia Student Association.
3. The chairman shall also represent the SGA, contingent upon the approval of the Senate and the Executive Council, to other organizations concerning matters relevant to the James Madison University population.
4. The SGA secretary shall be charged with notifying in writing the vice president for university relations of the specific proposal to be lobbied. This must be done before any formal lobbying is conducted by the committee.
5. Any lobbying activities shall be carried on exclusively by the members of the committee or any additional persons selected by the committee with the approval of the executive council.
a. These members shall be formally charged with the lobbying task at the Student Senate meeting prior to the date of lobbying.
b. The mandate of the JMU student body shall not be deviated from after the Senate has charged the lobbying task.
c. The Legislative Action Committee shall take appropriate action to ascertain the sentiment of the entire student body concerning the issue at hand.
6. The SGA secretary shall be charged with notifying the Student Senate and Executive Council, and chairman of the Student Government Association Finance Committee to project the total amount of student fees available for the following year and to discuss general philosophy and percentage allocations. Discussions with the president of the University regarding these items will take place as necessary.
B. The Finance Committee of the Student Government Association will hold budget hearings for all recognized student groups seeking funds.
C. The Finance Committee of the Student Government Association will draft budget recommendations when the budget hearings are completed for presentation to the Student Senate and Executive Council. The Advisory Committee as per A, supports the funding philosophy of the Student Government Association. That philosophy states that Student Government
Article VI Salaries
Section 1 Payment Policy
All elected and appointed officials shall at stated times receive for his/her services an undergraduate scholarship which shall neither be increased nor diminished during the period for which they shall have been elected.

Section 2 Executive Council
A. The president shall receive an annual scholarship of $1,800.
B. The administrative vice president shall receive an annual scholarship of $1,400.
C. The legislative vice president shall receive an annual scholarship of $1,400.
D. The treasurer shall receive an annual scholarship of $1,400.
E. The secretary shall receive an annual scholarship of $1,400.

Section 3 Other Salaries
A. The chairman pro-tempore shall receive an annual scholarship of $450.

B. The student judicial coordinator shall receive an annual scholarship of $850.
C. The student advocate coordinator shall receive an annual scholarship of $850.
D. The student judicial secretary shall receive an annual scholarship of $650.
E. The Student Senate, with approval of the Executive Council, may grant salaries to other deserving positions.

Article VII Procedure
Section 1 Parliamentary
The rules contained in Robert’s Rules of Order, Newly Revised shall govern the meetings of the association in all cases in which they are not inconsistent with the constitution and bylaws of the association.

Section 2 Legislative
All legislative procedures shall be decided upon by the parliamentarian, the legislative vice president, and the chairman pro-tempore.

Article VIII Amendments
The bylaws may be amended or revised by a vote of two-thirds of the members of the association present at the meeting held for that purpose. Proposed amendments shall be presented to the Student Senate and the Executive Council for their approval and then posted at least one week before being voted on by the association. On approval by the Vice President of Student Affairs, said amendments shall become part of the bylaws.
Statement on Student Rights and Responsibilities

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather as themes of a direction for a growing and changing educational environment:

I. Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.

A. It is assumed that the student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and personal abuse.

B. The student as a citizen has a right to be considered equally for admission to, employment by, and promotion within the campus in accord with the provisions against discrimination in the general law.

C. It is held that James Madison University is no sanctuary from the general law and, furthermore, that the campus is a community of growth and fulfillment for all, rather than a setting described in the concept of in loco parentis.

II. All students have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:

A. Each student has the freedom, dependent upon level of compe-
III. The University has rights and responsibilities which include:

A. The University has a right and an obligation to provide an open forum to present and debate public issues.

B. The University has a right to prohibit individuals and groups who are not members of the University community from using its name, its finances and its physical operating facilities for commercial or political activities.

C. The University has the right to prohibit students from using its name, its finances and its physical and operating facilities for commercial activities.

D. The University has the right and obligation to provide to students the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, its finances and its office equipment and supplies for any political purpose at any time.

E. The University has neither the right nor the obligation to take a position in party politics and public issues, except on those issues which directly affect its autonomy, its academic functions, the freedom of its members and its financial support.

F. The University has a right and the obligation to protect students and their visitors from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

G. The University has a right to require students to identify themselves by name and address. Additionally, visitors to the campus may be required to state what connection, if any, they have with the University.

H. The University has the right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of students and the protection of University property.

B. Each student has the right to pursue normal curricular and extracurricular activities, including freedom of movement.

C. Students have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in University records.

D. Students have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.

E. Students have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.

F. Students who hold opinions about basic policy matters of direct concern to them have the right to have them heard and considered at appropriate levels of the decision-making process. It should be noted that students who have a continuing association with the institution and who have substantial influence have an especially strong obligation to maintain an environment supportive of the rights of others.
IV. All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated University regulations.

A. Students have a right to expect that the procedures shall be structured so as to facilitate a reliable determination of the truth or falseness of the charges, to provide a fundamental fairness to the parties, and to be effective as an instrument for the maintenance of order.

B. Students have the right to know in advance the range of penalties for violations of University regulations. The definition of adequate cause for separation from the University should be clearly formulated and made public.

C. Charges of minor infractions of the regulations, penalized by small fines or reprimands (which do not become part of a permanent record), may be handled expeditiously by an appropriate individual or committee, but students so penalized have the right to an appeal.

D. In the case of charges of infractions of regulations which may lead to a notation on a permanent record, or to more serious penalties such as suspension or expulsion, students have the right to formal procedures with adequate due process, including the right to appeal.

E. Students charged or convicted of violations of a general law may be subject to University sanctions for the same conduct, in accord with University policies and procedures, when the conduct is in violation of a University rule.
University Policies

Judicial Policies

James Madison University is primarily a community of individuals who have come together for the purpose of education. As with any community, the University must establish guidelines for behavior which will produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purpose of rules, regulations, and related enforcement procedures must, of necessity, be to support and maintain an environment in which learning, growth, and maturity can take place.

The following pages contain an alphabetical listing of a number of areas which have required definitive regulation in the past. In cases which are not specifically covered here, students will be expected nonetheless to govern their behavior so as to safeguard the education process, protect individual and institutional rights and property, and insure the safety of all members of the University community.

1. Alcohol Policy—All members of the University community are expected to know and act in accordance with Virginia state laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages. Persons who violate state laws are subject to prosecution and University disciplinary action.

   a. You must be 21 years of age to buy, possess or drink wine or liquor in Virginia. Persons born on or before July 2, 1966, may buy, possess and drink beer.

   b. Alcoholic beverages may not be sold or furnished to any person, who at the time of sale or exchange, is visibly under the influence of alcohol.

   c. Falsely representing one’s age for the purpose of purchasing or possessing alcohol is against state law.

   d. Alcoholic beverages may not be possessed, distributed or consumed at events open to the general University community and held on University
property, except where specific written approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and University alcohol policy. Areas available to groups for large events are:

1. Phillips Center Ballroom
2. Godwin Hall
3. Convocation Center
4. Gibbons Dining Hall
5. Designated, confined outdoor space in low traffic areas of campus in a moderately self-controlled environment.
6. Other areas as approved by the vice president for student affairs.

e. Sponsors of events that are "closed," i.e. open only to members of the sponsoring group and their specifically invited guests, may in addition to the areas listed above request approval to serve alcoholic beverages in the following areas:

1. Approved areas in residence halls and Greek houses
2. Approved residence hall suites and lounges
3. Chandler Hall-Shenandoah Room
4. University Farm and Pavilion
5. Other areas designated by the vice president for student affairs.

f. Hosts planning to charge guests individually to support the cost of alcohol provided at an event need to apply for a special event license. Persons requesting an ABC license may obtain a form to be submitted to the Department of Alcoholic Beverage Control from the office of the vice president for student affairs (Alumnae Hall 107).

Conditions for Approval of Events Where Alcohol is Served

1. The expectation is that the majority of persons in attendance will have reached the legal age for the beverage being served before consideration will be given for the application of an ABC license.
2. The focus of the event is not limited to alcohol consumption.
3. Non-alcoholic beverages must be available at all times that alcoholic beverages are being sold, and at a comparable price.
4. Sponsors will provide solid food in order to moderate the effects of alcohol consumption and will continue to have food available as long as alcohol is being served.
5. No social event shall include any form of "drinking contest" in its activities or promotion.
6. Publicly distributed materials, including advertisement for any university event, shall not make reference to the availability of alcoholic beverages.
7. Individuals sponsoring the event are responsible for taking measures to ensure that alcoholic beverages are not accessible or served to persons under the legal age. This requires verifying age on entry to the event and checking those who may drink alcohol where it is served. Persons serving or checking alcohol may not consume it prior to or while serving.
8. Beer is to be served in ratio of one half keg of beer per 30 persons at the event. For example, one quarter keg is the limit for a party of 15 people and 6 half kegs would be the maximum for a party of 180 people.
9. The entry or exit of persons with alcoholic beverages at events where alcohol is served is not permitted.
10. Sponsors are expected to abide by any additional rules for the facility where the event occurs.

Specific information pertaining to residence hall room, suite and recreation room parties is outlined in the residence hall section of the Student Handbook.
2. **Bicycles**
   a. No bicycle may be kept anywhere inside academic or administrative buildings. If all of the residents of a living unit agree, bicycles may be stored in students' rooms, apartments and suites. Storage may only occur within the confines of the prescribed areas.
   b. The City of Harrisonburg requires all bicycles to be registered. All bicycles must be registered with the University police and each bicycle numbered.
   c. Bicycles may not be ridden in residential facilities. Bicycles improperly placed in any student housing will be confiscated by the University. Wall mountings to store bicycles are not permitted, and damages caused by the storage or transportation of a bicycle are the responsibility of the bicycle's owner.
   d. A fine of $10 will be charged for all initial violations of the University bicycle policy. Students charged with a second violation of policy will forfeit their privilege to store their bicycle within the residential facility.

3. **Camping or Shelter Construction**
   Constructing shelters, camping, or sleeping out on University owned or operated properties is prohibited at all times.

4. **Campus Election Rules**—No student shall in any way tamper with or illegally influence voting or vote counting procedures or regulations as set forth by the Student Government Association for any campus election.

5. **Computer Misuse**—Any misuse of University or personal computers is expressly prohibited. Examples of misuse include but are not limited to:
   a. Computer fraud, trespass, theft, embezzlement, or invasion of privacy.
   b. Tampering with files or information that belong to someone else.
   c. Using the computer to examine, modify, or copy programs or data other than one's own without proper authorization. This includes violations of vendor copyright agreements.
   d. Attempting to degrade computer hardware or software performance or to circumvent its security.
   e. Depriving or attempting to deprive other users of resources or access to a computer.

6. **Dangerous Practices**—No student shall engage in any activity which shall endanger the lives or safety of that student or of others in any building or on any property owned or operated by the University. This includes, but is not limited to, activities such as:
   a. The use or possession of fireworks, firecrackers, gunpowder, or any dangerous chemicals or explosive materials;
   b. Inappropriate or dangerous use of fires, open flames, candles, matches, or other flammable materials in all residence halls, apartments, or in any other building owned or operated by the University;
   c. Blocking or in any way preventing the use of fire exit doors, residence hall room doors and building hallways; and
   d. Improper use of electrical appliances or wiring which creates a fire hazard.
   (Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.)

7. **Destruction or Attempted Destruction of Property**
   a. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or a campus visitor.
   b. Damage which is caused accidentally should be promptly reported to a residence hall staff member or an approp-
8. Disorderly Conduct—No student shall cause or excite any disturbance, excessive noise, or contention in or near any building or any other property owned or operated by the University.

9. Drugs
   a. No student shall possess or distribute an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. Such possession or distribution is prohibited in any building or on any property owned or operated by the University. Possession is defined to include any area or property for which the student is responsible.
   b. University policy conforms with state law with regard to drug paraphernalia.

10. Failure to Comply with a Disciplinary Decision—No student shall fail to comply with any disciplinary conditions imposed by a judicial council, the University judicial coordinator, or the student judicial coordinator.

11. False Alarms and Fire Drills
   a. No student shall pull a false alarm.
   b. No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding.
   c. No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

12. Falsification of Official Information
   a. No student shall alter or have in his or her possession an altered University identification card, nor alter or enter false information on an official University document.
   b. No student shall provide false information or fail to provide current information to the University for the purpose of defrauding the University.

13. Fire Suppression/Detection Equipment
   a. No student shall, without authorization, operate, tamper with, or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.
   b. No student shall tamper with or otherwise misuse any fire detection, early warning devices, or emergency lighting or evacuation systems.

14. Hazing—No form of hazing is permitted in association with any student organization.

15. Interference with the Judicial Process—No student shall engage in any activity which disrupts, unfairly influences, or obstructs the judicial process of James Madison University. This includes, but is not limited to, activities such as:
   a. Attempting to influence, intimidate, or threaten any witness, council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
   b. Inappropriate or illegal distribution, announcement, or publication of confidential judicial information, letters, or decisions.
   c. Giving false information to a judicial council or judicial coordinator.

16. Littering—No student shall intentionally dispose of refuse of any kind in or near any building owned or operated by the University except in receptacles provided for that purpose. No receptacle used for trash shall be overturned.

17. Newman Lake—The lake is not available for recreational purposes. Boating,
18. **Non-Compliance with an Official Request**

a. No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff, residence hall staff, or other employees acting in the performance of their official duties. A request for proper identification from a student is a reasonable expectation.

b. No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the University.

c. No student shall intentionally provide false information, verbally or in writing, to a faculty or University staff member acting in the performance of their official duties.

19. **Obscene Conduct**—No student shall engage in lewd, indecent, or obscene conduct or expression on University property or in University owned or operated buildings.

20. **Personal Abuse**—No student shall threaten, offend, or degrade anyone on University owned or operated property. Forms of sexual harassment are a violation of this policy.

21. **Pets**—Students shall not bring any pet belonging to them or under their control into any University owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Owners must keep dogs on a leash at all times. All actions of any dog will be the responsibility of the owner. Violations of this policy will be handled as follows:

a. In or near classrooms, academic buildings, administrative buildings, or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses, or the owner cannot be found, University police will be called and appropriate action taken.

b. Students found with a pet in University housing will automatically be given notice that they are being charged $15 for each pet and that they have 24 hours to remove the pet. Students failing to remove their pet within the 24-hour period will be charged an additional $15 per pet per day. Continued failure to comply with this regulation may result in termination of the housing contract.

c. Students bringing pets into the Warren Campus Center, Gibbons Dining Hall, or Shenandoah Room of Chandler Hall will be assessed a fee of $15 for each occurrence.

22. **Projectiles**—No student shall throw or cause to be projected any object or substance which has potential for damaging or defacing University or private property or causing personal injury or disruption.

23. **Public Health Policy**—Any student whose behavior might jeopardize the safety or well-being of that individual or any other student may be required by a University official to have an examination by a University physician or a consultation with a staff member of the University Counseling Center to assess whether the student’s physical or mental health poses a danger to the student or others. Should the physician or counselor determine that a health or safety concern exists, the student’s status at the University will be reviewed by the appropriate offices within the Division of Student Affairs and the student may be subject to involuntary administrative withdrawal from the University, or from University housing.

When such danger is believed to exist or when a student exhibits public behavior which is grossly inappropriate or
threatening to self or others, an evaluation regarding the student will be made by a member of the Counseling Center staff and/or the University psychiatrist. An interim hold may be placed on the student’s status until a recommendation is made by the consulting staff members. Resumption of normal activities by the student will be dependent upon the student’s compliance with the treatment plan recommended. An interim administrative hold may be implemented immediately if a student fails to complete an evaluation, as delineated by these standards.

A student subject to an interim hold shall be given written and/or oral notice of the hold and the various options for treatment. The treatment plan will include a mechanism for reevaluation of the student’s status regularly during the course of treatment. There are several options available for treatment:

a. Hospitalization
b. Medical withdrawal
c. Continuing counseling relationship with center staff
d. Continuing counseling relationship with off-campus therapist

Within two business days from receipt of notification, a student subject to interim hold may request a hearing with the vice president for student affairs or designee. The student will then be given an opportunity to appear personally before the vice president or designee in order to review the following issues only:

a. the reliability of the information concerning the student’s behavior;
b. whether or not the student’s behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage, or directly and substantially impeding the lawful activities of others;
c. whether or not the student has completed an evaluation, in accordance with these standards and procedures.

The student will remain withdrawn on an interim basis pending completion of the information hearing, but will be allowed to enter upon the campus to attend the hearing, or for other necessary purposes, as authorized in writing by the vice president for student affairs or designee. The decision of the vice president or designee shall be final and conclusive and not subject to appeal.

24. Residence Hall Visitation—All residence halls close no later than 12 midnight Sunday through Thursday and no later than 2 a.m. Friday and Saturday. Public areas of the hall open at 7:30 a.m. Monday through Friday and at 8 a.m. Saturday and Sunday. (See also the visitation policy under residence hall regulations.) It is the responsibility of both the guests and hosts to be aware of visitation regulations.

a. No unregistered guests or non-residents may enter or remain in any area of a residence hall (except invited guests in a 24-hour study lounge) after the posted closing hours or before the hall is opened each morning.

b. During the hours in which a hall is open to non-residents, all guests of the opposite sex must remain in public areas of the residence hall unless a visitation period is in effect. Public areas will be designated for each residence hall. It is the visitor’s responsibility to ascertain which areas in each hall are considered public for purposes of visitation.

c. No student shall accompany, entertain, or host members of the opposite sex in non-public areas of a residence hall except during specified visitation periods.

d. Guests must be escorted at all times by a resident of the hall in which they are a guest.
25. **Responsibility for Guests**—Students are fully responsible for the actions of their guests and should not have more guests at any one time than they can supervise and control. Student hosts will be held accountable for any damage or violation of regulations by their guests.

26. **Right of Expression**—James Madison University seeks to preserve students’ privilege to take an active role in exercising their rights of expression, conscience, affiliation, and peaceful assemblies. At the same time, the University also recognizes its responsibility to insure the rights and freedom of those who wish to pursue their educational interest without interference. The following procedures have therefore been established to guarantee the orderly functioning of all rights while also providing for the safety and protection of members of the University community.

a. All demonstrations or peaceful assemblies must be registered with the director of student activities or appointee at least 48 hours in advance. Standard space reservation procedures must be followed for the use of any University space. Demonstrations or peaceful assemblies are generally defined as any public manifestation of welcome, approval, disapproval, protest, or conscience by a student or group of students. (Assemblies commonly associated with social or athletic events are not usually within the purview of this definition.)

b. At the time of the registration, the student or groups of students will be advised by the director of student activities or designee of any guidelines that will be required for the demonstration or peaceful assembly. Guidelines may include the time, place, and duration of the demonstration or assembly and the maximum number of people who may participate. The decisions of the director of student activities regarding any demonstration or assembly guidelines may be appealed within twenty-four hours to the vice president for student affairs.

c. The following restrictions apply to all demonstrations or peaceful assemblies:
   1. Blocking or impeding vehicular or pedestrian traffic is prohibited.
   2. Blocking access to or from campus buildings or offices is prohibited.
   3. No activity that promotes violence against person or property is permitted.
   4. Observers may not interfere with participants of the demonstration or assembly in any way.
   5. Activities of participants or observers that disrupt or disturb classes, meetings, or any other normal functions of the University are prohibited.

d. All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of the director of student activities, designee, or campus police.

Any student who violates any part(s) of this policy will be referred by the director of student activities or campus police for University judicial action. A recognized organization that violates any part(s) of the policy may have penalties imposed upon it by the director of student activities.

27. **Search Policy**—Because a university is viewed as an educational community with special behavioral requirements, the courts have upheld the university’s right to enter and search student rooms and suites with just cause, so long as the entry and search are not done in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each James Madison University student while at the same time providing residence hall staff members and University officials the means to maintain and protect the educational
environment necessary for the University to fulfill its primary purpose.

Emergency Entry: A residence hall staff member may, without verbal or written authorization from a higher authority, enter a student’s room or suite either forcibly or with a building master key in cases of fire, explosion, bomb threats, attempted or suspected suicide, or other situations which call for the immediate entry in the interest of safety and security both for the residents of the room or suite and the physical plant.

Any unauthorized or illegal items observed in student rooms or suites during an emergency entry will not be confiscated and will not be used as a basis for disciplinary action or criminal prosecution. However, in the event of suspected vandalism, arson, assault, or other violations of major University policy which may have occurred in a room, University police will be called in to conduct an investigation. The results of such an investigation may result in disciplinary action or criminal prosecution.

Authorized Entry: In the case of a known violation of a residence hall or University policy the residence hall staff may request permission to make an authorized entry into a student’s room or suite. The request would be made to the appropriate student affairs staff member who would determine the merits of the request and either approve or disapprove the entry. In cases where the entry is approved, the appropriate student affairs staff member would indicate to the residence hall staff what information to include on the approval form. The residence hall staff would then notify those residing in the room that authorization has been obtained to enter the room by use of whatever means necessary. An authorized entry form would be filled out by the residence hall staff that would state exactly which areas may be inspected. When a room or suite is entered by means of an authorized entry, the purpose will be to make a visual inspection of the room. The staff member also may look in the bathroom and in the closet and under the bed. Cabinets, drawers, luggage and other small storage areas will not be searched during an authorized entry.

Authorized Entry and Search: When a residence hall staff member has reasonable cause to believe that a student has violated a University policy and relevant or prohibited materials remain in his or her room or suite, a request may be made for an authorized entry and search. The request would be directed to the appropriate student affairs staff member who would then inform the vice president for student affairs. After considering the request, the vice president for student affairs may give a written or verbal authorization to conduct an authorized entry and search of a student’s room or suite for specified items. An authorized entry and search form then would be filled out by the appropriate student affairs staff member. A copy of the completed form would be given to the residents of the room or suite if they are present. In the event that the vice president for student affairs is not available, the appropriate student affairs staff member should contact the director of residence halls who will then contact the president of the University or his representative.

Search Warrant Entry: In those cases where an individual has personal knowledge or other information of a violation of a criminal nature, such as theft or acts of violence, University police are to be contacted. The police will then determine whether or not sufficient evidence exists to request a search warrant.

28. Smoking—Smoking is not permitted in the following places: laboratories, music practice rooms, Latimer-Shaeffer Theatre, auditoriums, classrooms, the Grafton-Stovall Theatre, and other locations where no smoking signs are posted.
29. Soliciting, Selling, Surveying, and Publicizing

a. No student or student organization shall engage in advertising or selling any goods, services, or tickets; solicit for any purpose whatsoever on University property or in University operated buildings; or survey students without first obtaining the written approval of the director of student activities. Surveys that are a part of an academic requirement must be approved by the instructor, department head and academic dean before approval will be given by the director of student activities.

b. All students or student organizations planning to conduct programs on or off the University campus requiring a contractual agreement with non-University agencies, must obtain the written approval of the director of student activities.

c. Non-student and non-University related organizations may not sell or solicit on the campus for any purpose whatsoever without written authorization from the director of student activities. If approved by the director of student activities and by the director of residence halls, programs or demonstrations of legitimate products may be presented in residence halls only under the following conditions:

1. The hall council agrees to sponsor the program. Approval by a recorded majority vote of the hall council shall constitute legitimate sponsorship.

2. Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion, except that it may not include solicitation of orders, signing of contracts, or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.

3. Solicitors may leave calling cards, catalogs, or order blanks with students but may not transact business or seek promises for future transactions.

4. A member of the residence hall staff must agree to be present to observe the program.

5. No resident of the hall, hall council member, or member of the hall staff may profit from presentation by virtue of his or her role in securing sponsorship for the solicitor. Free gifts, commissions, or any other forms of remuneration are not allowed.

6. Door prizes, discounts, or any other form of free gifts used to promote attendance or to encourage interest must be available to all on an equal basis.

7. No door to door solicitation is permitted.

8. All programs falling under the definition of this policy must be registered in advance with the Office of Residence Halls.

d. Advertising the sale of alcoholic beverages without an Alcoholic Beverage Control Board (ABC) license is prohibited. Students wishing to obtain such a license should contact the office of the vice president for student affairs.

e. Posters, banners, or any other printed material may only be displayed on bulletin boards or walls inside authorized University operated buildings or on authorized University property. The director of student activities will define the authorized areas of display for such material. (The exterior of academic buildings and trash receptacles are specifically unauthorized display areas.)

f. No student shall distribute or sell any drug apparatus in any building or property owned or operated by the University.

30. Sound Amplification Equipment—Various outdoor student
activity programs require the use of sound amplification equipment. However, the University reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the director of student activities. (Also see the student activities section of this handbook.)

31. Theft
a. No student shall steal, attempt to steal, or assist in the theft of any money, property, or item of value not belonging to him or her.
b. No student will illegally use or appropriate any property not belonging to him or her.

32. Trespass
a. Any individual refusing to leave an area as directed by an authorized faculty or staff member is guilty of trespass.
b. Any unauthorized individual entering a University operated building or room which has been closed, locked, and/or posted shall be guilty of trespass.

33. Unauthorized Entry—No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or University official except by permission or invitation of the resident student or the appropriate University official or faculty member.

34. Unauthorized Use of University Property or Documents—No student shall use, possess, or sell any parking decal, ID card, dining hall number, keys, or official University documents issued by the University to another individual. Specifically this prohibits—
a. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.
b. Use, possession, or sale of a University identification card to obtain entry or services to which the individual is not entitled.
c. Use, possession, or sale of any University keys not specifically issued to the student.
d. Use of official University documents or identifying information by a student not authorized to do so.

35. Violence to Persons—No student shall engage or attempt to engage in any form of violence directed toward another person or group of people. Responding to violence with violence is a violation of this policy.

36. Weapons—No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus. Realistic facsimiles of weapons are also specifically not allowed. Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the University police station. Weapons used for hunting must be checked out of the University police office and removed from campus at the end of the appropriate hunting season.

Other Policies
1. Inclement Weather Policy
James Madison University does not cancel classes during periods of bad weather. However, in the interest of safety and in recognition of the difficult driving conditions that occur in certain areas, the University permits a liberal make-up policy for commuter students who cannot attend classes during times of extreme weather conditions.
2. Notification of Non-Discrimination on the Basis of Handicap—In compliance with Section 504 of the Rehabilitation Act of 1973, James Madison University does not discriminate on the basis of handicap. This requirement not to discriminate in educational programs and activities extends to employment by the University and admission thereto. Inquiries concerning the application of Section 504 and the implementing regulations may be referred to the Section 504 coordinator, Wilson Hall 303, James Madison University, Harrisonburg, Virginia 22807.

3. Notification of Non-Discrimination on the Basis of Sex—James Madison University does not discriminate on the basis of sex in the educational programs or activities which it operates. James Madison University is required by Title IX of the Education Amendments (PL 92-318) of 1972 and Department of Education regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving Federal Financial Assistance, not to discriminate in such a manner. This requirement not to discriminate in educational programs and activities extends to employment by the University and to admission thereto. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the Title IX coordinator, Wilson Hall 303, James Madison University, Harrisonburg, Virginia 22807 or to the director of the Office for Civil Rights.

Grievance Procedure: A student who wishes to initiate a grievance involving sex discrimination should confer first with the faculty member, administrative person or student directly involved. If the matter is not resolved and the student wishes to appeal beyond the accused faculty member or administrative person, he or she may go to the department head or division director, then the dean of the school, if applicable, and finally, to the appropriate vice president. If the accused is another student, the person with the grievance may bring a charge of personal abuse to the University judicial coordinator in Alumnae Hall.

After exhausting the informal remedies the student may institute a formal written complaint. The formal procedure for handling such complaints may be obtained from the Title IX coordinator for James Madison University.

4. Parking—All motor vehicles to be parked on campus by members of the University community (faculty, staff and students) Monday through Friday must be registered with the University police within 24 hours after classes begin for a semester or summer session or on the first work day after bringing a motor vehicle to campus.

5. Records—James Madison University maintains the following “education records” as defined by the Family Educational Rights and Privacy Act.

<table>
<thead>
<tr>
<th>Record</th>
<th>Location</th>
<th>Custodian</th>
<th>Address</th>
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<tbody>
<tr>
<td>Permanent academic record (transcript)</td>
<td>Records Office</td>
<td>Director</td>
<td>Wilson 104</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Office of the Dean of Students</td>
<td>Dean</td>
<td>Alumnae 104</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Office of Financial Aid</td>
<td>Director</td>
<td>Hoffman 8</td>
</tr>
<tr>
<td>Student financial records (acct.)</td>
<td>Office of Student Accounts</td>
<td>Manager</td>
<td>Wilson 101</td>
</tr>
<tr>
<td>Placement records</td>
<td>Office of Career Planning and Placement</td>
<td>Director</td>
<td>Alumnae 208</td>
</tr>
<tr>
<td>Graduate School records</td>
<td>Graduate Office</td>
<td>Dean</td>
<td>Wilson 113</td>
</tr>
<tr>
<td>Police records</td>
<td>Office of Campus Police &amp; Safety</td>
<td>Director</td>
<td>Campus Police Dept.</td>
</tr>
</tbody>
</table>

Procedures for Inspection and Review

Students who have not waived their rights to their records and who wish to inspect and review their education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official must respond within 45 days of the request by sending the student a copy of the
requested record or arranging an appointment for the student to review the requested record.

Copies of education records or record entries, with certain exceptions, may be obtained by the student at the cost of 15¢ per page. Copies of a student’s permanent academic record (transcript) will be provided at the cost of $2 per transcript. The University reserves the right to deny a copy of an education record for which a financial “hold” exists, or a transcript of an original source document which exists elsewhere.

Procedures for Challenging the Contents of An Education Record

Students may challenge the contents of an education record which they consider to be inaccurate, misleading, or otherwise in violation of their privacy rights. Students may initiate a challenge by submitting a written request to the custodian of the particular record in question who shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this procedure, students will be informed of their right to a formal hearing, the procedures to be followed concerning such a hearing, and its composition.

6. Sexual Harassment—It is the established policy of James Madison University to provide a work and study environment for faculty, staff and students free from all forms of sexual harassment, intimidation and exploitation.

Sexual harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. submission to the conduct is made a condition of employment or admission of an applicant;
2. submission to or rejection of the conduct is made the basis for a personnel action or grades;
3. the conduct seriously affects an employee’s or student’s performance or creates an intimidating, hostile or offensive work or study environment.

A student may bring a complaint alleging sexual harassment to the University affirmative action officer for informal discussion and advice. As an alternative, the student may deal with instances of sexual harassment in any of the following ways:

If you believe that you have been harassed by a staff or faculty member or by a student employee, you should do one or more of the following:

a. Discuss the matter with the faculty or staff member involved explaining why a particular comment or action was offensive.
b. Discuss the matter with immediate supervisor of the faculty or staff member giving an account of the comment or action in question.

If you believe that you have been harassed by a student, you should do one or more of the following:

a. Discuss the matter with the accused explaining why a particular comment or action was offensive.
b. Bring a charge of personal abuse to the University judicial coordinator in Alumni Hall.

c. Contact the student employment coordinator in the Office of Financial Aid.
Regardless of who the alleged harasser is, you may:

Discuss the matter with the dean of students or the director of the Counseling and Student Development Center, giving full details of the alleged harassment. The student would be advised of proper university procedures that could be pursued.

If requested, complaints will be held in confidence and counseling will be provided. No investigation or action against the accused person will be taken on behalf of the person complaining, unless the complaintant consents to be identified, if necessary, to the individual accused in connection with the investigation.

A student also has the option of filing a formal charge of sexual harassment with the United States Office of Civil Rights. Its address and telephone number are available from the Affirmative Action Officer in Wilson 303.

The University reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the University to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations.
The University Judicial System

Dr. Al Menard  
University Judicial Coordinator  
Alumnae Hall, Rm. 106  
Tel. No. 568-6287

Michael Murray  
Student Judicial Coordinator  
Warren Campus Center, Rm. 111  
Tel. No. 568-6371

Terrence Stibbards  
Student Advocate Coordinator  
Warren Campus Center, G-7  
Tel. No. 568-6372

James Madison University has both a right and an obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the University community. In conjunction with its rights to set up reasonable standards, the University also assumes a right and obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the University community. In conjunction with its rights to set up reasonable standards, the University also assumes a right and obligation to establish a system of judicial and disciplinary procedures for use when University policies are violated. In turn, the University recognizes the need to insure that students have the right to fair and equitable procedures in the event they are charged with a violation of University policies.

The authority which the University exercises in charging and disciplining students for violations of its regulations differs from the power exercised by civil authorities in prosecuting cases at general law. Whereas criminal courts most often seek to punish or deter unlawful behavior, it is generally accepted that judicial proceedings at educational institutions are intended to impress upon individuals their responsibilities or, in the most severe cases, to remove by expulsion those who should not remain in the academic community. The federal courts have called discipline a part of the teaching process.

In adopting the University Judicial System—a system which depends largely on the participation of students and faculty—James Madison University recognizes that errors in procedures and rulings may occur. Therefore, when appeals of judicial decisions are made on a basis of technical, procedural, or interpretive errors, they will be acted upon within the bounds of two principles: first, that the disciplinary format adopted by the University is administrative and not judicial in spirit and that considerable latitude must be permitted in order to avoid excessive legalisms; and second, that only errors that may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. In short, it is not intended that technicalities should avert a decision which is substantially valid. Additionally, the right of appeal will extend to accused students only, not to their accusers.

To help insure the fairness and impartiality of the University Judicial System, the president of the University has established the Judicial Control Board, delegating to it the power and authority to monitor the regulations and responsibilities of the judicial system. The membership of the board consists of the vice president for student affairs (chair), one faculty member and two students (the Student Government Association president and the student advocate coordinator). The student judicial coordinator and the University judicial coordinator serve as ex officio members. All members of the Judicial Control Board have voting privileges.
I. Student Rights

An accused student has the following rights:

1. The right to a fair and impartial hearing before a duly constituted judicial body or judicial officer.

2. The right to a presumption of innocence until proven guilty.

3. The right to be notified of the charges against him or her, the specific rule or policy violated, and the time, date and place of the scheduled judicial hearing at least 72 hours prior to the hearing (except when the accused student postposes the hearing), provided the student has informed the University of his or her current address. If the student has not furnished the University with a current address the University has only to make a reasonable attempt to notify him or her at the last address provided.

4. The student shall have the right to an adviser of his or her choice, provided that person is willing to assist and advise the student during the investigation. The adviser may be selected from the University community. Student advisers are available through the student advocate coordinator’s office located in the Warren Campus Center. A student may be represented by an attorney if the University judicial coordinator is notified within 48 hours of the hearing. An attorney may be present for the sole purpose of insuring that a student’s constitutional rights are not violated.

5. The right to confront his or her accuser and question all witnesses testifying against the student.

6. The right to present witnesses to testify in his or her defense. The judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.

7. The right to be present during the entire hearing (except for closed judicial deliberation) and know all evidence used in the proceeding. The student may, however, elect not to appear and failure to appear shall not be construed as an admission of guilt.

8. The student has the right to remain silent and such silence shall not be construed as an admission of guilt.

9. The right to be notified in writing of the decision or recommendation of the judicial body or hearing officer within 10 days of the date of the hearing.

10. The right to one appeal to a higher judicial body or University administrative official within five working days of receiving the judicial decision for any of the following causes:

   a. violation of due process and student rights

   b. new evidence

   c. inappropriate penalty

   The chairperson of the appeals body or the appellate hearing officer has the right to accept or reject all appeals.

11. The right to have access to a recording of his or her hearing for the purposes of preparing an appeal.

II. University Judicial Structure

A. University Judicial Council

1. The role of the University Judicial Council is to act as the original hearing body for cases in which a student is charged with a violation of a policy classified as “major” under the University’s judicial procedures. The board also acts as the original hearing body for “flexible” violations when appropriate.

2. The council shall have a total of 24 members. Twelve of the members shall be faculty members, selected by the president, none of whom shall hold an administrative position higher than head of a department. The other 12 members shall be students who are selected by the president of the University from the stu-
dent body, exclusive of student government officers.

3. Appointment to the council shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity while maintaining a system of orderly rotation.

4. If any member of the council feels that he or she has such previous contact with the case or the students involved that a fair judgment cannot be rendered, the member must request that he or she not serve for that hearing. The accused student may request that any member of the council be excused whenever the student can show a bias on the part of the member. The chairperson of the council will decide on such challenges and, if appropriate, ask the member to excuse himself or herself. If the chairperson is challenged, the council will by a majority vote decide whether or not the chairperson should be requested to excuse himself or herself.

5. The University judicial coordinator is responsible for the training of the University Judicial Council.

**James Madison University Judicial Process**

**Major Violations**

- University Judicial Coordinator (Administrative Assignment of Penalty - Subject to student acceptance)
  - or
  - University Judicial Council 3 students 3 faculty Chairperson (non-voting)
  - Appeals Committee 2 students 2 faculty
  - President of the University

**Minor Violations**

- Student Judicial Coordinator or University Judicial Coordinator (Administrative Assignment of Penalty - Subject to student acceptance)
  - or
  - Minor Violations Board 5-8 students Chairperson (non-voting)
  - Appeals Committee 3 students
  - President of the University

### B. Minor Violations Board

1. The role of the Minor Violations Board is to act as the original hearing body for cases in which a student is charged with a violation of a University or residence hall policy classified as “minor” under the University’s judicial procedures. The board shall also act as the original hearing body for “flexible” violations when appropriate.

2. The Minor Violations Board shall have a total of eight student members; at least five members must be present to hear a case. Ideally, the board’s membership should be representative of the student body.

3. Minor Violation Board members shall be selected after all students have been given an opportunity to apply for the position. The student judicial coordinator acting in conjunction with the executive council shall be responsible for selection of board members with approval by the Student Senate.

4. The non-voting chairperson of the Minor Violations Board shall be appointed from among the eight student members by the president of SGA with the approval of the entire board membership.
C. Administrative Option

Any student charged with a violation may choose to have the violation handled administratively by the University judicial coordinator (for major violations) or the student judicial coordinator (for minor violations) in accordance with the following:

1. The student must be informed in writing by the University or the student judicial coordinator of the charge against him or her.

2. The University or student judicial coordinator after hearing all relevant facts informs the student verbally of the penalty which will be assigned.

3. The accused student may accept the penalty and sign a statement indicating acceptance, or may reject the penalty and request a hearing before the appropriate judicial body. Under no circumstances may the judicial body be informed of the accused student’s original plea or the penalty which would have been assigned by the University or student judicial coordinator.

D. University Judicial Coordinator

1. The University judicial coordinator is a staff member in the office of the associate vice president for student affairs.

2. The University judicial coordinator has the following duties:
   a. To handle all major correspondence and administrative matters related to the University judicial system except correspondence and judicial matters assigned to the student judicial coordinator.
   b. To assist in the training of all judicial board members.
   c. To assure that all student rights and due process are observed in University judicial proceedings.
   d. To act as an ex officio member of the Judicial Control Board.

E. Student Judicial Coordinator

1. The student judicial coordinator shall be selected no later than the first week of April by the outgoing executive council of the Student Government Association and approved by the Judicial Control Board.

2. Duties of the student judicial coordinator shall be as follows:
   a. To handle administrative hearing responsibilities of minor violations referred from the University judicial coordinator.
   b. To assist in selection and training of the Minor Violation Board members.
   c. To participate as an ex officio member of the Judicial Control Board.
   d. To assist in the selection and coordinate the responsibilities of the judicial secretary. (The judicial secretary is responsible for typing all correspondence for the student judicial coordinator.)

F. Student Advocate Coordinator

1. The student advocate coordinator shall be selected no later than the first week of April by the outgoing SGA Executive Council and approved by the Judicial Control Board.

2. Duties of the student advocate coordinator shall be as follows:
   a. Coordinate the student advocate corps;
   b. Advise students of rights and alternative courses of action in the judicial process; and
   c. Participate as a member of the University Judicial Control Board.

G. Student Judicial Officer

1. The student judicial officer shall be appointed by the SGA Executive Council, the student advocate coordinator, and the student judicial coordinator.

2. The student judicial officer shall be responsible, when necessary, for coordinating and presenting the evidence against an accused student in a judicial hearing.
H. University Hearing Officer

1. The University hearing officer shall be a full-time faculty or staff member appointed by the vice president for student affairs.

2. The University hearing officer shall be empowered to hear cases involving major or minor violations under the following circumstances:
   a. During the last two weeks of any regular semester, during the May term or during the summer school session if the appropriate judicial body cannot hear the case;
   b. In emergency situations involving interim suspension; or
   c. If the circumstances of a case are of such a personal nature that it would cause severe embarrassment or discomfort to either the accused student or any witness if the case were heard by the judicial body having original jurisdiction.

3. Judicial decisions made by the University hearing officer may be appealed to the vice president for student affairs.

III. Jurisdiction: Major and Minor Violations

Jurisdiction for all judicial cases shall be assigned by the University judicial coordinator.

A. "Major Violations" usually include infractions of the following policies:
   1. Campus election rules
   2. Computer misuse
   3. Failure to comply with a disciplinary decision
   4. Interference with the judicial process
   5. Right of expression
   6. Theft (items valued greater than or equal to $25)
   7. Violence to persons
   8. Weapons

Additionally, cases will be considered major which involve any of the following:

1. Repeated violations of any policy.
2. Cases involving prosecution in criminal courts which affect the University's pursuit of its educational mission.
3. Cases involving multiple violations of policies in one incident.

B. "Flexible Violations" are those which may be considered to be either major or minor depending on the circumstances involved in each case.

1. Dangerous practices (including use or possession of fireworks).
2. Destruction of property
3. Disorderly conduct
4. Drugs
5. False alarms and fire drills
6. Falsification of official information
7. Hazing
8. Misappropriating University property
9. Non-compliance with an official request
10. Obscene conduct
11. Personal abuse
12. Projectiles
13. Residence hall visitation
14. Responsibility for guests
15. Soliciting, selling, surveying, or publicizing
16. Theft (items valued less than $25)
17. Trespass
18. Unauthorized entry
19. Unauthorized use of University property or documents

C. "Minor Violations". Infractions of the following policies are usually considered to be minor violations.

1. Alcoholic beverages
2. Bicycles
3. Camping or shelter construction
4. Fire fighting equipment
5. Littering
6. Newman Lake policy
A. Charges

IV. Judicial Procedures

A. Charges

1. Any person believing that a student has violated a University policy or regulation may bring a charge—giving relevant details of the alleged violation—to the University judicial coordinator in Alumnae Hall or to the student judicial coordinator in the Warren Campus Center.

2. The University judicial coordinator or the student judicial coordinator will conduct an investigation of all charges to determine:
   a. The validity of the charge;
   b. Whether there are grounds for a formal charge and the initiation of judicial proceedings; and
   c. Whether the charge should be referred to other University officials or administrative committees.

3. If the investigation produces sufficient cause to believe that a violation has taken place, the student will be contacted by mail, informed of the charge, and asked to make an appointment with the University or student judicial coordinator. The student may bring his or her adviser to this meeting if so desired. At this meeting, the University or student judicial coordinator will explain the charges against the student and inform the student of his or her rights and judicial procedures. If a student fails to make an appointment with the University or student judicial coordinator within three days after being properly notified, an additional charge of non-compliance with an official request may be added.

4. Proper notification shall consist of written notice mailed to the student’s last address on file with the University or placed in the student’s assigned mailbox. The notice will be considered received one day following the date the notice is posted at a U.S. Postal Service facility or placed in the student’s mailbox. This shall apply to notification of judicial conferences, official judicial hearings and judicial decisions.

B. Judicial Hearing Procedures: Original Jurisdiction

1. All hearings are closed.

2. The accused student shall receive all rights guaranteed him or her.

3. A judicial hearing will generally proceed in the following manner:
   a. Introduction of the board.
   b. Participants state any questions they have concerning rights or procedures.
   c. The statement of charges is presented.
   d. Opening statements from the student judicial officer and the student advocate, if appropriate.
   e. Evidence is presented against the accused student, with each witness being called individually and being questioned by the student judicial officer and the advocate.
   f. Evidence is presented in favor of the accused student, with each witness being called individually and being questioned by the student judicial officer and the advocate.
   g. The board members may question the witnesses as they are called.
   h. The person bringing charges presents concluding remarks.
   i. The accused student or his or her adviser and the student judicial officer may present concluding remarks.
   j. All persons are excused from the
Judicial System

C. Appeals from Cases of Original Jurisdiction

1. Any student found guilty by a judicial body or hearing officer shall have the right to appeal within five working days of receiving notice of the decision by filing a written petition for appeal with the University judicial coordinator in the office of the associate vice president for student affairs.

2. Decisions as to whether to hear or reject the appeal will be made by the chairperson of the appeal body or University hearing officer within 96 hours of the filing of the request for appeal. If there is inadequate time for a judicial body to hear an appeal, it must then be heard by a hearing officer. If the appeal is denied, the student will be notified in writing.

3. An appeal hearing will be concerned only with the points raised in the written appeal form.

4. Appeal bodies and hearing officers with appellate jurisdiction may take the following actions:
   a. Affirm the findings and penalty of the original hearing body or the University hearing officer;
   b. Reduce the penalty; or
   c. Dismiss the charges against the student.

5. A student found guilty of a violation may not be given a more severe penalty as the result of his or her decision to appeal.

6. After examining records and hearing pertinent statements, the appeal body will meet in executive session to consider its decision. If the appeal has included new evidence or contention of error, the appeal body will vote first on innocence or guilt and then on the penalty. If only the penalty is in question, the appeal body will vote to affirm or decrease the original penalty.

D. Appeals from an Appeal Body

The student considering an appeal should notify the University judicial coordinator within 24 hours that he or she wishes to hear the case on the preponderance of the evidence and is decided by a simple majority vote. In case of a tie vote, the ruling is to withdraw charges or lower the penalty in favor of the accused. Previous violations are to be considered in the assigning of appropriate penalties.

I. The decision is announced in the presence of only the person or persons bringing charges and the student charged and the adviser.

m. The student is informed of the right of appeal and the appropriate procedure for initiating an appeal.

4. The chairperson of the council shall have the right to limit the length of testimony of any witness or participant in the hearing if it appears to be repetitious or does not contribute positively to the fair and efficient adjudication of the case currently being considered.

5. If an accused student fails to appear at a hearing after being properly notified, the judicial body shall hear the case on the basis of the evidence accumulated as a result of the investigation and the testimony of witnesses and notify the accused student of the decision.

6. An accused student may request one postponement of a judicial hearing by contacting the University judicial coordinator at least 24 hours prior to the scheduled hearing. Postponement will only be allowed when an accused student has an exam conflict, emergency at home, or is too ill to attend the judicial hearing.

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44 Judicial System
make a final appeal to the president of the University.

E. Judicial Procedures for Violations Occurring During the Last Two Weeks of a Semester or During the Summer Sessions

When a student is charged with a violation during the last two weeks of any semester or during the summer sessions, and the case cannot be scheduled before a judicial body, the student may choose, providing he/she is not a graduating senior, one of the following options:

a. The case may be heard immediately by the University hearing officer, provided witnesses are available. (This is the only option available to graduating seniors.)

b. The case may be heard at a regular meeting of the judicial board when the next semester begins provided witnesses are available. (Not applicable to graduating seniors.)

If the student wishes to have his or her case heard when witnesses are not available, he or she may waive in writing the right to cross-examine the witnesses and the written statements of all witnesses will then be accepted as legal evidence and testimony by the judicial council or hearing officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in his or her own behalf.

F. Emergency Procedures

1. If the University president or designee determines that the presence of an accused student presents a clear and present danger to the orderly operation of the University or to the safety and welfare of members of the University community, the president or designee may immediately suspend that student.

   a. The suspended student may, within 48 hours of being notified of such suspension, request and informal hearing before the University hearing officer to determine if the interim suspension should continue.
   
   b. A formal judicial hearing shall take place within seven working days of the date of the interim suspension hearing to fully adjudicate the case.

2. If the University president or designee determines that the presence of any student presents a clear and present danger to the University community, or to him/herself, the president or designee may withdraw that student provided the student’s withdrawal is approved by the appropriate medical officer of the University.

   The withdrawn student, within 48 hours of being notified of such withdrawal, may request an informal hearing before the University hearing officer to determine only the validity of the withdrawal.

3. If the president of the University or designee determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he or she shall be empowered to appoint temporary judicial councils.

   a. These temporary judicial councils shall be composed of four student members and four faculty members with a non-voting faculty chairperson. All members shall be appointed by the president.
   
   b. These councils shall operate under the same procedures and have the same powers as the University judicial council.
   
   c. Decisions of these bodies may be appealed to the Appeals Committee of the University Judicial Council.
   
   d. These councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.
V. Penalties

Any student found guilty of violating any of the regulations or policies of James Madison University may be subject to one or more of the following penalties:

A. Fines

Fines shall be no less than $15 and no greater than $100 depending upon the severity of the infraction. All payments are to be made to the University cashier in Wilson Hall within two weeks of notification of a judicial decision. Failure to pay the fine will result in further judicial action and the imposition of more severe penalties.

The money collected from fines will be used for short term loans for students in need.

B. Disciplinary Probation

Probation shall be for a specified period of time and may include loss of privileges or eligibility to participate in extracurricular University activities. The minimal probationary period is one semester.

C. Restitution

Reimbursement by the student to the University or a member of the University community to cover the cost of damage or loss of community or personal property.

D. Suspension From University Housing

The student loses the privilege of living in or visiting anyone in University housing for a specified length of time. Afterwards, the student is allowed to reapply for University housing and will be admitted provided there is space available.

E. Expulsion From University Housing

The student permanently loses the privilege of living in or visiting anyone in University housing.

F. Suspension

Suspension means that a student is dismissed from James Madison University for a specified length of time after which he or she is allowed to return to the University. Judicial councils may only recommend suspension to the president of the University who is the only official empowered to actually suspend any student. A suspended student may not visit the campus without the permission of the University judicial coordinator.

G. Expulsion

The student loses the privilege of attending James Madison University as a student and is permanently separated from the University. Judicial councils may only recommend expulsion. The president of the University must review and make the final decision on any expulsion penalty. A student who is expelled may not visit the campus without the permission of the University judicial coordinator.

H. Special Assignments

In certain cases special assignments may be imposed.

Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. A minor violation board or student judicial coordinator may assign any of the following penalties:
   a. Fines
   b. Disciplinary probation
   c. Restitution
   d. Special assignments

2. The University judicial coordinator, the University Judicial Council, or the University hearing officer may assign any penalties listed in sub-section A through H.

Guidelines for Assignment of Penalties

In order to maintain fairness and uniformity in the assignment of penalties for certain first-time offenses, the following guidelines have been established:

1. Alcohol beverage violations—$15 fine per person and disciplinary probation.
2. Drug violations—minimum of $20 fine and two semesters' probation.

3. Failure to comply with an official request—$15 fine per person and disciplinary probation.

4. Fire alarm violations—$50 fine per person and disciplinary probation for as long as the student is enrolled at James Madison University.

5. Fire extinguisher violations—$25 fine per person, $5 fee to refill the extinguisher, and two semesters probation.

6. Theft (items valued greater than or equal to $25)—one semester's suspension.

7. Visitation violations—$15 fine per person and disciplinary probation.

A second conviction for any University policy violation may result in suspension from the University. Other suspendable offenses include, but are not limited to, serious acts of vandalism, assault or dangerous practices.

VI. Changes and Amendments

All policies and procedures defined in these sections are subject to change by the president or Judicial Control Board at any time. Students shall be informed in writing of any changes in this document.
The University
Honor System

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In a University community, there can be no doubt that honor and the pursuit of knowledge are inexorably intertwined. True knowledge can be gained only through honorable means.

Moreover, honor is essential to the proper development of our civilization itself. As Henrik Ibsen once noted: "The spirit of truth and the spirit of freedom—they are the pillars of society." Concomitant with freedom, however, is the necessity for truth and honor. An honor system must be believed in, supported by, and administered by those who belong to it.

Upon enrollment at James Madison University, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the provisions of the Honor Code and Honor System procedures. This system recognizes that individual factors may dictate different penalties for honor system violations. A student convicted of or who pleads guilty to a single honor violation will receive the minimum penalty of immediate suspension for the remainder of the semester in which the suspension is ordered by the president of James Madison University. If the president orders the minimum penalty to be imposed between the end of the fall semester and the beginning of the spring semester or after the end of the Spring semester, the minimum penalty will be a one semester suspension. In addition to receiving a "W" in the class where the honor violation took place, the student will receive a "W" in all other courses the student is enrolled in at the time of the final resolution of the case.

In order for the Honor System to be truly effective, all students are expected to cooperate in its implementation. If students accept dishonesty by their peers, the entire Honor System will be destroyed. True honor can be achieved only if all guard it zealously.

If any member of the University community has reason to believe an honor violation has taken place, the violation should be reported immediately to the University Honor Council Coordinator or an Honor Council prosecutor. If the subsequent investigation determines that an honor violation has taken place, the student will be sent a charge letter.
and will be asked to meet with the Honor Council Coordinator. If the student pleads guilty, the coordinator will set the penalty according to the provisions of the Honor Code.

If a student pleads not guilty to the coordinator, the case will be referred to the Honor Council for a hearing unless the violation is reported during the last two weeks of the spring semester. A student charged under this provision will have the option of having the charge heard by the University Hearing Officer or may wait for a full hearing during the fall semester. The Honor Council Hearing Committee consists of four students and four faculty members, in addition to the president and vice president. The Honor Council President shall not participate in deliberations regarding the guilt or innocence of the accused. The Honor Council President may participate in deliberations regarding the penalty to be assigned upon a finding of guilt. The Honor Council Vice President shall participate in deliberations regarding the guilt or innocence of the accused and with respect to the penalty for the honor violation upon a finding of guilt. The decision of the Honor Council may be appealed to an appeals committee of three students, one faculty member and an academic dean designated by the vice president for academic affairs.

All decisions involving suspension or expulsion will be reviewed automatically by the president of the University.

CONFIDENTIALITY REGARDING ALL HONOR COUNCIL CASES IS AN ABSOLUTE MUST.

I. Student Rights
The student has the right to—
1. a fair and impartial hearing before the appropriate hearing body.
2. a presumption of innocence until proven guilty.
3. be notified of the charges, the specific violation, and the time and place of the hearing at least 96 hours prior to the hearing, provided the student has informed the University of his/her current address. If such information has not been provided, only a reasonable attempt will be made to notify the student at the last given address. (This right may be waived in writing by the student if desired.)
4. be represented by any student member of the University community, excluding Honor Council members. This right shall extend to all proceedings and pre-hearing investigation. The Student Advocate Corps is available to advise and repre-
II. Honor System Organization

A. The duties of the University Honor Council Coordinator are:

1. To serve as hearing officer in cases in which the student chooses the administrative option.

2. To handle all major correspondence and administrative matters related to the Honor System except correspondence and judicial matters assigned to the student Honor Council prosecutors and the Honor Council president.

3. To assist in the training of all Honor Council members.

4. To insure that all students' rights and due process are observed in Honor Council proceedings.

5. To coordinate the presentation of evidence in all cases heard by the Honor Council when requested by the student Honor Council prosecutors; or when the accused is represented by an attorney.

6. To approve the appointment of additional volunteer staff to assist in the investigation and prosecution of Honor Council cases.

7. To prosecute honor violations during the summer break if student prosecutors are unavailable.

B. University Hearing Officer

1. Shall be an academic affairs staff member appointed by the vice president for academic affairs.

2. Shall hear Honor Code cases resulting from violations reported during the last two weeks of the spring semester or any summer session. An accused may waive his or her right to a hearing under this section. Such a waiver must be in writing and received by the Honor Council coordinator at least 24 hours before a violation is scheduled to be heard by the University Hearing Officer. If a student waives his or her right to a hearing by the University Hearing Officer, the case shall be heard by the Honor Council during the fall semester. A student eligible for May or August graduation shall have an honor violation heard by the University Hearing Officer. A hold will be placed on the transcript of the student until the completion of the hearing and any subsequent appeals. If a conviction is sustained, James Madison University will withhold certification of graduation until the student has completed the terms of the sentence and any additional coursework resulting from the penalty.
C. University Honor Council

1. The Honor Council shall have a total of 80 members as follows:

   a. Two of these members—the president and vice president shall be elected by a majority of the members of the student body voting in a general election held in conjunction with the Student Government Association in the event that no candidate receives a majority vote, a run-off election shall be held between the two candidates receiving the greatest number of votes in the first election. Any full-time student in good standing shall be eligible to run for these offices.

   b. Forty of the members shall be faculty members, nominated by the Honor Advisory Board and approved by the President of the University, none of whom shall hold an administrative position higher than department head.

   c. Thirty-six of the members shall be undergraduate students. The dean of each school, in consultation with school or departmental student advisory committees, shall nominate full-time students to act as Honor Council representatives. There shall be one representative from the School of Nursing and four from each of the other schools. These students shall be nominated during the last eight weeks of the second semester and must be approved by the Honor Advisory Board.

   d. Four of the members shall be graduate students. The Dean of the Graduate School shall nominate two students to act as Honor Council representatives. These students shall be nominated in September of each academic year, and must be approved by the Honor Advisory Board.

2. Term

   a. The president and vice president shall take office on the date of May graduation following their election and shall serve until the next May graduation.

   b. Honor Council representatives shall serve for the full academic year following their election, beginning in September.

3. Duties

   President - The president of the Honor Council shall serve as the chief executive officer for the Honor System at James Madison University. More specific duties include the following:

   a. The president shall have the authority to hear all pretrial motions related to an Honor Council hearing. A ruling of the president on any motion may not be appealed until the completion of the hearing. The president may establish the procedures for the hearing of any pretrial motions.

   b. The president shall act as chairperson of all Honor Council hearings with no vote. He/she shall control the general order of the hearing, insure that information on both sides is adequately presented, and rule on any questions of evidence, procedure, or due process. The president shall not participate in closed deliberations until after the Hearing Committee votes on guilt or innocence. The president may participate in deliberations regarding the penalty to be imposed for the honor violation.

   c. If the Hearing Committee is unable to reach a verdict, pursuant to the requirements of specified hearing procedures, the president shall have the authority to request that the Hearing Committee continue deliberations or to order a new trial.

   d. The president shall be responsible for developing and coordinating ongoing orientation programs for new students and faculty.

   e. The president shall be responsible
for maintaining adequate communication on Honor System matters with the SGA president, the vice president for academic affairs and all school deans.

Vice President - The vice president shall assume all presidential duties in the absence of the president. Additional duties include the following:

a. The vice president shall serve as a regular voting member of the hearing body at all Honor Council hearings, and reside over all hearing deliberations.

b. The vice president shall be responsible for organizing all Honor Council hearings (including the taping of all hearings and the securing of all tapes).

c. The vice president shall be responsible for the preparation of the Honor Council budget, overseeing the expenditure of all funds, and keeping the financial records in good order.

Representatives

a. Representatives shall act collectively with the vice president as the hearing body for all alleged Honor Code violations and, as such, shall be responsible for attending all hearings to which they are assigned.

b. Representatives shall be responsible for representing their individual schools and communicating with the students and faculty on all matters concerning the Honor Code.

c. Representatives shall be responsible for actively participating in the development and implementation of special projects, communication methods, and student and faculty orientation to increase both awareness of and support for the Honor System.

4. Training of Council Members

The president, vice president and University honor coordinator are responsible for the preparation of the members of the Honor Council for their responsibilities through one or more orientation meetings.

5. Removal from the Honor Council

a. Honor Council officers, representatives, and student prosecutors may be removed from membership on the Honor Council for violations of the Honor Code, major violations as described by the University Judicial Council, violation of the confidentiality requirement, academic ineligibility, or failure to fulfill any of the duties described in this constitution. A full written statement describing the reasons for removal and the procedures to be followed must be given to an accused member at least one week prior to the final vote of the council.

b. The entire Honor Council must vote on the removal of any member. A two-thirds vote is needed for removal, but the member being considered for removal shall not vote or participate in closed deliberation.

c. In the event that the president resigns or is removed from office, the vice president shall become the new president. A new vice president shall then be elected by the entire Honor Council from the current membership of the council, and a new representative shall be appointed from the school which the newly elected vice president formerly represented. This procedure shall also be followed in the event that the vice president is removed from office.

D. Honor Council Prosecutors

1. The student Honor Council prosecutors shall be appointed by the Honor Advisory Board during the last four weeks of the spring semester.
2. The duties of the student prosecutor shall include the following:
   a. To work with the University Honor Council coordinator in the investigation of alleged violations of the Honor Code.
   b. To coordinate the presentation of evidence in cases before the Honor Council.
   c. To prosecute Honor Code cases unless the accused is represented by an attorney. If student prosecutors are unavailable during the summer recess, it shall be the responsibility of the Honor Council Coordinator to prosecute violations before the University Hearing Officer.
   d. To assume other duties assigned by the president
   e. To recommend to the Honor Council Coordinator individuals to serve as volunteers in the investigation or prosecution of Honor Code violations.

3. The student prosecutors shall take office on the date of May graduation following their appointment.

E. Honor Advisory Board

There shall be an Honor Advisory Board consisting of the president and vice president of the Honor Council, the student Honor Council prosecutors, the student government administrative vice president, the student advocate coordinator, the advocate adviser, the University Honor Council coordinator and one faculty member chosen by the Honor Advisory Board. An additional faculty member appointed by the vice president for academic affairs shall act as non-voting chairman of the Honor Advisory Board. A representative from the Office of Student Affairs, appointed by the vice president for student affairs, shall serve as non-voting secretary. The duties of the Honor Advisory Board shall be as follows:

1. To approve the nominations submitted by the individual schools for Honor Council positions.
2. To appoint replacements to the Honor Council in case of vacancy.
3. To appoint the student Honor Council prosecutors.
4. To act individually and collectively in an advisory capacity to the Honor Council.
5. To make changes in the procedures, definitions and powers described in the Honor System or its constitution at any time. Any changes shall continue to guarantee a fair hearing with the full protection of due process as defined by the Courts. Students shall be informed in writing of any changes in this document.

III. Jurisdiction

All cases shall be assigned by joint agreement of the University Honor Council coordinator and student Honor Council prosecutors. Cases reported during the last two weeks of the spring semester shall be heard by the University Hearing Officer. A student may waive his/her right to a hearing by the University Hearing Officer. Such a waiver must be received by the Honor Council coordinator at least 24 hours prior to the hearing. If a student waives his/her right to a hearing under this section, the case will automatically be heard by the Honor Council during the fall semester. A student eligible for May or August graduation may not postpone his/her hearing to the fall semester. A hold will be placed upon a student’s record until the hearing and any subsequent appeals are completed. James Madison University will not certify graduation until the terms of the sentence are completed.

All academic dishonesty is expressly prohibited. Violations include, BUT ARE NOT LIMITED TO, the following actions:

1. The use of unauthorized materials or the receipt of unauthorized assistance during an examination or in the completion of any other assignment, exercise,
1. Unauthorized collaboration between two students on an examination, paper, or project.

2. Copying information from a paper of another student during an examination.

3. Rendering unauthorized assistance to another student by knowingly permitting him or her to copy an examination, project, paper, assignment, exhibit, exercise, or other material to be submitted for academic credit.

4. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.

5. Selling or giving to another student unauthorized copies of tests or examinations or research assignments.

6. The use of a commercially prepared term paper or research project or the submission of a paper, project, experiment completed by someone other than the student submitting any of the above for academic credit.

7. Falsifying class attendance.

8. Falsifying reasons why a student did not attend a required class or take a scheduled examination.

9. Taking an examination in the place of another student.

10. Making unauthorized changes in any reported grade or on an official academic report form.

11. Unauthorized collaboration between two students on an examination, paper, or project.

12. Plagiarism - the deliberate act of copying, writing, or presenting as one’s own the information, ideas, or phrasing of another person without proper acknowledgement of their true source.

13. Falsifying evidence in an Honor Council hearing or during an honor violation investigation.

14. Making use of computing facilities in an academically dishonest manner.

A student convicted of or who pleads guilty to a single honor violation will receive the minimum penalty of immediate suspension for the remainder of the semester in which the suspension is ordered by the president of James Madison University. If the president orders the minimum penalty be imposed between the end of the fall semester and the beginning of the spring semester or after the end of the spring semester, the minimum penalty will be suspension for one semester. In addition to receiving a “W” in the class where the honor violation took place, the student will receive a “W” in all other courses the student is enrolled in at the time of the final resolution of the case.

Upon receipt of a report of an alleged honor violation, Honor Council prosecutors shall notify a student that he or she is the subject of an honor violation. The Honor System prosecutors and Honor System coordinator shall complete the investigation within 30 days and determine whether a student should be charged with violating the honor code. This 30-day period does not include the break between the fall and spring semesters or between the end of summer sessions and the beginning of the fall semester.

IV. Penalties

Any student found guilty of an honor violation will have the grade received in the course where the violation occurred expunged (with the designation of “W”). In addition one of the following penalties will be imposed:

A. Suspension - upon final adjudication, the student is immediately suspended from the University for a specified length of time; whereupon the student will receive a “W” in all classes for the current semester. The student is permitted to return after the suspension period has lapsed if the student otherwise qualifies for readmission. (The minimum effect of immediate suspension shall be for the remainder of the semester in which the suspension
is ordered by the president of James Madison University.) If the president orders the minimum penalty to be imposed between the end of the fall semester and the beginning of the spring semester or after the end of the spring semester, the minimum suspension period will be for one semester.

B. Expulsion - upon final adjudication, the student is permanently separated from the University. NOTE: The Honor Council may only recommend suspension and expulsion to the President of the University who is the only official empowered to suspend or expel any student.

C. Permanent withdrawal - the student immediately and permanently withdraws from the University. (This is only available under the administrative option.)

V. Honor System Procedures

A. Charges

1. An individual (faculty, student, or administrator) who had reason to believe an honor violation has taken place should report the alleged violation as soon as possible to the University Honor Council coordinator or to an Honor Council prosecutor. A student who commits an honor violation shall be responsible for reporting it.

2. The University Honor Council coordinator or Honor Council prosecutor will investigate all alleged violations of the Honor Code.

3. If the investigation indicates an honor violation has taken place, the University Honor Council coordinator and Honor Council prosecutors shall charge the student with an honor violation.

4. A student charged with an honor violation will be contacted by mail, informed of the charge, and asked to make an appointment with the University Honor Council coordinator. At this meeting, the coordinator or prosecutor will explain the charges against the student, inform the student of his or her rights and the judicial procedures, and allow the student to choose between having the case referred to a hearing or handled administratively. If the student fails to contact the coordinator or prosecutor within three days after being notified, the case will automatically be referred for a hearing.

5. Proper notification consists of written notice mailed to the student’s last address on file with the University or placed in the assigned student mailbox. The notice will be considered received one day after the date the notice is posted at a U.S. Postal Service facility, or placed in the student’s mailbox. This applies to notification of conferences, official hearings and decisions.

B. Administrative Option

1. Any student charged with an honor code violation may choose to have the violation handled administratively by the University Honor Council coordinator in accordance with the following:

   a. The student must be informed in writing of the charges. The coordinator informs the student verbally of the penalty which will be assigned if the plea is guilty. (Only permanent withdrawal or immediate suspension may be offered.)

   b. The accused student may either accept the penalty and sign a statement indicating a desire to plead guilty and waive the right to a formal hearing, or may reject the penalty and request a hearing.

   c. If the student rejects the penalty assigned, the case shall be referred for a hearing. UNDER NO CIRCUMSTANCES may the hearing body be informed of the accused student’s original penalty which would have been assigned.

C. Hearing Procedures

1. All hearings are closed unless the
accused student requests an open hearing at least 48 hours prior to the time of the hearing. If the number of spectators or disorderly behavior disrupt the hearing in any manner, the Honor Council president may order any or all spectators to leave the hearing room. The president may also prohibit the use of cameras, video equipment or unauthorized tape recording equipment.

2. The accused student shall receive all rights guaranteed in the student rights section of this document, including the right to present a defense and cross-examine all adverse witnesses.

3. Excused members - If any member of the council, because of previous acquaintance with the case or student involved, feels the ability to render a fair judgement would be impaired, the member must request to be excused from serving for that hearing. With the student’s consent, eight voting council members shall constitute a quorum.

4. The appropriate University staff member or accuser has the right to question all defense witnesses and the accused student if the accused provides testimony during the hearing.

5. The Honor Council president or hearing officer rules on the admissibility of all evidence introduced during the hearing. Because the hearing is administrative, rules of evidence do not apply.

6. The order of an Honor Council hearing will generally be in the following manner:
   b. Statement regarding confidentiality.
      1. In closed Honor Council hearings all participants are required to maintain confidentiality.
      2. In open Honor Council hearings, only Honor Council members, officers, University coordinator and prosecutors are required to maintain confidentiality.
   c. Answer any questions concerning rights or procedures.
   d. The statement of charges is presented.
   e. The accused student enters a plea:
      1. Not guilty
      2. Guilty
   f. Presentation of evidence against the accused student:
      1. Each witness is called individually.
      2. The accused student or advisor is given an opportunity to question each witness.
   g. Presentation of evidence in favor of the accused student:
      1. Each witness is called individually.
      2. The accuser or University representative is given opportunity to question each witness.
   h. The Honor Council members may question the witnesses as they are called.
   i. The Honor Council prosecutor presents concluding remarks.
   j. The accused student or the adviser may present concluding remarks and enter a plea if one was not entered previously.
   k. All are excused from the hearing room except Honor Council members.
   l. The Honor Council will first consider the guilt or innocence of the accused. These deliberations shall not take into consideration the penalty to be imposed upon a conviction. Only information introduced during the hearing will be considered during deliberations. The decision is based on proof beyond a reasonable doubt. Deliberations will continue until at least seven votes are obtained for a conviction or seven votes are obtained for a finding of innocence.
   m. The Honor Council may, after a
7. The University hearing officer will follow the same procedural guidelines as the Honor Council, except that a student may enter a written plea of guilty and waive the right to an extensive hearing. If the student wishes to do this, the hearing officer will accept the guilty plea and decide only an appropriate penalty after a statement by the accused student concerning any extenuating circumstances which may have affected his or her involvement in the violation. The minimum penalty to be imposed by the University hearing officer is immediate suspension for one semester.

8. If an accused student refuses or fails to appear at a hearing after being properly notified, the Honor Council shall hear the case on the basis of the evidence accumulated as a result of the investigation and the testimony of witnesses and notify the accused student of the decision.

9. An accused student may request one postponement of a hearing by contacting the University Honor Council coordinator at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.

10. If the student does not appeal the decision within five working days, the Honor Council coordinator will report the outcome of the hearing to the President of the University who will make the final decision and inform the student of it.

11. Record of the Case

A complete tape recording is maintained for each case. The record is submitted to the President of the University. The final recommendation to the president of the University is submitted in writing within 24 hours of the conclusion of the appeal period. The final decision is made by the president and he informs the student in writing. Copies of the decision are sent to the student, to the parents (for students under 18 years of age), the vice presidents for academic affairs and student affairs, and the University Honor Council coordinator. Notification of withdrawal will be sent to the dean of admissions and records, the vice president for academic affairs and the vice president for business affairs. This notification will include only that information necessary for the office involved and will not be a report of the disciplinary action itself. If the decision is to terminate or interrupt the academic progress of the student at James Madison University, an entry is made on the student's record in the records office. If
the student's progress is interrupted, this entry is purged upon completion of this interrupted period (suspension).

12. If the student wishes to have his or her case heard when witnesses are not available, the right to cross-examine the witnesses may be waived in writing and the written statements of all witnesses shall then be accepted as legal evidence and testimony by the Honor Council or University Hearing Officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in the student's own behalf.

13. Grades

If the decision of the president of the University is to terminate or interrupt the progress of the student, the student will be withdrawn from the University effective the date of the decision. Grades will be based upon the principle applied for University withdrawals with no consideration for dates and no incompletes.

D. Appeals

1. Any student found guilty by the Honor Council or University Hearing Officer shall have the right to appeal within five working days of receiving notice of decision by filing a written petition justifying an appeal with the Honor Council coordinator. A student filing an appeal petition may request a recording of the hearing before the Honor Council. The University Honor Council coordinator will notify the student in writing of the time, place and date of the appeal hearing.

2. The vice president for academic affairs shall designate an academic dean (on a rotation basis) to be the chairperson of the Appeals Committee. This committee will consist of five members: the chairperson, three students, and one faculty member. Each member will have one vote. Appeals presented during the last two weeks of the spring semester or during any summer session will be heard by the vice president of academic affairs or his designee. The Appeals Committee will determine whether substantial evidence exists to uphold the findings of the Honor Council or University hearing officer.

3. The Appeals Committee or vice president of academic affairs may take the following actions:

a. Affirm the guilty findings and penalty of the Honor Council or University Hearing Officer.

b. Find the student not guilty and dismiss the charges.

c. Reduce the penalty (but not below the minimum penalty).

d. Order a new hearing.

4. A student found guilty of a violation may not be given a more severe penalty as the result of the decision to appeal to a higher body. At least four votes will be necessary to overturn the original decision.

5. The chairman of the Appeals Committee will notify the president of the Honor Council and the University Honor Council coordinator will report the outcome of the appeal to the president of the University who will make the final decision and inform the student of it. The president need not review the entire record of the original hearing or the deliberations of the Appeals Committee.

CONFIDENTIALITY REGARDING ALL HONOR COUNCIL CASES IS AN ABSOLUTE MUST.
This section of the handbook is designed to give the student selected academic information with which every student should be familiar. The complete academic regulations governing the academic program, including the requirements for graduation, are more thoroughly stated in the James Madison University General Catalog. Each student must meet the graduation requirements given in the catalog for the year he or she is admitted or any year following. It is very important that the student keep this catalog for future reference.

Credit By Departmental Examination

College degrees represent growth and maturity in certain fundamental knowledge and skills rather than a mere accumulation of semester hours. In recognition of the fact that some persons may achieve academic competence through non-traditional means such as private study, technical employment, or prior instruction, James Madison University endorses the concept of credit by examination. By permitting a student to earn credit by departmental examination for knowledge already gained, highly motivated, or academically advanced persons are able to accelerate their program. It is, of course, the student's responsibility to ascertain what preparation and background are necessary for taking advantage of this means of acceleration, before attempting an examination.
General Policies

1. Any enrolled undergraduate student may make application to take an examination for credit in selected courses in the undergraduate curriculum.

2. Permission to take an examination for credit should be obtained from the head of the department in which credit is sought.

3. A student is not permitted to take the examination for credit option in a course in which he or she is already enrolled or in courses which are prerequisites to those courses in which the student is enrolled or has already completed. Exceptions to this policy may be permitted when a department is determining the correct placement of a student during the first week of classes.

4. Each department will use its own discretion in developing the form of the examination and in determining the procedure to be followed.

5. Students may earn as many as 30 semester hours through College Level Examination Program (CLEP) and credit by departmental examination, with no more than 12 semester hours in any one discipline.

6. To receive credit, a student must make a grade of "C" or better on the examination. Each department shall determine what constitutes a "C" for that department. No department shall require a grade higher than a "C" for passing the examination.

7. The examination for a course can be taken only once in a given semester.

8. A non-refundable fee must be paid prior to the administration of an examination for credit.

9. Each department will determine its own time schedule for giving such examinations.

Credit/No-Credit Course Registration

The credit/no-credit option has been established to encourage students to explore academic areas with which they are unfamiliar. It is also designed to allow students to select courses of interest to them which are outside of their major and minor fields of concentration, especially those of exceptional challenge, without jeopardizing their academic record. Furthermore, it may also be used in some cases to reduce academic pressures and competition for grades.

Students electing to take courses under this option should be selective in choosing which courses to take credit/no-credit. Graduate and professional schools as well as future employers may possibly view the use of non-traditional grading systems adversely. Students should consult their academic advisers for information concerning the inclusion of credit/no-credit course grades within their program.

1. A student is eligible to take a course on a credit/no-credit basis if he or she has completed at least 28 semester hours at James Madison University and has attained a 2.25 cumulative grade point average. A transfer student may take courses on the credit/no-credit option if he or she has completed 28 semester hours with at least 14 semester hours at James Madison University. NOTE: A student is permitted to register for physical education activity courses on a credit/no-credit basis at any time, without regard to minimum hours completed or grade point average. The grade for student teaching is assigned on a credit/no-credit basis.

2. The following courses may not be taken credit/no-credit:
   a. Courses used to meet general studies requirement (except for physical education).
   b. Courses within major program.
   c. Courses within minor program.
   d. Courses listed by name and number in a major or minor program but offered outside the major and minor department.
e. Courses being repeated that were previously taken for a letter grade.

All other courses may be taken on the credit/no-credit option.

3. A total of up to 15 semester hours may be taken on a credit/no-credit basis with a maximum of four semester hours per semester or one course of more than four semester hours. Student teaching is not counted as a part of these totals.

4. Students must declare at registration the course or courses they plan to take on a credit/no-credit basis.

5. All changes to and from the credit/no-credit option must be completed by the end of the drop period.

6. Credit/no-credit will apply only to final grades. All course work and quizzes will be graded as for other students in the course.

7. Students taking a course on a credit/no-credit basis will not be identified to the instructor until after final grades have been submitted.

8. Letter grades will be submitted by instructors to the director of records who will change all grades of “A” through “C” to “CR” (credit) for those enrolled under the credit/no-credit option. The student will receive credit hours, but not quality points, for the work completed. Therefore, the grade of “CR” will not affect the student’s cumulative grade point average.

9. A grade of “NC” (no-credit) will be recorded for all grades of “D” and “F”. The student will not receive credit hours or quality points for the grade of “NC”. The fact that the course was attempted will remain on the transcript, but the grade will not affect the student’s cumulative grade point average.

Faculty Academic Advisers

All freshmen are assigned freshmen faculty advisers at the time they attend orientation in the summer. They remain with that adviser until the early part of the second semester at which time they are assigned advisers in the department in which they are majoring. Transfer students attending orientation are usually assigned advisers in the fall.

Academic advising is an on-going relationship between student and faculty that extends from orientation to graduation. The role of the faculty adviser is to assist and advise students in the attainment of their educational goals. Areas in which the adviser may be helpful include general information on academic policies and procedures, program planning and adjustments, major requirements, scholarship information, career advising, and assistance with academic problems. Students should take the initiative in meeting regularly with their advisers.

James Madison University believes that the responsibility of fulfilling all requirements for graduation lies with the students; therefore, they should be familiar with these requirements as outlined for them in their University catalog.

Attendance

A student’s participation in the work of a course is clearly a precondition of his or her receiving credit in that course. Because of the wide variety of courses and teaching methods at James Madison University, 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. A student's attendance in class and laboratory is, rather, a matter between him or her and the faculty member in that class or laboratory.

Course Adjustment

After a student has completed his or her class schedule and has registered, no classes may be dropped, no additions made and no transfers to other sections made without the approval of his or her faculty adviser with the following exception: Undergraduate students who have completed 59 hours, at least one semester at JMU, and
have a grade point average of 2.5 or higher are permitted to process a Course Request Form and Change of Course Application (drop-add form) without the advisor’s signature.

A fee of $10 is required for any adjustment made after the “no fee” schedule adjustment period as specified in the University calendar. The $10 fee must be paid unless the change is necessitated by circumstances beyond the student’s control and the fee is waived by the associate vice president for academic affairs.

1. Withdrawal from a course:
   a. A student may withdraw from any course with the signature of his or her adviser up until one week after midterm grades are due (approximately four weeks for block courses). The last day to drop is specified in the University calendar. A grade of “W” will be recorded regardless of the status of the student in the course at the time of withdrawal.
   b. Withdrawal after the specified dates is not usually permitted. In the event a request stems from illness or other severe hardship beyond the student’s control, a student may petition his or her adviser and the dean of the college in which he or she is majoring for permission to withdraw. If permission is granted, a grade of “W” will be recorded. Dropping a course without permission incurs the grade of “F”.

2. Adding a course:
   A course being added requires the signature of the adviser, the records office and the cashier. The last day to add is as specified in the University calendar. A course added after the specified deadline must be approved by the head of the department and the dean of the college in which the course is offered.

Change or Declaration of Major

Students who wish to change or declare a major should obtain a “Change or Declaration of Major” form from the records office and take it to the head of the department which they wish to enter. Students are accepted by the department on the basis of their academic records and upon the satisfaction of such other criteria as the department may establish. A new adviser is assigned by the department for students beyond the freshmen level.

Withdrawal from the University
Undergraduates

Students withdraw from the University when enrollment is terminated before completing the semester or summer session period for which they registered. A student desiring to withdraw must have a conference with a staff member in the office of the vice president for student affairs (Alumnae Hall) and complete the withdrawal request form. Students who are unsure about withdrawing are encouraged to talk to a member of the Counseling and Student Development Center staff before initiating withdrawal procedures.

The office of the vice president for student affairs, must approve such requests, set the official withdrawal date and notify other University offices of the action. Strict compliance with this requirement is mandatory. Students who withdraw without receiving official approval will receive a grade of “F” for all courses in which they are enrolled.

Grades of students withdrawing with official approval will be determined as follows:

Students withdrawing from the University up to the semester course withdrawal deadline (Oct. 30 and Mar. 20) will receive a grade of “W” in all their courses.

Students withdrawing from the University because of extenuating circumstances after the semester course withdrawal deadline will receive a grade of “W” in all their courses.

Students withdrawing from the University after the semester course withdrawal deadline when there are no documented extenuating circumstances will receive a grade of “W” in courses they are passing and a grade
of "F" in courses they are failing at the time of withdrawal, the grade to be determined by each individual faculty member.

Students enrolled in an off-campus course may withdraw from the University by securing a "Request for Withdrawal" form from the office of the vice president for student affairs. This form should be completed and returned to the office of the vice president for student affairs where the official withdrawal will be processed.

An adjustment in charges will be figured from the official date of withdrawal. No adjustment in charges will be made unless the withdrawal form is received in the office of the vice president for student affairs within 30 days after the student leaves the campus. Adjustments will not include non-refundable fees or charges.

Non-returning Students

All students who plan to complete their current semester but do not intend to return to James Madison University for the subsequent semester should notify the office of the vice president for student affairs in writing. This notification is necessary whether or not students have registered or paid. Questions concerning non-returning status should be directed to the office of the vice president for student affairs, Alumnae Hall.

Graduates

Withdrawal from courses—Under extenuating circumstances a student may petition the dean of the Graduate School to withdraw from a course. The dean, in conference with the course instructor and the student’s major adviser, will act on the request.

A fee of $10 is required for any adjustment made after the date specified in the university calendar found in the current schedule of classes, unless the change is necessitated by circumstances beyond the student’s control and the fee is waived by the dean of the Graduate School.

The dean of the Graduate School, the student’s major adviser, and the instructor of the course will determine the grade(s) the student receives when he/she withdraws from a course or courses using criteria described in the following section on "Withdrawal from Graduate School."

The dean of the Graduate School approves the request, sets the official withdrawal date, and notifies other college officials of the action. A student who voluntarily withdraws without receiving official approval will receive a grade of "F" for all courses for which he/she is enrolled. A student voluntarily withdrawing with official approval will receive a grade of "W" in all courses. A student who withdraws because of extenuating circumstances will also receive a "W" in all courses.

An adjustment in charges will be figured from the official date of withdrawal. No adjustment in charges will be made unless the request for withdrawal is received in the Graduate School office within 30 days after the last class attendance. Adjustments will not include nonrefundable fees or charges.

Withdrawal from Graduate School—A graduate student withdraws from graduate school when he/she terminates his/her enrollment before completing the semester or summer session for which he/she registered. A student desiring to withdraw must complete the withdrawal request form available in the Graduate School office, Wilson 113.

This withdrawal may be for only the session in which the student is enrolled, or permanently, depending on circumstances.

Classification

The classification of a student depends on the number of semester hours of credit he or she has received.

Freshmen are students with 27 or fewer semester hours of credit.

Sophomores are students with 28-59 semester hours of credit.

Juniors are students with 60-92 semester hours of credit.

Seniors are students with more than 92 semester hours of credit.
Academic Status

Academic status for a student is denoted as follows:

1. Academic good standing
2. Academic warning
3. Academic probation
4. Academic suspension

Academic Good Standing

A student is in "good standing" if his or her cumulative grade point average is 2.00 or above.

Academic Warning

The status of "academic warning" indicates that a student has a cumulative grade point average of less than 2.00, but that his or her grade point deficiency is not sufficient to warrant his or her being placed on academic probation.

Academic Probation

A student who is placed on "academic probation" may not take more than twelve semester hours of course work. Students on academic probation are expected to confer regularly with their academic advisers and are encouraged to participate in the Educational Skills Development Laboratory.

Academic Suspension

A student who is placed on "academic suspension" may apply for readmission after one calendar year. However, if there are extenuating circumstances associated with his or her academic deficiency, the student may appeal to the Retention Review Committee for reinstatement the following semester. The appeal must be in writing and should be sent to Dr. Fay J. Reubush, secretary of the committee. Students will not receive credit for work taken at another institution during a period of academic suspension from the University.

Retention Policy

The retention policy defines the minimum scholarship requirement for good standing and permission to enroll in a subsequent semester.

Academic Status

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Academic Warning (Quality Point Deficiency)</th>
<th>Academic Probation (Quality Point Deficiency)</th>
<th>Academic Suspension (Quality Point Deficiency)</th>
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<td>13-23</td>
<td>24 or more</td>
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<td>1-9</td>
<td>10-17</td>
<td>18 or more</td>
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</tr>
<tr>
<td>103</td>
<td>1-5</td>
<td>6 or more</td>
<td></td>
</tr>
</tbody>
</table>

1. Quality point deficiency is twice the number of semester hours attempted at James Madison University minus the number of quality points earned at the University.
2. A student is subject to suspension if fewer than six semester hours are passed in any semester.
3. If a student is on academic probation for two successive semesters, he/she is not eligible to return the following semester unless probation has been removed prior to the beginning of the semester. Students will not receive credit for work taken at other institutions during a period of academic suspension from the University.
4. A student who is placed on academic suspension may apply for readmission after one calendar year and must have his/her record reviewed before admission is granted.

Retention standards are the same for transfer students as any other students except all semester hours accepted for transfer credit are added to the semester hours attempted to determine the classification of the student (0-34, 35-68, 69-102, or 103 and above).

Grade Appeal Procedure

A student who wishes to appeal a grade must follow the steps of this procedure in the order listed:

Confer with the faculty member. The student should state at this conference the reason or reasons he or she feels a change of grade is warranted. At this meeting the faculty member has the obligation to explain to the student the basis for determining the grade which the student was awarded. If the faculty member does not feel that a change
of grade is warranted, the student may appeal to the:

a. Head of the department in which the course is offered.
b. Dean of the college in which the course is offered.
c. Vice president for academic affairs.

At each level of appeal, there is the responsibility to confer with the faculty member who may be required to review the basis used in determining the grade which was awarded to the student.

Upon agreement to a grade change at any level of appeal, the faculty member initiates the change of grade.

**Application for Graduation**

A student expecting to graduate at the end of any semester must file an application for a degree with the director of records as specified in the University calendar.

Responsibility for meeting the requirements for graduation rests with the student. (See General Catalog).

**Programs for Improving Basic Academic Skills**

The University provides professional staff for students who need assistance in improving basic academic skills which might be influencing their ability to do satisfactory work in their course assignments. Any student who wishes to take advantage of these services may do so. Students may also be referred to a laboratory on a voluntary basis by any faculty member, academic adviser, or the Counseling and Student Development Center. There is no charge for these services. Attendance is always voluntary.

**Educational Skills Development Laboratory:** The Educational Skills Development Lab provides an opportunity for the student to examine those study habits and attitudes which may be influencing his or her college life. The coordinator of the laboratory diagnoses and evaluates the student’s academic concerns and refers each student to group or individual work in such areas as listening, note-taking, test-taking, reading, and comprehension. An attempt is also made to provide tutors for students experiencing difficulty in specific academic areas. The lab is open to students enrolled in nine or more hours.

**The Writing Laboratory**

The University expects students to demonstrate a satisfactory level of proficiency in the writing of English. For those who show deficiencies in writing ability or English proficiency, the University has provided a Writing Lab located in Keezell Hall where individualized assistance is available to improve these skills.

The lab is also available to students who wish help in such areas as writing resumes, building vocabulary and grammar skills, and preparing for graduate or professional school examinations.

Upperclassmen who need to improve their reading skills will be referred to the Freshman Reading Lab.

**The Reading, Writing, and Mathematics Support Lab for Freshmen**

In addition to the Writing Laboratory available to all students, a special program coordinated with the freshman English classes provides individual assistance for those freshmen who wish help with reading and/or writing skills. A tutor is also available for students enrolled in 100 or 200 level mathematics courses. The lab is in Keezell Hall.

**The Reading Center**

The Reading Center provides diagnostic services for students who are having difficulty with their reading. Independent study materials in reading efficiency are also available at the Reading Center.

**Transcript**

The transcript of a student’s permanent academic course record is released by the
records office only upon the written request of the student or former student and for authorized research purposes. The transcript is the official record of grades earned to date and includes the date of graduation, degree received, and date of withdrawal or dismissal. Official transcripts with the University seal attached are not released directly to the student, but are mailed directly to another college or authorized agency. The charge for each transcript is $2. If a request is for two or more copies to the same address, the fee is $2 for the first copy and 50¢ for each additional copy. Payment must accompany the request.

Regulations Regarding Transfer of Credit from Other Institutions

A student wishing to earn credits at another institution, either in the summer or during a regular session, must obtain permission in advance from the records office. The records office will make the determination concerning the course and its application toward a James Madison University degree following consultation with the head of the department, if necessary. The student is responsible for having an official transcript mailed to the admissions office when the work has been completed.

Student Grievance Procedure

1. Every department will have an advisory committee made up of faculty and students that will hear grievances and potential grievances, examine all materials relating to the issue, and make recommendations to the department head. The Curriculum and Instruction Committee can serve this function or a special committee can be established.

2. The student component of the committee will have hearings and listen to students with complaints. After making the complaint, the student has anonymity from that point.

3. The student component will take the complaints back to the whole committee where the complaint or problem will be discussed.

4. The faculty member will then be informed of the complaint by the department head or the committee and asked to respond to it.

5. If not corrected, the problem will be given to the academic dean for disposition.
Business Affairs

William F. Merck, II
Vice President for Business Affairs
Wilson Hall, Rm. 201
Tel. No. 568-6434

Financial Information
Henry J. Schiefer, Comptroller
Wilson Hall, Rm. 101
Tel. No. 568-6433

Cashiers’ Office
The University cashiers’ office is located on the first floor of Wilson Hall, adjacent to Room 101. Operating hours are 8:30 a.m. — 12 noon and 1 p.m. -3:30 p.m. Monday through Friday. The cashiers accept room, board, tuition and other fee payments, and disburse student financial aid refunds.

Payment of Fees
All fees are to be paid prior to the beginning of each semester. No student having unpaid fees or fines due for a previous session will be permitted to register until they are paid in full.

Tuition and fees and their payment due dates are listed in the general and graduate catalogs for each academic year. Specific payment procedures are addressed in the Bulletin published for each semester and are included on the semester invoice.

Returned Checks
Checks returned unpaid because of insufficient funds or for any other reason are considered a serious matter by the University. The student whose account was credited will be notified that the check has been returned.

Returned checks must be redeemed at the cashiers’ window in Wilson Hall, with cash, cashier’s check, or money order by the due date on the notice sent to the student. Personal checks are not acceptable for the redemption of a returned check. Check cashing privileges at the University are suspended until the check is redeemed. Enforced withdrawal from the University may result when the returned check is in payment of tuition and fees.

Delinquent Accounts
All unpaid invoices are subject to the following regulations enacted by the James Madison University Board of Visitors which require (1) that no credit for University work may be given to any student for a diploma, or a teacher’s certificate, or for transfer purposes, until all past due debts to the University have been paid; (2) that students will not be eligible for readmission unless accounts are paid in full for the current session; and (3) that upon recommendation of the vice president for business affairs and with the approval of the vice president for academic affairs, students who are deficient in their accounts may be withdrawn from the University or may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligations to the University.

Refunds
Refunds are authorized during the periods and in the amounts specified in the general and graduate catalogs for each academic year. Refunds are calculated from the date on which withdrawal from the University is
officially approved by the Office of the Vice President for Student Affairs.

Students who withdraw due to illness certified by a physician, or for unavoidable emergency or extenuating circumstances approved by the vice president for business affairs will be refunded a pro rata share of all fees. The dates for determining pro rata refunds will be those stated in the University calendar for the opening of the dining and residence halls.

Students whose connection with the University terminates because of disciplinary action or enforced withdrawal will receive a pro rata refund of all fees except for room.

No adjustment in the charge for room and board will be made for late entrances of 10 days or less or for absences of less than 14 days, except in the case of hospital confinement where adjustment is made for absences of seven days or longer.

Campus Banking Facility: There is a full service branch bank on the campus. The University urges students to make use of this service rather than risk the loss of funds.

**Virginia Status Classification**

Eligibility for in-state tuition charges is based on the provisions of section 23-7.4 of the Code of Virginia. This statute limits in-state tuition to those with Virginia domiciliary status. Virginia domiciliaries must not only have a present fixed home in the Commonwealth, but must also have the intention of remaining in the state indefinitely.

"To become eligible for in-state tuition, a dependent student or unemancipated minor shall establish by clear and convincing evidence that for a period of at least one year prior to the date of the alleged entitlement, the person through whom he claims eligibility was domiciled in Virginia and had abandoned any previous domicile, if such existed." The statute defines an independent student as "one whose parents have surrendered the right to his care, custody and earnings, have ceased to support him, and have not claimed him as a dependent on federal and state income tax returns for at least twelve months prior to the date of the alleged entitlement.

"In determining domiciliary intent, all of the following applicable factors will be considered: continuous residence for at least one year prior to the date of alleged entitlement, state to which income taxes are filed or paid, driver's license, motor vehicle registration, voter registration, employment, property ownership, sources of financial support, location of checking or passbook savings accounts and any other social or economic relationships with the Commonwealth and other jurisdictions. Domiciliary status shall not ordinarily be conferred by the performance of acts which are auxiliary to fulfilling educational objectives or are required or routinely performed by temporary residents of the Commonwealth. Mere physical presence or residence primarily for educational purposes shall not confer domiciliary status."

To establish eligibility an applicant must complete the uniform domiciliary status questions included in the application for admission to the University and on the special student enrollment form. For information on special provisions of section 23-7.4 covering military families and persons living out-of-state but employed full time in Virginia, contact admissions office, Graduate School, or associate vice president for academic affairs as appropriate.

Once an initial determination of eligibility has been made, an applicant who has been denied in-state tuition rates may appeal for a review of the application by contacting the office of academic services. Appeal for a final administrative review of the decision to deny in-state tuition may be made to the University's Residency Appeals Committee chaired by the vice president for student
affairs. If there is any question of the right to classification as a domicile of Virginia, it is the student’s obligation, prior to or at the time of registration, to raise the question with the administrative officials of James Madison University. Any party aggrieved by a final administrative decision shall petition within 30 days for a review by the circuit court for Rockingham County.

While attending JMU, written application for reclassification from out-of-state to in-state status is made through the office of the comptroller. Denial of a request for such reclassification may be appealed to the vice president for business affairs with a final appeal to the Residency Appeals Committee. Any change in classification, if deemed to be warranted, shall be effective for the semester following the date the application for reclassification is received at the office of the comptroller.

No change to the in-state status may be obtained by a student for an academic term that has begun before the date of receipt of the application for reclassification. Petition for review of this final appeal must be made within 30 days to the Circuit Court of Rockingham County. Students are responsible for paying out-of-state tuition rates until in-state status has been approved.

University Bookstore
Shirley K. McKinney, Director
University Bookstore
Ground Floor, Warren Campus Center
Tel. No. 568-6121

The James Madison University Bookstore is located on the ground floor of the Warren Campus Center. The bookstore is owned and operated by the University as a service to the academic community. All money received through the bookstore goes to the University.

The hours of the bookstore are Monday through Thursday, 8:00 a.m.-8:00 p.m.; Friday, 8:00 a.m.-4:00 p.m.; and Saturday, 10:00 a.m.-2:00 p.m. During the first two weeks of each semester, the store hours are Monday through Thursday, 8:00 a.m.-8:00 p.m.; Friday, 8:00 a.m.-4:00 p.m.; and Saturday 10:00 a.m.-2:00 p.m.

The bookstore stocks all textbooks used by the academic departments. In addition to textbooks (new and old), the store handles school supplies, health and beauty items, clothing, ceramic mugs, jewelry, greeting cards and film developing. A large selection of trade books is available to supplement textbooks and for casual reading. Art supplies — paints, pads and brushes — are available for classroom use or for the student’s recreation.

For merchandise to be returned to the bookstore, the cash register receipt is required and all returns for credit or refund must be made within 15 days of purchase. New unmarked textbooks can be returned within 15 days of purchase, with a cash register receipt, only through the last day of drop and add. If a student has written in a new textbook, it cannot be returned for a full refund.

Parking on Campus
Alan D. MacNutt
Director of Campus Police
Tel. No. 568-6911

From 7:30 a.m. to 5 p.m., Monday through Friday, during the school session, parking on campus is limited to registered vehicles displaying a University parking decal. Physically handicapped, commuting students, and resident seniors, juniors, and sophomores in good standing may register a vehicle in that order of priority on a space available basis. Other students with valid hardship requests (in writing, in advance) supported by corroborative documentation may be granted special permission to park on campus, provided space is available.

All visitors who park on campus (7:30 a.m. to 5 p.m., Monday through Friday) are required to obtain a visitor parking permit at the Campus Police Office. There will be no fee for this permit.
Additional information or changes in the above are contained in the parking and traffic regulation booklet that will be available to everyone during the fall registration; these may also be picked up at the Campus Police Office.

Food Services
R. Davis Griffin, Director
Gibbons Dining Hall
Tel. No. 568-6637

R. Neil Vining
Director of Special Events
Chandler Hall
Tel. No. 568-6637

James Madison University Food Services serves the entire University community through its five operating divisions: Contract Dining, PC Duke's, Vending and Concessions, Salads Plus Steakhouse and Special Events. A department within the University's Division of Business Affairs, Food Services supports itself entirely on revenues received from its boarding students and other customers.

The Contract Dining Division is the largest of Food Services' divisions. Housed in Gibbons Hall, Contract Dining is chiefly responsible for feeding the University's 5,800 dining contract—or boarding—students. The division also includes Souper One, a cash restaurant open for weekday lunches, and Mr. Chips, a convenience store. The majority of dining contract students are served in the dining rooms of Gibbons Hall, but the Contract Dining Division also arranges with the other Food Services divisions to allow students to eat many meals elsewhere. Students with dining contracts are admitted to Gibbons Hall, Salads Plus and the Steakhouse by showing their University IDs at the entrances. By showing their IDs at PC Duke's or at meals catered by Special Events, students receive a cash credit towards whatever they purchase. Non-contract customers such as parents, friends, staff or commuting students, may use any Food Services facility on a cash basis, and they are welcome guests. The Contract Dining Division also employs a nutritionist who will counsel any contract student without charge concerning individual dietary problems. Under certain circumstances, the nutritionist will arrange specially prepared meals for students medically requiring such service. For more information, contact Contract Dining Director Hank Moody or Nutritionist Michele Garand, R.D., at Gibbons Hall Entrance 7, Tel. 6751.

PC Duke's, located on the ground floor of the Phillips Center, is a "fast food" type restaurant open to the campus community and visitors. It is a popular eating and gathering place for students. In addition to its cash sales, PC Duke's also does much business as an alternate contract dining option. Dining contract students wanting a change from Gibbons Hall or other facilities may order from PC Duke's menu and get a cash credit towards the amount of their purchase by showing their University ID. For further information, contact Manager Joseph Erickson at PC Duke's, Tel. 6237.

The Salads Plus Steakhouse Division offers still more dining variety. Located on the top floor of Warren Campus Center, this division operates Salads Plus at noon, which features a large salad bar, homemade breads and soups, and the Steakhouse at dinner, which offers steaks and other entrees cooked to order and served by waiters and waitresses. Students with dining contracts enter by presenting their University IDs at the door. Cash customers are also welcome. For further information, contact manager Nancy Carrier at Salads Plus Steakhouse, Tel. 6967.

The Office of Special Events arranges for the use of campus facilities for seminars, camps, conferences, and other events, and it functions as a catering service for University groups desiring formal dinners, refreshment breaks, banquets, picnics and a number of other affairs. Furthermore, the office will rent food service equipment, such as tablecloths, dishes, punch bowls, platters, etc., on an availability basis to members of the University community. Although most of the Office of Special Events' business is with summer conference groups or catering staff and
faculty functions, student customers are also welcome. The office is glad to give free advice to student groups arranging their own picnics, dances and other social activities. Also, there are many instances where students who have dining contracts may obtain a cash credit towards the cost of banquet meals or other catered services they may desire. For information, contact R. Neil Vining, Director of Special Events, Room G-16, Chandler Hall, Tel. 6637.

The Vending and Concessions Division, headquartered under the Grafton-Stovall Theatre, is responsible for most of the vending machines on campus, including the coin-operated washers and dryers in the residence halls. This division also operates the concession stands in the Convocation Center and at Madison Stadium as well as a concessions truck for other locations. For information, contact Don H. Blume, Vending and Concessions Division Manager, Warren Campus Center, Tel. 6745.

Meal Plans

With the exception of a few students who live in University apartments equipped with kitchens, all students living in University residence halls have 20 meal/week plans automatically included with their housing contracts.

However, since dining contracts can be cost effective and convenient for busy college students, it is the policy of Food Services to allow off-campus students to also purchase contracts if they wish. In fact, Food Services offers a variety of contracts to off campus students so they may select a meal plan to suit their individual living arrangements.

These plans include the same 20-meal plan, at the same price, held by residence hall students. There are also plans providing any two meals or one meal per day seven days per week and plans for any three, two or one meals per day, Monday-Friday. All of the meal plans offer significant savings on meals compared with retail prices and even, in most cases, compared with cooking at home.

There is also a declining balance contract known as Food From Home which provides students with greater purchasing power and security for their food money as well as the ability to pay as they go for meals. (On campus students desiring a convenient way to handle snack money may also open Food From Home accounts in addition to their 20-meal plans.)

For information about the various meal plans, contact Rebecca L. Hinkle, Food Services Sales Office Supervisor, Gibbons Hall Entrance 3, Tel. 6446.

University ID Cards

Food Services is responsible for issuing University identification cards to all members of the University community. The ID is the property of James Madison University and must be surrendered to authorized University officials on demand and returned on withdrawal. Students are required to present picture identification and proof of age when obtaining their cards and may use their IDs in connection with admission to athletic events, bookstore business, concerts, library services and a number of other University matters. ID cards held by contract dining students are computer encoded to allow admission to meals. Students should carry ID cards with them always and carefully protect them against loss, theft or damage.

IDs which have been worn out through normal use will be replaced free by Food Services. However, IDs which have been lost, stolen or damaged by either intentional or careless abuse—having holes punched in them, being cut, torn, melted or run through clothes washers and dryers, etc.—will require a replacement fee.

University ID cards are non-transferable, and students loaning IDs or attempting to use the ID of another may be charged with unauthorized use of a University document, a violation of University policy.

Questions concerning ID cards may be directed to Rebecca L. Hinkle, Food Services Sales Office Supervisor, Gibbons Hall Entrance 3, Tel. 6446.
Food Services Rules

The dining contract obligates the University to provide meals for the contract holder in Gibbons Hall during established meal hours while the University is officially in session. To exercise the contract and be admitted to meals, the contract holder is obligated to present his or her properly validated University ID at the dining hall door. No refunds will be made for meals missed due to failure to present an operable ID card.

With the exception of a very few menu items, all customers at Gibbons Hall and Salads and Steak House in Chandler Hall are welcome to unlimited seconds. However, no food, or other property of Food Service may be taken from the dining premises, and the benefits of an individual dining contract may not be transferred from one person to another.

As a convenience to customers and, especially, so that customers may safeguard their personal belongings from theft, JMU Food Services allows all customers to freely carry coats, book bags, pocketbooks, knapsacks and other belongings into dining areas. However, in allowing this, Food Service reserves the right to search such belongings for articles illicitly being brought into or taken out of dining facilities. Persons who object to having their belongings searched should refrain from bringing them into dining facilities.

Solicitations and sales are not allowed in Food Services facilities, nor is any form of advertising except that relevant to the business of Food Services. However, announcements may be printed free of charge in the dining hall’s weekly Digest on a space available basis.

Entrances to and exits from the dining facilities must be made via designated doorways. The use of employee, emergency, or other non-customer entrances is prohibited.

Food Services officials are responsible for maintaining the decorum and integrity of all food operations. Where discipline problems with customers arise, Food Services management may refer a student to the University Judicial Council or take administrative action by levying a charge for certain offenses. The schedule of these charges is as follows:

$20 charge - 1) Loaning a University ID to another person. 2) Attempting to use or possessing the University ID of another person. 3) Using false pretenses in an attempt to illicitly gain goods or services from Food Services. 4) Using an improper entrance or exit. 5) Attempting to remove food, drink or materials belonging to Food Service from the dining premises (concealment of such goods is considered an attempt to remove). 6) Refusal to comply with a reasonable request by a Food Services official (a request to search personal belongings is considered a reasonable request). 7) Disorderly conduct. 8) Damaging Food Services facilities, equipment or property (plus cost of damages, $1 minimum assessment). 9) Bringing alcoholic beverages into a Food Services facility (plus confiscation of beverage).

$30 Charge - 1) Failure to present a University ID upon request by a Food Services official. 2) Throwing food, paper or other “soft materials” (the throwing of dishes, silverware or other hard and potentially dangerous materials will automatically be referred to the University Judicial Council).

Appeals to any of the above-levied charges may be made to the contract dining director. If not satisfactorily resolved at that level, written appeal may be made to the director of Food Services.

Telecommunications Center

Thomas J. Bonadeo
Director
Wilson Hall, Lower Level
Tel. No. 568-6108

The JMU Telecommunications Center is located at the east entrance to Wilson Hall. The telephone system is operated by the University as a service to the campus community.
On-campus telephone service is provided in each residence hall room. For off-campus and long-distance service, the JMU Telecom Account Card will be available from the Telecommunications Center. Telecom Account Cards are subject to the following responsibilities:

1. The monthly charge for the Telecom Account Card is $4.50 per month. Each student may obtain his/her own account.

2. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.

3. The cost for long distance calls will be comparable to or less than the applicable AT&T direct-dial rate.

4. Payments for services are due 21 days from receipt of bill. Delinquent accounts are subject to the University policies as stated in the Student Handbook.

5. Fraud or misuse of the Telecom Account Card may be dealt with under the University Judicial system. Fraudulent calls will be charged to the telephone from which they are made.

6. Collect calls may not be accepted by residence hall rooms. Acceptance of a collect call will result in a $15.00 fine in addition to the cost of the call. If no one accepts the responsibility for the call, the charges will be allocated to those sharing the room.

All residents are encouraged to obtain Telecom Account Cards. For further information, call 568-6108.
University Relations

The Division of University Relations has the responsibility for coordination of University programs which involve contact or a working relationship with off-campus groups or with any of the University's many constituencies. The division seeks to develop a broad base of understanding and support between the University and the public.

The division handles specific programs involving legislative relations, alumni and friend relations, and news media relations. Special events and activities of the University, both on-campus and off-campus, are coordinated through the Division of University Relations. The division has the responsibility for all University-related printing and for serving as a liaison between the University and University support groups, such as Greater Madison, Inc. The division is also responsible for the University's development program.

Offices in the division include public and sports information, alumni programs, development and printing services.

Alumni Office
Steve Smith
Director of Alumni
Hillcrest
Tel. No. 568-6234

The purpose of the Alumni Office is to keep the University in touch with its graduates—to acquaint them with its work, its plans and its needs; to further their interests in all possible ways; and to promote warm fellowship among them by providing frequent reunions.

Alumni throughout the nation are active in support of the University. An annual fund drive is conducted to seek financial support for the University. The office keeps a directory of graduates of the University, publishes Montpelier and sponsors Homecoming and other special events for alumni.
Office of Public and Sports Information

Fred Hilton
Director of University Relations
Wilson Hall, Room 307
Tel. No. 568-6986

Gary Michael
Director of Public and Sports Information
Wilson Hall, Room 307
Tel. No. 568-6154

Kenneth Parmalee
Printing Manager
General Services Building
Tel. No. 568-6336

Benjamin Critzer
Publications Editor
General Services Building
Tel. No. 568-6557

The office of public and sports information represents the University through the various news media. The responsibilities of the office include the preparation of all public and sports information news releases and the appropriate dissemination of information concerning the University. The department handles all information distributed to newspapers, magazines, and radio and television stations.

The division’s printing and publications office coordinates the preparation of all University-related publications, including those printed off-campus as well as those printed in the University’s printing office. The department publishes the University’s faculty-staff newspaper, the JMU News, and the alumni publication, Montpelier.
The mission of the Division of Student Affairs at James Madison University is to advance the educational purpose of the University by promoting the various goals of the University and by providing a supportive yet challenging environment so that maximum development of the academic, interpersonal, identity, and value needs of the student is accomplished. This mission is accomplished by providing consultation, instruction, and a stimulating environment for students and by assisting faculty, staff, and members of the community at large in understanding the needs of students.

The Division of Student Affairs bridges the academic and non-academic areas of the student experience by providing experiential learning opportunities, personal growth opportunities and developmental programs; by coordinating extracurricular, problem solving, and decision making experiences; and by responding, in general, to the goals and needs of students. Professional staff of the division function as educators in the development of the student as a whole person permitting students the freedom to identify options and make choices within defined boundaries of behavior.

Office of the Associate Vice President for Student Affairs

Dr. Al Menard
Associate Vice President for Student Affairs
Alumnae Hall, Room 106
Tel. No. 568-6287

Donna L. Harper
Assistant to the Associate Vice President for Student Affairs
Alumnae Hall, Room 106
Tel. No. 568-6167

The office of the associate vice president for student affairs exists to support and promote the overall goals and objectives of the division of student affairs. The office seeks to provide students with the appropriate levels of challenge and support to assist them in their personal, social, or academic development while insuring student and group accountability.

University Judicial System. A member of the staff coordinates the University judicial system to insure that all students are treated in a fair and consistent manner. Each student who is charged with violation of a University policy confers with the University or student judicial coordinator who will interpret the situation and inform the student of the appropriate judicial procedure. This staff member also trains members of the judicial boards, works with residence hall staff members on disciplinary concerns and provides advice relating to legal concerns of students.
Orientation. All new freshmen and transfer students attend an orientation session designed to provide the student and their parents with valuable information about James Madison University and its services and allow them the opportunity to plan their academic schedule. The office of the associate vice president for student affairs coordinates the orientation program with the integration of other University offices.

Greek Life. The office of the associate vice president for student affairs works with the Greek organizations to foster cooperation and communication among Greeks, the University and the community. The staff advises the Interfraternity and Panhellenic Councils and also works with the individual chapters in promoting leadership, involvement, and service. The office of the associate vice president for student affairs is committed to the development and growth of the Greek system by implementing programs and workshops to facilitate the many aspects of Greek life.

Assistance with Withdrawals from the University. Any student who is considering withdrawing from the University should contact the office of the associate vice president for student affairs to gain a perspective on the personal, financial and academic implications of such a decision. A staff member will provide factual information as well as aid in the decision-making process. If a student should need additional help, a referral will be made. Upon deciding to withdraw, a staff member will help work out the administrative details.

Assistance with Readmission to the University. A student who withdraws for extenuating circumstances or medical reasons will be asked to provide written verification of therapeutic treatment or corrective intervention during their absence from the University. This verification shall be provided by the professional staff person or the physician initiating the withdrawal. This clearance procedure must be completed 30 days prior to enrollment for the semester in which the student wishes to return.

Non-returning Students. All students who plan to complete their current semester but do not intend to return to James Madison University for the subsequent semester should notify the office of the associate vice president for student affairs in writing. This notification is necessary whether or not students have registered or paid.

Office of the Dean of Students
Dr. Lacy S. Daniel
Dean of Students
Alumnae Hall, Rm. 104
Tel. No. 568-6218
Byron Bullock
Assistant Dean of Students
Warren Campus Center, Rm. G-10
Tel. No. 568-6636

The University experience offers a unique opportunity for students as individuals to grow academically, to gain new skills, to test values and to expand their perspective. The office of the dean of students is dedicated to helping students discover and integrate the many phases of life at James Madison University. The staff is available from 8 a.m. to 5 p.m. Monday-Friday to assist students by interpreting University policy, citing available resources, clarifying values, resolving conflict and providing a variety of services.

The dean of students and his staff also work with students in all areas of University governance, identifying the needs of students, and maintaining student personnel records.

Ombudsman. In an effort to improve communication, speed up solutions to problems, and quickly find answers to student questions, President Carrier has authorized the dean of students to act as University ombudsman "to by-pass the normal administrative channels." The ombudsman will deal with practically any problem or question a student may encounter involving University life. To find solutions, the ombudsman is able to go directly to anyone in the University
community who can deal effectively with the problem.

For example, while the ombudsman cannot directly assist in the raising of a grade, he can advise a student of the proper procedure for appealing a course grade. Typical matters students have brought to the ombudsman involve phones, library fines, food service, class absence, finances, records and personal emergencies. The dean of students and his staff also assist students wishing assistance or guidance in pursuing a complaint of sexual harassment. The ombudsman's office is located in Alumnae 104 and is open 8 a.m.-5 p.m., Monday through Friday. The telephone number is 568-6218.

**General Information and Assistance.** The dean of students provides general information and assistance to students, including advisement regarding their rights and responsibilities. Referrals are made to professional staff members within the student affairs division and, when appropriate, to other University or community agencies.

The dean of students is also responsible for maintaining student personnel files and implementing projects designed to meet emerging student needs or concerns.

**University Governance.** The dean of students encourages active participation in campus life. Through the SGA, Honor Council and various other organizations, students have the opportunity to participate in decision-making, to develop leadership skills, and to work with other faculty, students and administrators towards the improvement of the community. Dean of students staff are available to help student leaders direct concerns through appropriate channels and to provide an institutional perspective.

**Minority Student Life.** The assistant dean of students and his staff are responsible for assessing the needs of minority students and for coordinating services and programs designed to meet these needs. The assistant dean of students coordinates, advises and acts as ombudsman for minority students and student leaders. He advises and assists black student organizations in planning programs and providing services. The assistant dean of students works to educate and develop students in leadership roles. Students may contact the office for assistance or information about programs and services for minority students.

**Commuter Student Services.** The office of the dean of students is responsible for assessing the needs of commuter students and for coordinating services and programs designed to meet those needs. The commuter student committee is composed of off-campus students interested in developing programs and identifying special needs of non-residential students. Any commuter student having landlord-tenant difficulties, parking problems or other concerns should contact the coordinator for commuter student services or the office of the dean of students. New and returning commuter students also may receive assistance in locating off-campus housing or roommates by writing or visiting the office in Alumnae Hall. The Utility Deposit Assistance Program is available to all full-time commuter students to assist with the deposits required by participating utilities. For further information, contact the Office of the Dean of Students or the University cashiers, Wilson Hall.

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**Counseling and Student Development Center**

Dr. Teresa A. Gonzalez, Director  
Dr. Mario Dennis, Associate Director  
Ms. Shirley Cobb, Educational Skills Development Coordinator  
Dr. Norm Pollard, Counseling Psychologist  
Ms. Jane Pirooz, Counselor  
Dr. Chip Studwell, Counseling Psychologist  
Alumnae Hall, Room 200  
Tel. No. 568-6552

The Counseling and Student Development Center exists to serve students at those times when:

1. Friends can't help because they are too
personally involved or are part of the problem itself.

2. Parents are too far away or might not understand.

3. Major changes are being considered in your personal, academic or vocational life plans.

4. You need a trained, more objective person to help resolve some immediate concern.

5. You want to grow and deal with new decisions more effectively.

6. You feel cut off and isolated and need someone to hear you and to care about you.

As professionals trained in human development, we are aware that the university years are times of growth, change and major transition that often bring with them matters that are not easily and quickly settled.

Like most other students, you may at one time or another find yourself confronted with very real questions involving who you are, what you are doing and why, your relationships with other people, fields of study and future occupations, and lifetime goals. Talking about these concerns with people like us who will keep them confidential and who are trained to help people answer these questions can be both helpful and productive.

We see counseling as an educational process in which you can learn to think more clearly about yourself and understand yourself more fully. Our goal is to contribute to your maturity and independence and not necessarily to give advice for an immediate solution. We want to work with you, not take over for you.

The Counseling and Student Development Center is located in Alumnae Hall, Room 200, and may be reached by telephone by calling 568-6552.

Additional Services:

1. Educational Skills Development Program

   The study skills program provides an opportunity for you to examine the study habits and attitudes that may be influencing your university life. Like many other students, you may want to improve such skills as organizing time, listening and taking lecture notes, reading to remember, test preparation and test-taking. To do so, you may work in the lab on an individual basis or become part of a study skills group. Contact the Counseling and Student Development Center for more information.

2. Vocational Development

   During their college years, many students encounter difficulties in selecting a major or a career. This decision-making process is an important part of life planning. The Counseling and Student Development Center can help you explore your personal and professional values and interests and explore how they relate to specific careers. Often vocational testing is a useful part of this process, although it is not the only part. Life planning is an ongoing process, and it takes time to find a satisfactory career. An informed decision on your part can increase your chances of selecting a rewarding career.

3. Walk-In Service

   Normally, you would be seen at the Counseling and Student Development Center on an appointment basis. However, between 3 p.m. and 5 p.m. Monday through Thursday you may come to Alumnae 200 and be seen on a walk-in basis as soon as possible without making an appointment.

4. Self-Help Library

   The self-help library offers you the opportunity to enhance personal awareness, develop a behavioral change program, increase study skills or gather basic reference material.

   The literature contained in the self-help library offers fresh approaches to areas of personal concern and can help to broaden perspectives on subjects of widespread interest. A large selection of
pamphlets, books and films are available for your use. The pamphlets and study skills handouts are free and can be taken and read in the privacy of your home or residence-hall. You may check out the books and films through the Counseling Center to be used for personal or educational purposes.

5. Tutoring Program

The tutoring program offers you an opportunity to examine any difficulty you are having with a particular course. You can receive tutoring from a qualified student who is knowledgeable in the subject matter. You are encouraged to talk with your professor before signing up for tutoring to determine if tutoring is appropriate. If your professor recommends tutoring, come by the center to sign up and for additional information.

6. Listening Ear

The Counseling and Student Development Center sponsors a “hot line” to the Listening Ear for use at those times when the center is not open. The telephone number is 6444 and may be reached by all campus phones on the Centrex system without dialing the 568 prefix.

7. Outreach Services

Counseling and Student Development Center staff members are available to lead workshops or give presentations on relationships, wellness, human sexuality, interpersonal communication and other topics in mental health. These presentations are usually made to groups of residence hall students, classes, or other interested students.

8. Special Groups

The Counseling and Student Development Center also serves as a support and referral agency for individuals or groups with special needs, such as minority groups, commuter and transfer students, and others, as needed.

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**University Health Center**

Dr. Walter F. Green III, Director
University Health Center
Tel. No. 568-6177

The University Health Center provides short-term care, treatment for minor illnesses, and emergency services which a student may require. The services of the center are not intended to replace those of a family physician nor to treat chronic or serious medical problems. The health center provides supplementary medical care while students are away from their family physician.

The medical staff includes physicians who specialize in orthopedics, general surgery, gynecology and psychiatry. A physical therapist is also available to help with specific medical problems. In addition, registered nurses are on duty 24 hours daily to receive students and assist the physicians.

Regularly scheduled out-patient screening clinics are conducted by the nursing staff. Students are received at the health center on a first-come, first-served basis. Those students who wish to see a physician may contact the health center in advance for an appointment.

Upon arrival at the health center, each individual is asked to register by name and wait in the adjacent lounge. The waiting period is as unpredictable as in any personal physician’s office.

In addition to the out-patient screening clinic, short-term in-patient care is also provided. Meals and clean linens are provided in addition to health care and visitors are permitted during the hours from 6 p.m. to 8 p.m.

The services of the health center are available to all students taking seven or more hours, including commuting as well as residential students. These services do not include the cost of prescriptions, private nursing, hospital care, surgical operations, or services of specialists not on the University staff. Supplementary medical care includes an option of extended gynecological services paid for directly by the recipients of the medical service.
In the event of a more serious illness or accident, the health center is able to make special arrangements with Rockingham Memorial Hospital for a student's treatment. Any student anticipating hospitalization must first report to the health center where the attending nurse will offer prompt assistance.

It is recommended that students carry health and accident insurance. This coverage may be through a family policy or the group policy available to James Madison University students at an additional cost. The health fee does not include insurance coverage. The staff of the health center will assist the student with completion of the health claim forms.

The health center maintains a file on each student. These files contain the student's medical history and a report of a medical examination. Medical examinations, recorded on forms provided by the University, are required before the student enters the University.

Office of Residence Life

Dr. William H. Bolding
Director of Residence Life
Alumnae Hall, Room 102
Tel. No. 568-6275

Cheryl D. Gray
Associate Director for Housing Services
Alumnae Hall, Room 103
Tel. No. 568-6489

Mark J. Warner
Associate Director for Developmental Programs
Alumnae Hall, Room 101
Tel. No. 568-6881

Joseph J. Plaksa
Assistant Director for Housing Services
Alumnae Hall, Room 103
Tel. No. 568-6489

Tim Rose
Assistant Director of Residence Life
Village Area
Tel. No. 568-6597

Kriss Fillbach
Assistant Director of Residence Life
Bluestone Area
Tel. No. 568-6598

Anna Grady
Assistant Director of Residence Life/Alcohol Education Coordinator
Lake Complex
Tel. No. 568-6671

Ron Simar
Assistant Director for Facilities
Weaver Hall
Tel. No. 568-7576

The Office of Residence Life seeks to serve a combination of diverse student groups, but the element common to each service is a responsibility for the housing of University students in University residence halls. The primary goal is to provide or assist students in finding a comfortable living unit, compatible with their lifestyle, interests and educational needs. With respect to residence halls, the office is particularly concerned with developing community within each hall and providing each resident with a variety of opportunities for personal growth and learning.

Residence Hall Organization and Staff

The Office of Residence Life operates 26 residence halls and four apartment buildings which house approximately 5,300 students. In order to facilitate communication and improve overall residence hall management, the campus is divided into three separate geographical areas, each with a professional administrative staff member who is responsible for the total operation and program of all halls within that area. In addition to several other duties, the assistant directors are responsible for selecting, training and supervising the residence hall staff; developing, implementing and interpreting residence hall policy; and facilitating the development of individual residence hall programming, hall councils, area activities and projects.

Within each residence hall, the head resident is responsible for the management of
the building, supervision of the resident adviser staff, and development of hall programs and procedures that meet student needs. The resident advisers, one per floor or section, provide information, counseling and programming for residents. Additionally, these staff members have been trained to deal with emergency situations, to protect individual and institutional rights through the enforcement of University policies, and to assume the administrative responsibilities of a residence hall. The goal of the professional and student staff is to develop residential living environments that will promote close interpersonal relationships, individual growth and learning, and a strong sense of community responsibility and identity.

Room Assignments and Lifestyles

There are differences in age, experience and values among residence hall students; therefore, the University has developed a differentiated housing system of lifestyle options that permit students to choose a living environment in which they will feel most comfortable. There are three basic lifestyles and two visitation options. The lifestyles include single sex, coeducational, and apartment. The visitation options are four-day and seven-day visitation. Upperclassmen select their residence hall room and lifestyle option for the upcoming academic year in April during spring sign-up. New freshmen receive information on lifestyle options in May and are assigned to available rooms based on one of their chosen lifestyle preferences.

During the academic year, students may request a room or hall change at any time by obtaining a room change request form from their head resident or building supervisor and submitting it to the housing services office in Alumnae Hall. Except in emergency situations, room changes will be processed in the order they are received provided that the desired space is available and all procedures for obtaining the room have been correctly completed. However, there is a three week freeze at the beginning of each semester in regard to processing any room change requests.

After these conditions have been met, the student will be issued written authorization to complete the desired move. Room changes cannot be made without authorization. Students will be assessed $15 for each unauthorized room change, and must return to their originally assigned room.

Housing Contracts

It is important that all students living in University-operated housing during the academic year understand that their housing contract obligates both the student and the University for the full academic year. There are certain limited conditions under which a housing contract can be renegotiated, but these cases are exceptions. Any residence hall student with questions about the contract or who is considering moving off-campus during the academic year must see the associate director for housing services in Alumnae Hall.

Residence Hall Councils

The hall council consists of the elected hall officers and floor/section representatives, and works closely with the residence hall staff. Hall councils are actively involved in improving the quality of life within each residence hall through the implementation of social and educational programs which provide opportunities for personal growth, facilitate the development of relationships among hall residents, and promote hall spirit and unity. The presidents of each hall council form the Inter-Hall Council, an organization which enables hall presidents to exchange program ideas, talk with the professional residence hall staff about administrative matters and cooperate on campus-wide activities for the entire residence hall system.

Residence Hall Policies

The following policies and procedures have been developed to insure the orderly operation of the residence halls, the protection of
the educational environment, and the safety of residents.

1. Alcohol Policies

A. Alcohol Use in Residence Hall Rooms and Suites

Purpose

The purpose of this policy is to establish the guidelines by which students may use alcohol in accordance with all applicable state laws and university policy. The establishment and maintenance of a positive educational environment in University residence halls is of primary importance and this alcohol policy will be continued only so long as this goal is not endangered.

The following regulations govern the use of alcohol in residence hall rooms and suites:

1. Residents' rights to study, sleep and have privacy within their rooms will be maintained. Loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits that otherwise interfere with the rights of others are reasons for disciplinary action. Party sponsors are responsible for the conduct of those who attend their party. Room/suite parties are discouraged during weeknights.

2. Possession or use of liquor or wine by persons under 21 years of age is prohibited. Beer is prohibited for those persons born after July 2, 1966 until they reach the age of 21.

3. In order to sponsor a party, the majority of persons in attendance will have had to have reached the legal age for the beverage being served.

4. Individual residence hall rooms, private suite lounges and designated party rooms are the only residence hall areas where alcoholic beverages may be consumed. Hallways, reception rooms, unit lounges, meeting rooms and kitchens are not included in the definition of residence hall rooms.

5. The number of people attending the party must be no more than the room or suite can safely accommodate. Party sponsors are fully responsible for keeping those attending the party within the room or suite area. Failure to do so will result in immediate administrative or judicial penalties. Parties in rooms or suites are intended to be relatively small parties due to the space available, safety and fire regulations. Party sponsors are expected to use reasonable judgment as to the number of guests at the party at any one time. Residence hall recreation rooms may be reserved for larger parties on the weekends in accordance with the policy on alcohol use in residence hall recreation rooms.

6. The sale of alcoholic beverages in any manner is strictly prohibited in rooms and suites, and therefore the use of the banquet license is not applicable.

7. Financing for the party must be arranged in advance of the 7:30 p.m. party registration deadline. Money or donations cannot be collected before, during or after the party. Any form of solicitation of funds from the guests by the sponsors of the party constitutes a violation of state Alcoholic Beverage Control Board (ABC) regulations.

8. Advertisement of room or suite parties is prohibited.

9. Only a one-quarter keg container of beer is allowed to be on tap at a time. During an entire evening, up to two quarter keg containers of beer are allowed for a suite party. Absolutely no half kegs (16 gallons) are permitted at any time and if found are subject to immediate confiscation.
10. Grain alcohol parties are prohibited.
11. Containers of alcohol which are to be transported through public areas must be unopened.
12. Parties may not begin before 4 p.m. and must end no later than closing time of the hall.
13. All parties involving 10 or more people in a single room, (15 or more in a Chandler Hall or a Village Area suite) where alcohol is present for consumption must be registered prior to the party but no later than 7:30 p.m. on the day of the scheduled activity. Failure to register a party will result in an automatic $25 fine from the Office of Residence Life for each room or suite resident in addition to other possible judicial action. Parties will be registered by the hall staff on a first-come, first-served basis according to the listing below. If, based on past experience, prior advertising, or other mitigating circumstances, the assistant director and head resident have reason to believe a maximum number of the requested parties might create a control problem, the maximum number of parties permitted may be reduced for a specific evening or weekend. No parties may be scheduled between the weekend prior to final exams and the closing of the residence halls.

<table>
<thead>
<tr>
<th>Hall</th>
<th>Maximum Number of Parties</th>
<th>Per Hall</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Per Floor</td>
<td></td>
</tr>
<tr>
<td>Bell</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Chandler</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Shorts</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Eagle</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>All Traditional</td>
<td>3 suite parties per floor; 3 on 2nd and 3rd floors</td>
<td>9</td>
</tr>
<tr>
<td>Village Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Halls</td>
<td>than 2 suite parties per floor in each section</td>
<td></td>
</tr>
<tr>
<td>Ashby</td>
<td>2 (1 per wing)</td>
<td>4</td>
</tr>
</tbody>
</table>

These limits have been established based on architectural differences between halls, room and suite sizes, lifestyles, and other factors. These limits are intended to reduce the possibility of uncontrollable situations resulting from an excessive number of parties being scheduled on the same floor on the same night.

14. Uninvited guests ("party crashers") should be asked to leave the party by the party sponsors. If this request is not sufficient, the party sponsors should immediately notify the residence hall staff for assistance. The uninvited guest may be subject to referral for judicial action as noted above.

15. Violations of the alcohol policy (except in cases involving automatic penalties) will be referred to the University judicial system for disposition in the same manner as all other University and residence hall policies violations.

16. Inability or unwillingness to control a party or guests, or noncompliance with any provisions of the room and suite alcohol policy on the part of the party sponsors, may result in one or more of the following:
   a. Loss of party registration privilege;
are as follows:

with the privileges inherent in this policy. Specific responsibilities of the party are as follows:

1. Student sponsors are required to register all alcohol-related activities that involve 10 or more people, (15 or more in a Chandler or Village Area suite). Party registration forms must be turned in to a member of the residence hall staff no later than 7:30 p.m. on the day of the activity.

Chandler, Shorts and Village Area residence halls: Three members of the suite where the party will occur must sign the party registration form.

Bluestone Area and Eagle Hall: Two people must sign the party registration form. However, only one of the student sponsors is required to be an occupant of the room where the party is located.

2. Student sponsors are responsible for keeping the party under control, and for insuring that all aspects of this policy, ABC regulations, and all other University policies are upheld by those attending the party.

3. Student sponsors are responsible for controlling drinking in public areas.

4. Student sponsors are responsible for providing adequate food for the party.

5. Student sponsors are responsible for controlling the transportation of containers of alcohol through public areas. Containers must be unopened in public areas.

6. Student sponsors accept full financial responsibility for all damage or theft occurring as a direct result of the party except when specific individuals are identified and accept responsibility for the damage or theft. This includes damage or soiling of areas such as hallways and stairwells which provide access to the party.

7. Student sponsors must insure that areas adjacent to the party area, as determined by resident advisers and head residents, will be cleaned up no later than 11 a.m. on the day following the party. If, as a direct result of coming to or leaving the party, guests have soiled other areas such as the lobby, the yard, or access hallways, the student sponsors are responsible for cleaning those areas also.

8. Student sponsors are expected to limit the number of guests invited, taking into consideration room or suite size, fire and safety regulations, and the University's practice of allowing only one quarter keg in use at any one time.

It is recommended that the number of students present at a room party not exceed 30 and that the number of students at a suite party not exceed 60.

9. Student sponsors are expected to maintain control over their party at all times and to immediately seek assistance from the residence hall staff if difficulties are encountered beyond their control (party "crashers" that refuse to leave, etc.). Contacting a residence hall staff member in the event of a problem does not, however, relieve the party hosts of primary responsibility for control of the party and all attending guests.
10. Student sponsors are encouraged, though not required, to use a guest list in the foyer or hall entrance to discourage uninvited guests from reaching the party.

11. Student sponsors are responsible for insuring that the rights and privileges of all the residents of the residence hall are not threatened or abused by party guests.

Residence Hall Staff Responsibilities
The major responsibility for the planning and control of a party lies in the hands of the students sponsoring or attending the activity. Residence hall staff should need to play only a minimal role in the control of any party taking place under the provisions of this policy.

1. The head resident is responsible for meeting with all sponsors prior to an activity in order to clearly explain the responsibilities and expectations of the party sponsors and answer any questions regarding interpretation of this policy.

2. The residence hall staff member on duty is responsible for routinely checking on the party during the course of normal building duty tours and for noting any damage observed in the party area prior to the hall closing hours.

3. If a residence hall staff member observes a violation of any residence hall or University policy, he or she may bring the violation to the attention of one of the party hosts and ask them to correct the problem or make sure it is not repeated. If the party sponsors take no action or if they are unable to correct the violation or prevent recurrence, the staff member may deal directly with the violation, and, if necessary, stop the party. In extreme cases, the University police may be called for assistance.

4. Residence hall staff are responsible for checking the party during the last duty tour, noting any damage observed at that time, and filing an incident report on any scheduled party in which significant problems have been encountered.

B. Alcohol Use in Residence Hall Recreation Rooms

Purpose
The purpose of this policy is to permit residence hall students the opportunity to reserve and use a designated public recreation area in their hall for a private party or social activity at which beer and non-alcoholic beverages may be served. The acquisition of public residence halls for such purposes rests on the following suppositions:

1. Social activities carried out in accordance with this policy will benefit both individuals and groups within the hall and lead to increased interaction among residents and a greater sense of community within the hall.

2. Students hosting such an activity will assume total responsibility for the planning and conduct of the party including the behavior of all guests, and willingly agree to be fully accountable for the results of such an activity.

3. The implementation of this policy will not have a significant negative impact on the educational environment of the residence hall, the physical condition of the building, or the role and responsibilities of the residence hall staff.

4. Only residents of the specific residence hall may reserve the recreation room for alcohol parties.

Designated Room Location
Each hall council may, with approval of the head resident and assistant director for the area, request designation of a “party room” within each resi-
Room Reservation Process
1. In order to sponsor a party, the majority of persons in attendance will have had to have reached the legal age for the beverage being served.
2. Four sponsors or hosts are required to reserve the party room.
3. All four sponsors must attend, as a group, a meeting with the head resident and resident adviser. The purpose of the meeting is to request reservations and, if approved, to fully explain the policy, review the responsibilities of the party hosts, and complete the party contract. This meeting must be completed no later than 5 p.m. on the Thursday before the proposed party is to be held or the reservation will not be approved.

Frequency and Timing of Parties
The designated party area will be available for reservation each weekend on Friday and Saturday nights. No parties may be scheduled during the weekends before and after final exams. Parties may not begin before 8 p.m. and must end no later than 1:30 a.m. Beer may not be dispensed after 1 a.m.

Maximum Party Size
The number of individuals permitted to attend a specific party in a given area shall be determined by the formula presented in the Life Safety Code of

<table>
<thead>
<tr>
<th>Location</th>
<th>Recommended Size</th>
<th>Absolute Maximum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village Area</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>Eagle Hall</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>McGraw-Long</td>
<td>140</td>
<td>160</td>
</tr>
<tr>
<td>Shorts Hall</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Gifford Hall</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>Wayland Hall</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>Logan Hall</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Ashby Hall</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>Cleveland Hall</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Spotswood Hall</td>
<td>40</td>
<td>50</td>
</tr>
</tbody>
</table>

Compliance with ABC Commission Regulations
1. A banquet license is required for any party for which admission is charged, tickets sold, donations requested, or any other form of payment made in exchange for an alcoholic beverage. With a banquet license, all of the above activities are legal. Party hosts should allow approximately three weeks to obtain the license, which costs $25. Party sponsors should contact the Office of the Vice President for Student Affairs in Alumniae Hall to obtain the necessary request forms.
2. No banquet license is required for a party at which all refreshments and beverages are provided totally free of charge. Regular hall dues or funds may be used to purchase such refreshments so long as no special or extraordinary collection is made for a particular party or event.
3. Beer is the only alcoholic beverage which may be served.
4. No one born after July 2, 1966 may be served. It is the responsibility of the hosts to insure that no guest under this age is served or in any way obtains beer at the scheduled activity.
5. No beer may be served after 1 a.m. In accordance with ABC regulations, parties with banquet licenses may not serve beer after 12 midnight.

**Type and Amount of Refreshments Provided**

1. Alcoholic beverages other than beer are prohibited. Beer may be provided in keg or can containers. Glass containers are not allowed as a safety precaution.
2. Party sponsors must provide an alternative non-alcoholic beverage (other than water) in an amount equal to one 12-ounce can for every two persons of room capacity. For example, 30 cans of non-alcoholic beverages would be required for a party held in a room with a capacity of 60 persons.
3. Sponsors need to provide adequate food.
4. Only one half keg (or two quarter kegs) of beer is allowed on tap at any one time.
5. Party hosts are limited to providing a maximum of one half keg of beer (16 gallons) per 30 people expected attendance. Provision of additional beer for a fraction of a group less than 30 must be approved by the head resident and the Office of Residence Life.

**Advertising**

Parties may be advertised only within the residence halls.

**Student Sponsor Responsibilities**

1. Four student sponsors are required to schedule a party and must sign a written party contract and meet with the head resident and resident advisers before a party can take place.
2. Student sponsors are responsible for insureing that all room entrances are supervised and only invited guests are admitted to the party and that the party maximum is not exceeded.
3. Student sponsors must have a written guest list showing first and last names of all invited guests. Guest lists must be available at the door.
4. Student sponsors are responsible for keeping the party under control, and for insuring that all aspects of this policy, state ABC regulations and all other University policies are upheld by party guests during the activity.
5. Student sponsors must insure that no beer is carried by guests outside of the designated party room into other public areas of the residence hall.
6. Student sponsors accept full financial responsibility for all damage or theft occurring as a direct result of the party except when specific individuals are identified and accept responsibility for the damage or theft.
7. Student sponsors are accountable for insuring that the party room and the immediate adjacent areas, as described by the head resident in the meeting before the party, are completely cleaned in accordance with the provisions of this policy no
later than 11 a.m. on the morning following the activity.

8. Student sponsors should enlist the aid of the residence hall staff member on duty at the onset of any difficulties with guests.

Residence Hall Staff Responsibilities

See residence hall staff responsibilities in the section of this policy concerning alcohol use in residence hall room and suites. (p. 86.)

2. Antennas

Outside antennas of any kind on University-operated housing are prohibited. Students are advised that splicing or connecting to cables and antennas is prohibited by law and could result in arrest as well as restitution for damage.

3. Candles

a. Candles are prohibited in University residence halls.

b. Students who burn candles are guilty of a violation of University policy and may be referred to the University Judicial Council.

4. Check In and Check Out Procedures

a. Students must check in at the hall office or with their apartment supervisor when moving into their hall or apartment and complete the room or apartment condition forms.

b. Students must turn in room key, sign their condition forms, return front door keys, and have the condition of their room approved as part of their check out from all University-operated housing. This does not apply for students who are leaving their hall or apartment for vacation periods but does include those students who are leaving for their field placement experience or withdrawing from the University. It is the student's responsibility to find a residence hall staff member and make check out arrangements.

c. Students who move into or out of University housing without completing the proper procedures will be charged a fee of $15.

d. Students will be held responsible for the expenses incurred as a result of returning a room to its original condition.

5. Delivery of Packages

Deliveries made to the residence halls are to be accepted only by the addressee or his or her designee. The University accepts no responsibility for the loss of such deliveries.

6. Electrical Appliances

Because of the hazard of fire and the limits on the amount of electricity that can be safely used on any given electrical unit and the limited number of outlets in some halls, the following policies have been established by the Harrisonburg fire marshall and the Campus Police and Safety Office.

a. Hot plates, space heaters, soup warmers and other appliances with an open heating element, and air conditioners are prohibited in student rooms. One refrigerator, no larger than 2.2 cubic feet, is permitted per room.

b. Heavy drawing appliances such as hair dryers, electric irons, televisions and refrigerators are to be plugged directly into outlets, not multiple plug attachments.

c. Only one multiple plug attachment may be used per room.

d. If extension cords are used, they must be U.L. approved.

e. When room occupants are leaving for a weekend or vacation, all appliances must be unplugged.

f. No student shall tape over, tamper with, or disconnect a circuit breaker, a fuse, or telephone circuit box.

g. Parachutes, sheets, and other large
flammable items are not permitted to be suspended from residence hall room ceilings and walls.

7. Furniture Misappropriation
No student shall move University equipment or furniture within a residence hall or apartment from room to room without receiving authorization from the head resident or apartment supervisor. Unauthorized movement of furniture within a building or from one building to another will be considered misappropriation.

8. Hall Opening and Closing
Students will not be permitted to check into University housing prior to the announced opening time. All residence halls are closed during Thanksgiving vacation, spring vacation and semester break. No student may stay in a hall after it has been closed for a vacation period. All residence hall front door keys must be returned to the residence hall staff at fall semester closing. Presidential Apartments may remain open during Thanksgiving and spring break. Temporary University housing will be provided for students participating in field placement experience should this be necessary during spring break. At the conclusion of the academic year, residents will be required to properly check out of their residence hall within 24 hours after completion of their last exam. In all cases, residents who are not graduating seniors must check out by 7:30 p.m. Friday.

9. Key Duplication
Residence hall room and front door keys may not be duplicated. Students who lose keys should immediately contact a member of the residence hall staff to get a replacement.

10. Lifestyles
James Madison University presently offers students three different lifestyle options. These are:

Option I: Single Sex
Four Day Visitation

Converse (Female)
Wine-Price (Female)
Glick (Male)
Garber (Male)
White (Male)

Seven Day Visitation
Cleveland (Female)
Logan (Female)
Eagle (Female)
Howard Johnsons (Female)
Chappelear (Female)
Dingledine (Female)
Frederikson (Female)
Huffman (Female)
McGraw-Long (Female)
Ashby (Male)

Shenandoah (Male)
Spotswood (Male)
Hanson (Male)
Ikenberry (Male)
Weaver (Male)

Option II: Coeducational
Bell
Chandler
Gifford
Hoffman
Shorts
Wayland

Option III: Apartment
Presidential Apartments

11. Overnight Guests
a. Overnight guests of the same sex over 17 years of age are permitted in residence halls and University-operated apartments provided reasonable space is available and the roommates do not object.
b. Guests may stay overnight in student rooms only.
c. All guests must be registered at the hall office. Failure to register a guest may result in judicial action.
d. The host is responsible for the activities of guests while they are visiting the University. Damages attributed to guests will be charged to the resident host.
e. Residents may not have overnight
guests during final examination week.

f. Guests may not stay overnight for more than two consecutive nights without special permission from the assistant director of residence halls responsible for the specific residence hall.

12. Paint Policy

Students will be permitted to paint their own residence hall rooms in accordance with the procedures and regulations set forth by the Office of Residence Life. Painting procedures and authorization forms are available from the head resident. No student is permitted to paint a room without first receiving written authorization from the head resident. Students painting their rooms without written authorization will be assessed a minimum charge of $15 each, and may be billed for returning the room to an acceptable condition. Students may not paint rooms which were painted the previous summer.

13. Platform Beds

A Platform Bed is a temporary structure intended to elevate beds from floor level, that in effect, creates additional floor space in a residence hall room. Platform Beds meeting approved specifications may be constructed by students at their own risk and expense in accordance with the provisions of this policy.

University safety specifications for Platform Bed construction are available from the Assistant Directors of Residence Life. Platform Beds are not permitted in Wine-Price, Glick, Howard Johnson's, or Presidential Apartments.

Construction in Residence Hall Room

b. Do not block hallways, doors, or window areas with lumber or furniture.
c. Do not attach platform bed to walls, ceiling, floor or other furniture.
d. Platform bed must be free standing.
e. Residence hall damage resulting from any cutting, sawing, painting or staining is the responsibility of the student.
f. Pad the platform bed where it touches the wall and floor to prevent damage.

Additional Points

a. All construction and installation of platform beds must be completed within the first eight weeks of the semester.
b. ALL BED FRAMES, SPRINGS, DESKS, DRESSERS and CHAIRS must remain in the student's room.
c. Storage space in residence halls is not provided for bed parts, lumber, or furniture. (SPECIAL NOTE: Limited storage for university bed parts is available in nine Village residence halls for residents of those buildings only).
d. Platform beds cannot be stored in campus buildings at any time of the year, including summer.

Safety

a. James Madison University and the Office of Residence Life are very concerned with providing for the maximum safety and protection of all students using platform beds. ALL UNIVERSITY POLICIES, INCLUDING THE PLATFORM BED "SPECIFICATIONS AND CONSTRUCTION GUIDELINES" MUST BE FOLLOWED BY STUDENTS WHILE BUILDING AND USING PLATFORM BEDS. The university is not responsible for injury or damages that may result from the construction and/or use of platform beds. The room occupants accept all personal risks and liability associated with platform bed use.

14. Presidential Apartments

All University and residence hall policies as found in the Student Handbook and the terms and conditions of the Housing and Food Service Contract will be in affect at the Presidential Apartments. Residents of the Presidential Apartments must also recognize and agree to the additional conditions for apartment living.
as set forth in the Presidential Apartments Supplemental Agreement.

15. Public Area Requisition Procedures
The hall council must initiate any organized activity (other than registered recreation room parties) that makes use of public lounge or recreation space in a residence hall and for which there is any cost or fee charged for admission or participation. Active hall council sponsorship must involve all of the following:

a. The hall council (not solely the hall council president) must approve the requested activity by vote in a regular meeting with a quorum present.
b. Fees can only be collected by an authorized hall council member or residence hall staff member. Under no circumstances may any "instructor" or "sponsor" other than the hall council representatives collect money for admission or participation.
c. The hall council may vote to offer some financial remuneration to the sponsor or instructor of an activity, but no such remuneration is required.
d. Students wishing to sell items in residence halls should refer to the solicitation statement outlined in the University policy section of the Student Handbook.

16. Quiet Hours
The University is committed to providing students with housing in which they may grow and develop both personally and academically. In order to achieve this type of environment, quiet hours must be established and maintained. The development of an atmosphere conducive to study is the mutual responsibility of all residents. Therefore, the following guidelines are established:

a. Students are required to be considerate of the needs of others at all times and govern the noise level of their stereos and gatherings accordingly.
b. Every residence hall will have quiet hours and these hours will be posted throughout the hall.
c. The residents of each hall must determine their quiet hours by a two-thirds majority vote of the hall council. This matter will be one of the first orders of business for new hall councils at the beginning of a new academic year.
d. Prior to the adoption of quiet hours for a new academic year, the quiet hours that were used for the previous academic year will apply. Quiet hours will begin on the evening of the first day of class.

17. Radios, Stereos, and Sound Amplification Equipment
Radios, stereos, musical instruments and sound equipment may be used by residence hall students as long as the use of the equipment does not disturb other residents, faculty members, or neighbors. Sound equipment or musical instruments may be banned from the hall or confiscated if they are the cause of continuous complaints or disruption. The placement of speakers in room or suite windows is prohibited.

18. Restroom Use
All restroom facilities are designated as male or female. At no time shall these facilities be used by the non-designated sex. Visitors of the opposite sex are expected to use public restrooms.

19. Roofs and Balconies
Students are not allowed on roofs or elevated balconies of residence halls.

20. Room Assignment Policy
Room assignments are the exclusive responsibility of the Office of Residence Life and students are expected to remain in their assigned space unless officially authorized to move. Hall study lounges may be utilized for student residence on a temporary basis, if necessary. Vacant space in rooms will be filled on a first-
come, first-served basis by the Office of Residence Life. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment process illegally may be subject to judicial action or contract termination.

21. Room Inspection

a. The University reserves the right to periodically enter rooms and suites to insure that safety precautions are being observed and that sanitary conditions exist.

b. Rooms and suites may also be entered for cleaning, painting, repairs and maintenance.

c. In the case of a routine room inspection, residents will be given 24 hours advance notice. Rooms will be inspected at hall closing for Thanksgiving, Christmas and spring break. Any unauthorized or illegal items observed in student rooms or suites during a room inspection will be confiscated and will be used as a basis for disciplinary action.

d. In the event of requested service or a maintenance emergency, a room may be entered after knocking but without advance notice.

e. Students who persist in contributing to unsanitary room or bathroom conditions will be assessed a fee for the cleaning of the room and may have their housing contract cancelled.

f. Students should also be aware of the search policy which is described in the University policies section of this handbook.

22. Security

Students may return to their residence halls after evening closing hours by use of keys provided in the residence hall. A student without a key may be admitted to the residence hall by contacting the University telephone operator and asking for assistance of a University police officer.

a. No student may lend a front door key to any other student or non-student.

b. A student who enters or leaves the residence hall after closing hour is responsible for securing the door.

c. A student may not prop open or in any manner alter a door so that it will not properly close.

d. Students are not to admit unauthorized or uninvited persons into the hall after it has been closed.

23. Storage

Residence hall storage rooms are provided for the convenience of students; however, the storage of large or dangerous items is prohibited. The University will take all reasonable precautions to safeguard the items stored, but will not assume liability in the case of damage or theft of personal belongings.

24. Trash Removal

Students are responsible for placing their trash in designated areas. Failure to do so will result in an automatic fine and possible judicial action.

25. Twenty-Four Hour Study Lounges

Twenty-four hour study lounges are designed to be utilized as study areas only. Each residence hall may, through its hall council, recommend that an area serve as a 24-hour study lounge. The head resident of each hall will approve or disapprove the recommendation. The designated area and the policies that apply will be conspicuously posted throughout the hall. The following policies will apply:

a. Students planning to use a 24-hour study lounge must be in the hall when the hall is closed.

b. Non-resident students who use the 24-hour study lounge must take the most direct route to and from the designated area and are not to enter the other areas of the hall.
c. Non-residents must be accompanied by a resident of the hall at all times while using the 24-hour study lounge.
d. Non-students are not permitted to use the 24-hour study lounge except when permission has been granted by the head resident.
e. Hosts are responsible for the actions of their guests.

26. Visitation

Visitation hours relate to the time that residents have visitors of the opposite sex in their rooms. Approved visitation hours include, but may not exceed:

Sunday-Thursday  9 a.m.-12 midnight
Friday and Saturday  9 a.m.-2 a.m.

Residents of coed halls and single sex halls with a 7-day visitation option have visitation privileges 7 days a week. Residents of single sex halls with a 4 day visitation option will decide by a vote which 4 days of the week their hall will have visitation. Residents of Presidential Apartments do not have specific limitations set on their visitation; however, these residents are encouraged to mutually agree upon visitation rules concerning their own apartment.

The approved visitation hours noted above may be further reduced in any hall by a vote of the residents at the beginning of each semester. Cohabitation is not permitted within any residence hall or university apartment.

The policies below are to be followed during all periods of visitation:

a. Guests of the opposite sex may use only main lounges during non-visititation hours. However, the areas may not be used during those hours when the residence hall is officially closed.
b. Guests must be escorted at all times by a resident of the hall which they are visiting.
c. Students are fully responsible for the actions of their guests and should not have more guests at any one time than they can supervise and control. Any party held in a student room or suite is the responsibility of the assigned residents and these individuals will be held accountable for any damage or violation of regulations.
d. In the event of an individual violation, the guest will be asked to leave by the hall staff and the host and the guest may be reported. Such violations will be referred to the University judicial coordinator. Non-residents who refuse to leave the hall are guilty of trespass and are subject to arrest.
e. In cases of floor or section violation, the residence hall staff may terminate visitation for the floor or section involved. If necessary, the visitation may be terminated permanently or for a designated period of time.

27. Water Beds

Water beds are prohibited in University housing due to their excessive weight and the danger to personal and University property from possible water leakage.

Student Activities Office

E. Suzanne Straub
Director of Student Activities and Warren Campus Center
Warren Campus Center, Room 102A
Tel. No. 568-6321

Jerrell E. Weaver
Associate Director of Student Activities for Programming
Warren Campus Center, Room 108
Tel. No. 568-6217

Michael S. Way
Associate Director of Student Activities
Warren Campus Center, Room 102
Tel. No. 568-6329

John Ventura
Associate Director of the Warren Campus Center for Operations
Warren Campus Center, Room 102
Tel. No. 568-6330
Services

The Office of Student Activities schedules campus facilities and promotes entertainment and leadership development programs. It also operates the Warren Campus Center, the Grafton-Stovall Theatre, and the Phillips Center.

The Office of Student Activities maintains the campus scheduling office and provides a master calendar which includes all events of major significance to the campus community. Student organizations, faculty and staff groups may schedule auditoriums, meeting facilities and outdoor areas by contacting this office.

The Office of Student Activities provides campus entertainment through the University Program Board. This board, composed entirely of students, provides major concerts, movies, tournaments, coffeehouses, dances, speakers, trips and numerous other activities.

Additionally programs are offered by the Office of Student Activities to enhance the educational and leadership experiences of students. These include leadership workshops, leadership bulletins and handbooks, and a student activities night.

Facilities

A. Percy H. Warren Campus Center:
Named in honor of a former dean of James Madison University, the Percy H. Warren Campus Center was officially opened in March 1971 to serve as the base from which most student activities originate. The facilities in the campus center include a restaurant, ballrooms, meeting rooms, television room, general lounge, study area, bookstore, bank, post office, student government offices, Honor Council office, student publication office, Greek offices, student organization office, programming office and directorate offices. There is also a books for sale board and a ride board located in the building. Camping equipment is available for rental by students at the outdoor recreation center.

B. Grafton-Stovall Theatre: Located adjacent to the campus center building, the Grafton-Stovall Theatre is considered a part of the Warren Campus Center facilities. The theater was dedicated in January 1979 and is named for two former members of the University board of visitors.

The 630-seat theater is the location for film showings, lectures, theater productions, concerts and other entertainment provided by the University Program Board for the enjoyment and interaction of the entire University community.

C. Phillips Center: Located adjacent to the campus center building, the Phillips Center is named in honor of a former Vice-President for Business Affairs, Colonel Adolph Phillips. The facilities include a restaurant on the ground floor and ballrooms on the second floor.

D. Outdoor Facilities: The University Farm consists of 30 acres of land with a farm house located near Port Republic, approximately 13 miles from main campus. The Pavilion is located on the east side of Interstate 81. Both facilities are available for use by members of the University community by requisition through the scheduling office of the campus center. The farm is closed from Nov. 15 through March 15. A $50 deposit is required to reserve this space. A requisition and the deposit must be made before the space is reserved.

Student Activities Policies

A. Recognition of Student Organizations:
All new student organizations must be approved by the Student Clubs and Organizations Subcommittee of the Commission on Student Services, by the Commission itself, and by the president of the University. This process is referred to as "recognition." ("Recognition" does not imply endorsement by the University or the Student Government Association of the group itself or of the purposes or activities of the group.)

First, a core of interested students with
the active support of at least one James Madison University faculty member should begin meeting as an organizing committee. This committee will be responsible for designing the organization, establishing purposes and functions, and drawing up a constitution. The chairman of this organizing committee should obtain from the director of student activities a copy of the criteria for recognition of student organizations as soon as the committee begins work. This material will help to make the organizing committee aware of what will be expected of it by the Student Clubs and Organizations Subcommittee, the Commission on Student Services, and the president.

An attempt should then be made to gather members. Organizations in the process for forming may use campus facilities to meet for the purposes of organizing and attracting new members. These facilities must be requested through the director of student activities. The forming organizations may maintain this temporary status for a period of one semester only. If an organization has not achieved recognition within one semester, use of facilities will be withdrawn until the organization has had its constitution approved by the Student Clubs and Organizations Subcommittee, the Commission on Student Services, and the president of the University.

When the group has completed its constitution and obtained its charter members, the chairman of the Student Clubs and Organizations Subcommittee should be contacted so that a date may be set for review of the constitution by that committee.

Upon review of the constitution by the Student Clubs and Organizations Subcommittee, the forming organization will be expected to revise its constitution as recommended by the committee and prepare and submit to the director of student activities a copy of the revised constitution at least one week prior to final review by the Commission on Student Services. The Commission on Student Services will consider the group’s request for recognition at its next regularly scheduled meeting. Affirmative action on the part of the commission will be necessary before the constitution and request for recognition is forwarded to the president of the University for final approval.

B. Disbandment of Student Organizations: There are two ways by means of which an existing organization may be disbanded:

1. During the fourth 8 weeks of each school year, the director of student activities will request that each recognized organization submit a list of new officers and an up-to-date version of its constitution with changes marked. Three weeks prior to the end of the second semester if an organization has not provided this information, it will be considered non-functioning and can be disbanded by a vote of the Student Clubs and Organizations Subcommittee.

2. Each year the Student Clubs and Organizations Subcommittee will review a portion of all recognized organizations in an attempt to insure that existing organizations meet the same criteria by which newly forming organizations are judged. If these criteria cannot be met by an organization, it may be disbanded.

An organization which has been disbanded by either of these procedures must go through the recognition process if it is again to be considered recognized.

C. Allocation and Disbursement of Student Fees: At the beginning of each school year funds from student fees will be allocated by the board of visitors to recognized student clubs designated by the SGA. These funds are designed to support a balanced program of social, cultural and recreational student activities.
Procedures for Allocations:

1. In the spring of the year there will be a meeting of the Special Advisory Committee on Student Fees, made up of the president of student government, treasurer of student government, the chairman of the SGA Finance Committee, University comptroller, director of student activities and vice president for student affairs, to project the total amount of student fees available for the following year and to discuss general philosophy and percentage allocations.

2. The Finance Committee of the Student Government Association will hold budget hearings for all recognized student groups seeking funds.

3. The SGA Finance Committee will draft budget recommendations when budget hearings are completed. The Special Advisory Committee will review the budget structure.

4. The president and treasurer of student government will present the budgets to the student government senate for confirmation.

5. The University comptroller will establish separate accounts for each funded organization. An accounting manual will be developed by the comptroller, president of student government, the treasurer of student government, and the director of student activities for the funded organizations.

6. The fiscal year operating budget printout for each funded organization and the accounting manuals will be distributed by the director of student activities to the appropriate organizations. The director of student activities will be available to consult with funded groups on questions involving the expenditure of funds.

Procedure for Expending Funds:

Once the allocations are made, groups may begin to draw on their accounts. The following procedures will be observed:

1. Signature cards will be made available by the SGA to the appropriate student organizations. These cards should be signed by the person responsible for the clubs' finances. (This same signature must appear on the “Request for Check” form.) The cards will then be delivered by the SGA to the University comptroller’s office.

2. In order to draw on the accounts, a “Request for Check” form must be completed and the appropriate signature must appear on both requisitions. When appropriate the invoice must accompany the “Request for Check” form.

3. The director of student activities will sign each requisition, other than those of the SGA, and will be available when assistance is necessary.

4. The “Request for Check” form must then be taken to the University comptroller’s office. A check in the amount requested will then be written to the party indicated on the “Request for Check” form.

D. Sound Amplification Equipment: Sound amplification equipment may be used for such outdoor student activities as concerts or programs of a similar nature at or near the campus center, the east patio of Godwin Hall and the patio of the N Complex residence halls. All outdoor student activity programs on campus must be approved by the director of student activities and will conclude no later than 11 p.m.

E. Procedures For Use Of Student Activities Space

Recognized student organizations wishing to use University space for activities such as meetings, dances, programs and other productions, must request such space through the Office of Student Activities, Warren Campus Center, Room 102. An “Activity Request and Space Contract” must be prepared by the requisitioner, and upon being initialed by approving authorities, will constitute res-
ervation of space. Special services to be made available must be listed on the form.

1. Student Activity Space is available to recognized student organizations, academic and administrative department and off-campus organizations which do not discriminate on the basis of race, religion, national origin or sex.

2. The requisitioning of campus center space, Grafton-Stovall Theatre, Phillips Center, University Farm, and other student activity space must be done in advance at the campus center office. In requisitioning use of the theater, the University Program Board will be given priority and will be the only organization to charge admission for films. Recognized student organizations and members of the faculty and staff groups will be able to reserve the remaining dates on a first-come, first-served basis.

3. Classes, laboratories, tests, or any type of academic activity shall not be scheduled in the campus center.

4. Groups reserving student activity space shall be responsible for the behavior of their members and guests and are responsible for any damage to facilities.

5. Equipment and furnishings assigned to the campus center or the theater shall not be removed for any reason. The addition of equipment or furnishings to the facilities can be done only with the approval of the director of student activities. Rearrangement of furnishings or equipment must be approved.

6. Bannericng or picketing which interferes with the normal operations of the buildings will not be permitted. Refer to Handbook Policy defining “Right of Expression”.

7. All food or drink served during events in the campus center, the Phillips Center and Grafton-Stovall Theatre must be obtained from Food Services. No outside catering will be permitted.

8. Food or drink will not be permitted outside the second floor of the campus center unless specifically approved by the director of student activities.

9. Display of all advertising posters and notices must be approved by the campus center staff and bear the student activities office stamp. Materials are to be placed only on bulletin boards or in display cases. General notices are limited to 11” x 17” in size. Personal announcements are limited to 4” x 6” cards.

10. No one shall remain in the buildings after they are closed without the written permission of the director of student activities.

11. Animals and/or bicycles shall not be permitted in the buildings at any time.

12. Persons having a JMU student, faculty, or staff I.D. are welcome in the campus center and Grafton-Stovall Theatre and may be accompanied by guests. Persons with an Alumni Association I.D. or another college I.D. will also be admitted.

F. Regulations For Dances, Coffeehouses and Concerts

1. The Warren Campus Center and Phillips Center Ballrooms may be reserved for events on a first come-first serve basis by recognized student organizations, academic and administrative departments only. Additional requests will be honored (per space availability) at the discretion of the director of student activities.

2. Equipment and furnishings assigned to the ballroom shall not be removed for any reason. The addition of equipment, furnishings or decorations must be approved in advance by the associate director of operations for the campus center facilities. All decorations and equipment used in an event must be removed within one-half hour after the event. Guidelines for decorations are available from the Scheduling Coordinator in Warren Campus Center.

3. Entertainment must cease by 1:00 a.m.
in Phillips Center, and 11:30 p.m. in Warren Campus Center. The Phillips Center ballroom must be vacated by 1:30 a.m., and Warren Campus Center ballroom by 12:00 midnight.

4. Maximum capacity of the ballroom for scheduled events is Warren Campus Center—450, and Phillips Center—700. Organizations wishing to reserve space must approximate attendance at the event. Members of the University community and guests will be admitted with a valid identification (e.g., JMU identification card).

5. Groups may choose to serve alcoholic beverages at an event in the ballrooms. All members of the University community are expected to be familiar with University policy and act in accordance with Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages. Persons who violate state laws are subject to prosecution and university disciplinary action.

6. Alcoholic beverages may not be possessed, distributed or consumed at events in the ballrooms, except where specific written approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and university alcohol policy.

7. At present you must be 21 years old to buy, possess or drink wine or liquor in Virginia. Persons born on or before July 2, 1966 may buy, possess and drink beer. Effective July 2, 1987 all persons must be 21 years old to buy, possess or drink any kind of alcoholic beverage. (See Code of Virginia, Title 4-62).

8. Alcoholic beverages may not be sold or furnished to any person who, at the time of sale or exchange, is visibly under the influence of alcohol.

9. Banquet licenses are provided by the Alcoholic Beverage Control Board (ABC) to persons in charge of special events which authorizes the sale of beer in approved areas. Sale is defined as using any portion of money collected from guests attending an event to pay for alcoholic beverages served at the event. A separate license is required for each special event where alcohol is sold.

10. Falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law.

11. Hosts planning to charge guests individually to support the cost of alcohol provided at an event need to apply for a special event license. Persons requesting an ABC license may obtain a form to be submitted to ABC from the Office of the Vice President for Student Affairs (Alumnae Hall 107).

12. Conditions for approval of events where alcohol is served.
   a. See Alcohol Policy under University Policies.

13. The group reserving the ballroom is responsible that the Warren Campus Center house rules and Alcoholic Beverage Commission regulations are observed. If violations are observed, the event can be terminated at the discretion of the Student Activities staff and disciplinary action against the reserving group initiated.
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<tr>
<td>Youth Association for Retarded Citizens</td>
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<tr>
<td>Zeta Tau Alpha</td>
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</tbody>
</table>
Office of Financial Aid

John H. Sellers, Director
Thomas Sheridan, Assistant Director
Lee P. Phillips, Assistant Director

Hoffman Hall
Tel. No. 568-6644

The Office of Financial Aid endeavors to assist students in financing their higher education. Financial assistance is provided in the form of scholarships, grants, loans, and employment administered by the University. Students must be degree-seeking, making satisfactory academic progress, and able to satisfy respective program requirements.

The philosophy underlying all programs of assistance is that parents and the student have an obligation to finance the education of the student to a reasonable extent within their means. Each student and family situation is recognized as being unique. Each application and financial statement is carefully considered and analyzed to determine relative financial security and the ability to pay for education. Complete confidentiality is provided to persons supplying financial information. The financial aid awarded to a student is intended to be adequate rather than excessive, keep indebtedness to manageable levels, and provide employment opportunities commensurate with academic schedules.

The Office of Financial Aid is the liaison between the students with their families and the government or other sources of funds. The staff attempts to guide the student with regard to funding alternatives, financial planning, and regulations effecting the financing of an education. Much attention is also given to expediting the process of the many required forms for the student. At the same time, the office is the designated, on-site agent for each source of funds. In this capacity it fulfills program regulations and maintains fiscal responsibility.

A detailed description of the financial aid programs and general related requirements are in the General Catalog and the Financial Aid Brochure. Students should apprise themselves of this information. Additional policies and responsibilities are described below.

Additional Policies and Responsibilities

1. Additional Assistance: A recipient of financial aid at James Madison University is required to notify the Office of Financial Aid in writing of any other form of financial assistance received during the period for which aid is granted by the University office. This applies to awards granted either prior to enrollment or at a later date. Such awards may include scholarships, employment, loans, assistantships, or fellowships which are not awarded by or in cooperation with the Financial Aid Office.

2. Other Employment: A recipient of any form of assistance awarded through the Financial Aid Office may not accept employment without first obtaining approval from the office. If employment is awarded by the Financial Aid Office, any additional employment is prohibited.

3. Satisfactory Academic Progress: To receive financial assistance, students must be maintaining satisfactory academic progress in their courses of study, as defined by Section 497(e) of the Higher Education Act, as amended. Satisfactory progress is a means of evaluating a student's efforts to achieve an educational goal within a given time frame. To satisfy this policy, measurements in the form of grade point average and hours completed are applied against a norm. Federal regulations specify that an institution must apply its policy consistently to all students.

The satisfactory progress requirement should not be confused with the good standing or the retention policy. The latter means that a student may continue enrollment. Satisfactory progress means that a regular student is proceeding in a positive manner toward fulfilling degree requirements.
4. Application Procedures: Students must apply each year for the financial aid desired. Since application deadlines for most programs are in the late winter prior to the year for which aid is sought, applicants are advised to consult the Financial Aid Office prior to Christmas holidays for application materials and deadline information. Because funding for all programs is limited, students are cautioned that late applications may not be considered for assistance.

Amounts and types of assistance may vary from year to year based on altered program regulations and eligibility criteria, amount of student need, number of qualified applicants, and available funds.

5. Award Revision: When a student receives assistance from sources other than the Office of Financial Aid, the package of assistance may need to be revised. A revision may also be necessary if a student is awarded assistance late in the year especially if that aid is retroactive. If an overaward exists, a repayment may be required.

6. University Withdrawal: If a student who receives assistance withdraws from the University, a portion of the aid awarded for that semester may be used to pay outstanding charges. This may include loans, grants, scholarships, and other aid in the award package. A detailed policy statement is available in the Financial Aid Office.

7. Summer School Awards: Assistance through employment or the Guaranteed Student Loan Program may be available during the summer for students who satisfy program requirements and who have submitted applications by the deadline. Pell Grant awards may be paid to certain students who did not receive the full entitlement in the prior academic year and who satisfy all other program requirements.

8. Publicity: The University believes that in most instances the type and amount of student assistance should remain confidential. The University will make public announcement of scholarships and other awards which it deems appropriate to announce.

9. Release of Records: Acceptance of University-awarded aid carries with it the understanding that pertinent records may be shared with the donor or auditors as required.

10. Acceptance and Affidavit: Students awarded assistance should read all literature sent to them carefully in order to be fully apprised of legal obligations. Many programs require a student to affirm acceptance or rejection of assistance and to sign an affidavit before an award is final. Failure to comply with the requirements may lead to cancellation of aid, which is not renewable for the same period.

11. Other Policies: Student recipients of financial assistance are expected to conform to University policies. Additional program policies are described in other locations as noted earlier in this section. Changes in University policies or program regulations often occur outside of the control of the Office of Financial Aid. Students should contact the office regarding additional or changed policies and regulations.

Office of Career Planning and Placement
Alumnae Hall, Room 208
568-6229 or 6207
Thomas A. Nardi
Director
Edgar F. Wilkerson
Assistant Director
Glenda Rooney
Assistant Director

The Office of Career Planning and Placement, located on the second floor of Alumnae Hall, aids students at various stages of the career exploration and job search process.
Students can receive assistance in defining their career objectives, finding out about the current job market, and learning how to conduct a job-seeking campaign. The office also serves as a central point where seniors may file placement credentials and have them mailed to prospective employers.

Services of the Office

Career Library: The placement career library is designed to make available pertinent resources for career planning and choice, employer literature, manpower trends, employer directories and other placement—related information. The library is color-coded for easy reference and organized on a self-help basis so that students and faculty may browse at their leisure. Samples of resumes and cover letters are on file for student use, and tapes are available on various aspects of the job search process. Staff members are readily accessible to answer questions and help students utilize these materials.

On-Campus Recruitment: Each year business, industry, government, armed forces and educational systems send representatives to the campus to conduct job interviews with graduating seniors. This service provides students with the opportunity to meet and talk with a number of employers and to explore a number of job opportunities. In order to help students prepare for these interviews, many job search-oriented workshops are held throughout the year. Sessions covering topics such as how to prepare for an interview, write a resume, or fill out an employment application are very popular. Also, the professional staff members are available to talk with clubs and organizations regarding many other career planning and placement related topics.

Job Referral: Job vacancies are advertised on bulletin boards in the office lobby and in the career library. Vacancy bulletins are periodically mailed to students who are registered with the office. Registration involves filling out a placement file. This allows seniors to participate in the on-campus interview program and to establish credentials which can be sent without charge to prospective employers upon request. Placement files are retained in the office for five years from the registrant's date of graduation or five years from the last date of active use.

Career Counseling: Professional career counselors are available on an appointment or drop-in basis to discuss vocational objectives relating to the educational background and experiences of the individual student. Assistance will also be given to any student wishing information on the current employment outlook, places of employment, employer contact and the use of the career library.

The staff hopes that students will take maximum advantage of the materials and resources available to them in this office. All services are intended to supplement the efforts of students as they develop their own career alternatives and do not replace the student's own personal search for employment. Good career planning and exploration, along with the professional job search assistance the office can supply, aid greatly in increasing the student's chances for finding satisfying employment.

Students are welcome to use any part of the services and facilities of the Office of Career Planning and Placement. The office is open Monday through Friday from 8 a.m.-5 p.m.
Recreation and Sports Programs

O. Dean Ehlers, Director
Intercollegiate Athletics
Godwin Hall, Room 206A
Tel. No. 568-6693

Dr. Leotus Morrison
Associate Director of
Intercollegiate Athletics
Godwin Hall, Room 207
Tel. No. 568-6248

George Toliver
Manager of Recreation Activities
Godwin Hall, Room 213
Tel. No. 568-6669

James Madison University provides ample opportunities for participation in recreational, intramural, sport club and intercollegiate sports programs.

Many recreational opportunities are available to JMU students. The Recreational Activities Department offers a variety of programs in intramurals, sport clubs, informal recreation, fitness, clinics, and special events. Included are: basketball, tennis (singles, doubles, and mixed doubles), golf, horseshoes, cross country, soccer, table tennis, swimming, and diving, racquetball (singles, doubles, and mixed doubles), bowling, volleyball, squash, skiing, wrestling, softball, weightlifting, badminton (singles, doubles, and mixed doubles), track and field, decathlon, horseback riding, wallyball, rollerskating, Frisbee games, putt putt golf, and aerobics.

Facilities on campus are available daily for competitive or informal recreation. By presenting a valid ID students, faculty and classified employees have access to Sinclair Gymnasium, Savage Natatorium, racquetball and squash courts, and the conditioning room. Tennis courts and athletic fields are located adjacent to Godwin Hall and the Convocation Center. Students may use Lakeview Golf Course at a reduced rate.

Women’s intercollegiate teams compete in archery, basketball, cross country, fencing, field hockey, golf, gymnastics, lacrosse, swimming, tennis, track and field, and volleyball. Men’s intercollegiate teams participate in archery, baseball, basketball, cross country, football, gymnastics, golf, soccer, swimming, tennis, track and field, and wrestling. Potential candidates for intercollegiate teams should contact the coach of the sport involved. Inquiries regarding the general intercollegiate program should be directed to the director of intercollegiate athletics.
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<td>All areas of student affairs and administrative policies.</td>
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<td>Associate Vice President for Student Affairs</td>
<td>6287</td>
<td>Judicial affairs and orientation</td>
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<td>6218</td>
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- Comptroller's Office
- Admissions
- Records Office
- Academic Program Support
- Food Service