1991

James Madison University Student Handbook, 1991

James Madison University

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A Message to Students
From President Ronald E. Carrier

Some of the most exciting and eventful years of your lives are now taking place. You are undergoing a period of intellectual and personal growth that will result in your becoming a meaningful contributor to society.

At James Madison University, you will be supported fully by the faculty and staff during this period of growth, but you will also be challenged to reach levels of accomplishment that you may have felt were beyond your grasp. We are seeking to help each student reach his or her maximum potential.

I call on each of you to make your decisions with care and with maturity. The decisions you make today will impact on you far beyond your college years. Seek out those many services at the university that will enhance your own growth process.

My best wishes go out to you for a happy and productive year.

Sincerely,

Ronald E. Carrier
President
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### 1991 Fall Semester

**Aug. 24, Saturday** — Residence halls open 9 a.m. for new students. Dining hall opens 8 a.m. Freshman Convocation 6 p.m.

**Aug. 25, Sunday** — Residence halls open 9 a.m. for returning students.

**Aug. 26, Monday** — Registration and fee payment. For detailed dates and times, see Schedule of Classes, Fall Semester, 1991. Freshman Assessment Day.

**Aug. 27, Tuesday** — Classes meet as scheduled. Fee payment continues. See Schedule of Classes.

**Aug. 28, Wednesday** — Course adjustment period reopens. Late payment/registration fees begin.

**Sept. 3, Tuesday** — Last day for undergraduates 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 for undergraduates to make course changes without payment of $10 fee or to drop a course with refund and without a "W" grade.

**Sept. 3, Tuesday** — Last day to submit an application for a degree if graduation requirements are to be met in October.

**Sept. 9, Monday** — Last day to withdraw from the 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. 24, Tuesday** — 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 withdraw from a first block course without academic penalty.

**Sept. 24-26, Tuesday-Thursday** — Arts and Sciences Symposium.

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### University Calendar

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Oct. 4-6, Friday-Sunday — Parents Weekend.
Oct. 10, Thursday — Last day to submit an application for a degree if graduation requirements are to be met in December.
Oct. 15, Tuesday — First block courses end.
Oct. 17, Thursday — Mid-semester grades due in records office.
Oct. 17, Thursday — Classes begin second block courses.
Oct. 18, Friday — Last day to add and pay for second block courses.
Oct. 24, Thursday — Last day to drop a second block course with refund and without a “W” grade or payment of $10 fee.
Oct. 25, Friday — First block course grades due in records office.
Oct. 26, Saturday — Homecoming.

#### NOVEMBER

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Nov. 1, Friday — First semester holiday. Classes (undergraduate and graduate) do not meet.
Nov. 14, Thursday — 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 withdraw from a second block course without academic penalty.
Nov. 27, Wednesday — Thanksgiving vacation begins 8 a.m.

#### DECEMBER

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Dec. 1, Sunday — Residence halls open noon. Dining hall opens 4 p.m.
Dec. 2, Monday — Thanksgiving vacation ends and classes resume.
Dec. 5, Thursday — Last day of classes.
Dec. 6, Friday — Last day for students to complete 1991 spring semester and 1991 summer term “incomplete” grades and for faculty to turn in these grades to records office.
Dec. 6, Friday — Reading Day.
Dec. 9-13, Monday-Friday — Final examinations.
Dec. 13, Friday — Deadline for completion of all degree requirements for master’s and Ed.S. December graduates. All “I” grades (including final semester) must be completed and grades turned in to records office.
Dec. 13, Friday — Residence halls close 5 p.m. Dining hall closes 2 p.m.
Dec. 13, Friday — Graduation exercises 3 p.m.
### 1992 Spring Semester

**Jan. 5, Sunday** — Residence halls open noon. Dining hall opens 4 p.m.

**Jan. 6, Monday** — Registration and fee payment. For detailed dates and times, see Schedule of Classes, Spring Semester, 1992.

**Jan. 7, Tuesday** — Classes meet as scheduled. Fee payment continues. See Schedule of Classes.

**Jan. 8, Wednesday** — Course adjustment period reopens. Late payment/registration fees begin.

**Jan. 14, Tuesday** — Last day for undergraduates 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 for undergraduates to make course changes without payment of $10 fee or to drop a course with refund and without a “W” grade.

**Jan. 20, Monday** — Last day to withdraw from the 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.

**Jan. 27, Monday** — Last day to submit an application for a degree if graduation requirements are to be met in March.

**Feb. 4, Tuesday** — 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 withdraw from a third block course without academic penalty.

**Feb. 10, Monday** — Last day to submit an application for a degree if graduation requirements are to be met by the end of 1992 spring semester.

**Feb. 25, Tuesday** — Third block courses end.

**Feb. 28, Friday** — Mid-semester grades due in records office.

**March 8, Sunday** — Residence halls open noon. Dining hall opens 4 p.m.

**March 9, Monday** — Third block course grades due in records office.

**March 9, Monday** — Classes resume. Fourth block courses begin.

**March 10, Tuesday** — Last day to add and pay for fourth block courses.

**March 13, Friday** — 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 withdraw from a semester course or withdraw from the university without academic penalty.

**March 13, Friday** — Last day to drop a fourth block course with refund and without a “W” grade or payment of $10 fee.

**March 16, Monday** — Last day for returning students to submit housing contracts, room deposits and tuition deposits.

**March 18, Wednesday** — Student Assessment/Faculty Assistance (no classes 8 a.m.-5 p.m.)

**March 26, Thursday** — Registration for 1992 fall semester begins.

**March 27, Friday** — Last day for returning students to cancel housing contracts with refund.
April 6, Monday — 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 withdraw from a fourth block course without academic penalty.

April 13-15, Monday-Wednesday — University housing reservation process.

April 20, Monday — Early registration begins for May term.

April 23, Thursday — Last day of classes.

April 24, Friday — Last day for students to complete fall 1991 “incomplete” grades and for faculty to turn in these grades to records office.

April 24, Friday — Reading Day.

April 24-25, Friday-Saturday — Founders Day.

April 27-May 1, Monday-Friday — Final examinations. University housing check-out process.

May 1, Friday — Deadline for completion of all degree requirements for master’s and Ed.S. May graduates. All “I” grades (including final semester) must be completed and grades turned in to records office.

May 1, Friday — Residence halls close 5 p.m. for undergraduate students. Dining hall closes 2 p.m. for undergraduate students.

May 2, Saturday — Graduation. Commencement exercises.

May 2, Saturday — Residence halls close 5 p.m. for graduating seniors. Dining hall closes 10 a.m. for graduating seniors.

May Session

May 3, Sunday — Residence halls open 9 a.m. Dining hall opens 4:30 p.m.

May 4, Monday — Registration for May session only. Classes meet.

May 7, Thursday — 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 May course or withdraw from the university with a tuition refund.

May 15, Friday — 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 15, Friday — Last day to withdraw from a course without academic penalty.

May 22, Friday — Final examinations. Dining hall closes 1 p.m.

Residence halls close 5 p.m.
Summer Session
First Four-Week Term

May 25, Monday — Early registration for any summer term begins.
June 7, Sunday — Residence halls open 9 a.m. Dining hall opens 4:30 p.m.
June 8, Monday — Registration.
June 9, Tuesday — Last day to submit an application for an undergraduate degree if requirements are to be met by end of 1992 summer session. Classes meet as scheduled.
June 11, Thursday — Last day to add a course for first four-week term. Last day on which applications for course changes for first four-week term may be made without a fee. Last day to drop a first four-week term course or withdraw from the university with a tuition refund.
June 26, Friday — 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.
June 26, Friday — Last day to withdraw from a four-week term course without academic penalty.
July 2, Thursday — Final examinations for first four-week term courses.
July 3, Friday — Holiday. Classes (undergraduate and graduate) do not meet.

Eight-Week Term

May 25, Monday — Early registration for any summer term begins.
June 7, Sunday — Residence halls open 9 a.m. Dining hall opens 4:30 p.m.
June 8, Monday — Registration.
June 9, Tuesday — Classes meet as scheduled.
June 9, Tuesday — Last day to submit an application for an undergraduate degree if requirements are to be met by end of 1992 summer session.
June 18, Thursday — Last day to add a course for eight-week term. Last day on which applications for course changes for eight-week term may be made without a fee. Last day to drop an eight-week course or withdraw from the university with a tuition refund.
June 24, Wednesday — Last day to submit graduate degree application if requirements are to be met in August.
July 3, Friday — Holiday. Classes (undergraduate and graduate) do not meet.
July 7, Tuesday — 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 7, Tuesday — Last day to withdraw from an eight-week term course without academic penalty.
July 31, Friday — Final examinations. Dining hall closes 1 p.m.

July 31, Friday — Deadline for completion of all degree requirements for master’s and Ed.S. August graduates. All “I” grades (including final semester) must be completed and grades turned in to records office.

Aug. 1, Saturday — Residence halls close 10 a.m.

Six-Week Term

May 25, Monday — Early registration for any summer term begins.

June 21, Sunday — Residence halls open 9 a.m.

June 22, Monday — Course changes and registration. Classes meet as scheduled.

June 24, Wednesday — Last day to submit graduate degree application if requirements are to be met in August.

July 2, Thursday — Last day to add a course for six-week term. Last day on which applications for course changes for six-week term may be made without a fee. Last day to drop a six-week course or withdraw from the university with a tuition refund.

July 2, Thursday — 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 2, Thursday — Last day to withdraw from a six-week term course without academic penalty.

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

July 31, Friday — Final examinations. Dining hall closes 1 p.m.

July 31, Friday — Deadline for completion of all degree requirements for master’s and Ed.S. August graduates. All “I” grades (including final semester) must be completed and grades turned in to records office.

Aug. 1, Saturday — Residence halls close 10 a.m.
Second Four-Week Term

May 25, Monday — Early registration for any summer term begins.

July 6, Monday — Course changes and registration. Classes meet as scheduled.

July 9, Thursday — Last day to add a second four-week term course. Last day on which applications for course changes for four-week term may be made without a fee. Last day to drop a second four-week course or withdraw from the university with a tuition refund.

July 22, Wednesday — 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 22, Wednesday — Last day to withdraw from a second four-week term course without academic penalty.

July 31, Friday — Final examinations. Dining hall closes 1 p.m.

July 31, Friday — Deadline for completion of all degree requirements for master’s and Ed.S. August graduates. All “I” grades (including final semester) must be completed and grades turned in to records office.

Aug. 1, Saturday — Residence halls close 10 a.m.

1992 Fall and 1993 Spring Semesters (Tentative)

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

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

Aug. 31, Monday — Registration. For detailed dates and times, see Schedule of Classes, Fall Semester, 1992.

Sept. 1, Tuesday — Classes meet as scheduled.

Dec. 18, Friday — Fall semester ends.

Jan. 11, Monday — Spring semester begins.

May 7, Friday — Spring semester ends.
University Organization

James Madison University, as a state-aided university of the Commonwealth of Virginia, is governed by a 15-member board of visitors appointed by the governor of the state. There is also one student board member.

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 president for academic affairs, vice president for administration and finance, vice president for sponsored research and external programs, vice president for student affairs, vice president for university advancement, and the executive assistant to the president.

University Governance

The President of the University

Dr. Ronald E. Carrier
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, the executive assistant to the president, all university commission chairpersons, all deans, the speaker of the Faculty Senate, five faculty senators, the president and the administrative vice president of the Student Government Association, the president of the Honor Council, the chairperson of the University Program Board, and one graduate student. The president of the university serves as chairperson and a secretary is appointed.

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 Faculty Affairs
- Commission on Graduate Studies
- Commission on Planning and Development
- Commission on Student Services
- Commission on Undergraduate Studies
- Commission on University Advancement
Mission Statement for the Commission on Community

The purpose of the Commission on Community is to promote a climate recognizing the rights and privileges of all individuals, void of connotations of inferiority and superiority, and an environment in which all members of the community treat each other with dignity, respect and civility. The commission seeks to foster equality and diversity throughout the university community and values individual differences including, but not limited to, race, gender, creed, age, culture, national origin, disability and sexual orientation.

In carrying out this mission, the Commission on Community is committed to the following goals:
1. To provide an equitable atmosphere that encourages open intellectual inquiry in the pursuit of truth;
2. To promote a curriculum reflecting the contributions and scholarship of a pluralistic society;
3. To foster opportunities for professional development at all levels and affirm those individuals who demonstrate diverse leadership styles;
4. To encourage hiring and admissions patterns which result in a more diverse university;
5. To urge all personnel, when representing the university to its publics, to use language and demonstrate behavior that exemplifies respect for human diversity;
6. To reflect a diverse university in official documents and other publications;
7. To develop an annual report assessing the status of community concerns and the progress of the commission.

Student Government Association

Patricia Southall, 568-6376
President
Melanie Byrd, 568-3796
Administrative Vice President
John Pagels, 568-3795
Legislative Vice President
Dan Campbell, 568-6377
Treasurer
Daniel Cruce, 568-3797
Secretary
Post Office Box M-41
James Madison University

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 the 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.
II. 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:

**Rights and Responsibilities**

**Student**

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

1. 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.

2. 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.

3. 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. Student Rights and Responsibilities

Educational

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 the following:

1. Each student has the freedom, dependent upon level of competence, to teach, to learn and to conduct research and publish findings in the spirit of free inquiry.

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

3. 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.

4. 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.

5. 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.

6. 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.

University

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

2. 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.

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

4. 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.

5. 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.

6. The university has the right and 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.

7. 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.

8. 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.
II. Student Rights and Responsibilities

Violation Procedures

All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated university regulations.

1. 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.

2. 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.

3. 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.

4. 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.

5. Students charged or convicted of violations of a general law may be subject to university sanctions for the same conduct, in accordance with university policies and procedures when the conduct is in violation of a university rule.
III. 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, growing and maturing 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 ensure the safety of all members of the university community.

Bicycles

1. 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 and suites. Storage may occur only within the confines of the prescribed areas.

2. The city of Harrisonburg requires all bicycles to be registered. All bicycles must be registered with the university police and each bicycle numbered.

3. 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.

4. 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.

5. Motorcycles, mopeds and other motorized vehicles are not allowed in university residence halls. A fine of no less than $10 plus towing charges will be assessed for any violation.
Camping or Shelter Construction

Constructing shelters, camping or sleeping out on university-owned or operated properties is prohibited at all times.

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.

Computer Misuse

Any misuse of university or personal computers is expressly prohibited. Examples of misuse include but are not limited to:
1. Computer fraud, trespass, theft, embezzlement or invasion of privacy.
2. Tampering with files or information that belong to someone else.
3. 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.
4. Attempting to degrade computer hardware or software performance or to circumvent its security.
5. Depriving or attempting to deprive other users of resources or access to a computer.

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 by the university. This includes but is not limited to activities such as:
1. The use or possession of fire-works, firecrackers, gunpowder or any dangerous chemicals or explosive materials.
2. 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.
3. Blocking or in any way preventing use of fire exit doors, residence hall room doors and building hallways.
4. 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.
III. University Policies

**Destruction or Attempted Destruction of Property**

1. 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.

2. Damage which is caused accidentally should be promptly reported to a residence hall staff member or an appropriate university official. Failure to report accidental damage will be considered a violation of this regulation.

**Disorderly Conduct**

No student shall cause or incite any disturbance, excessive noise or contention in or near any building or any other property owned or operated by the university.

**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.

**False Alarms and Fire Drills**

1. No student shall pull a fire alarm except in case of an actual fire.

2. No student shall disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding.

3. No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

**Falsification of Official Information**

1. No student shall alter or have in his or her possession an altered university identification card, nor shall he/she alter or enter false information on an official university document.

2. No student shall provide false information or fail to provide current information to the university for the purpose of defrauding the university.

**Fire Suppression/Detection Equipment**

1. No student shall, without authorization, operate, tamper with or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.

2. No student shall tamper with or otherwise misuse any fire detection or early warning devices, or emergency lighting or evacuation systems.

**Gambling**

No student shall make, or assist in the making of, a wager of money or any other thing of value in exchange for a chance to win money as the result of any game or contest.

**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 harassment, intimidation and exploitation.
Harassment is offensive verbal or physical conduct 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 personnel action (recommendation for promotion or tenure) 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.

The conduct includes, but is not limited to, behaviors referring to a person's sex, race, age, religion, or disability.

Questions, assistance, or violations related to this policy should be directed to the university's Office of Affirmative Action, Moody Hall, Rm 107, 568-6991.

As an alternative, the student may deal with instances of 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:

1. Discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive.
2. Discuss the matter with the 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:

1. Discuss the matter with the accused, explaining why a particular comment or action was offensive.
2. Bring a charge of personal abuse to the university judicial coordinator in Alumnae Hall.

If a student employee believes that he or she has been a victim of harassment, he or she should do one or more of the following:

1. Discuss the matter with the accused, explaining why a particular comment or action was offensive.
2. Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question.
3. 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 associate vice president for student affairs or the director of the Counseling and Student Development Center, giving full details of the alleged harassment. You will 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 your behalf, unless you consent to be identified, if necessary, to the individual accused in connection with the investigation.
III. University Policies

A student also has the option of filing a formal charge of harassment with the U.S. Office of Civil Rights. Its address and telephone number are available from the affirmative action officer in Moody 107.

Hazing

No form of hazing is permitted in association with any student organization. Refer to the hazing policy detailed in the Student Organization Handbook.

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.

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:

1. 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.
2. Inappropriate or illegal distribution, announcement or publication of confidential judicial information, letters or decisions.
3. Giving false information to a judicial council or judicial coordinator.

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.

Newman Lake

The lake is not available for recreational purposes. Boating, skating and swimming are prohibited.

Non-Compliance with an Official Request

1. 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.
2. No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the university.
3. No student shall intentionally provide false information, verbally or in writing, to faculty or staff members acting in the performance of their official duties.
III. University Policies

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 Disabilities Coordinator, Education 102, James Madison University, Harrisonburg, VA 22807, 568-6705.

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 Office of Affirmative Action, Moody Hall 107, James Madison University, Harrisonburg, VA 22807, 568-6991; or to the director of the Office of 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 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.

Obscene Conduct

No student shall engage in lewd, indecent or obscene conduct or expression on university property or in university-owned or operated buildings.

Parking

All motor vehicles to be parked on campus Monday through Friday by members of the university community (faculty, staff and students) 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.

Personal Abuse

No student shall threaten, offend or degrade anyone. Forms of sexual harassment are a violation of this policy.
III. University Policies

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:

1. 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.

2. 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.

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

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.

Public Health Policy

Any student whose mental or physical health might result in behaviors that jeopardize the safety or well-being of an individual or any other student may be required by university officials to have an examination by a university physician or a designee of the university’s counseling center staff to assess whether the student’s physical or mental health poses a danger to the safety or well-being of the student and/or others.

Should the physician determine that a well-being 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.

Should the counseling center designee determine that, as the result of mental health issues, the student poses a threat to the safety or well-being of self and/or others, an evaluation of the student will be made by the counseling center staff and/or the university psychiatrist. Behaviors that pose a threat to the well-being of the student and/or others include but are not limited to verbal abuse, destruction of property, emotional harassment, and non-compliant with treatment regime. At that point, 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. If the student is not compliant with the recommended treatment plan, university officials may then pursue either university procedures for involuntary admission to a psychiatric unit or implement an interim administrative hold.

A student subject to either an interim hold or involuntary hospitalization shall be given written and/or oral notice of the hold and the admission with an outline of the various options for treatment as well as possible judicial procedures. The treatment plan will include a mechanism for re-evaluation of the student’s status regularly during the course of treatment. There are several options available for treatment:
1. Voluntary hospitalization
2. Medical withdrawal
3. Continued relationship with counseling center staff
4. Continuing counseling relationship with an 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:

1. The reliability of the information concerning the student's behavior;
2. 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;
3. 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 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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent academic</td>
<td>Records Office</td>
<td>Director</td>
<td>Wilson</td>
</tr>
<tr>
<td>record (transcript)</td>
<td></td>
<td></td>
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<tr>
<td>Disciplinary</td>
<td>Office of the Associate Vice President of</td>
<td>Associate Vice President</td>
<td>Alumnae 106</td>
</tr>
<tr>
<td></td>
<td>Student Affairs</td>
<td></td>
<td></td>
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<tr>
<td>Financial aid records</td>
<td>Office of Financial Aid</td>
<td>Director</td>
<td>Hoffman 8</td>
</tr>
<tr>
<td>Student financial (acct.) records</td>
<td>Office of Student Accounts</td>
<td>Manager</td>
<td>Wilson 101</td>
</tr>
<tr>
<td>Placement records</td>
<td>Office of Career Services</td>
<td>Director</td>
<td>Sonner 216</td>
</tr>
<tr>
<td>Graduate School records</td>
<td>Office of the Graduate School</td>
<td>Dean</td>
<td>Wilson 107</td>
</tr>
<tr>
<td>Police records</td>
<td>Office of Campus Police and Safety</td>
<td>Director</td>
<td>Shenandoah Hall</td>
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</tbody>
</table>
III. University Policies

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. 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 of the procedures to be followed concerning such a hearing and its composition.

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.
Right of Expression

James Madison University seeks to preserve students' privileges to take active roles in exercising their rights of expression, conscience, affiliation and peaceful assembly. At the same time, the university also recognizes its responsibility to ensure 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.

1. All demonstrations or peaceful assemblies must be registered with the student activities director 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.)

2. At the time of the registration, the student or groups of students will be advised by the student activities director 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 student activities director regarding any demonstration or assembly guidelines may be appealed within 24 hours to the vice president for student affairs.

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

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

Any student who violates any part(s) of this policy will be referred by the student activities director 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 student activities director.

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. However, the entry and search must not be 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.
III. University Policies

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 will be made to the appropriate student affairs staff member who will 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 will indicate to the residence hall staff what information to include on the approval form. The residence hall staff will 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 will be filled out by the residence hall staff that will 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, 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 will be directed to the appropriate student affairs staff member who will 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 will then be filled out by the appropriate student affairs staff member. A copy of the completed form will 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 life 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.
Smoking

Smoking in university buildings is prohibited except in the following areas:
1. Faculty and staff members' private offices.
2. Convocation Center circular hallway outside the seating area.
3. Library designated smoking room in basement and vestibule at front entrance.
5. Residence halls — Hall councils will establish policy for the hall at the beginning of each year.

Soliciting, Petitioning, Selling, Surveying and Publicizing

1. No student organization shall engage in advertising or selling any goods, services or tickets; solicit for any purpose whatsoever on university property or in university buildings; or petition or survey students without first obtaining the written approval of the assistant 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 assistant director of student activities. Sales and solicitation may only take place in the areas designated by the Office of Student Activities.

2. No student, non-university related organizations or individuals may sell or solicit on the campus for any purpose whatsoever without first obtaining the sponsorship of a recognized student organization. The sponsoring organization must then obtain the written approval of the assistant director of student activities, make all arrangements for space, acknowledge sponsorship in writing and delineate the financial arrangements between the sponsor and the non-university organization or individual.

3. Sales or solicitation involving food items require additional approval by the nutritionist in the food services department. Sales or solicitation of merchandise require additional approval by the director of the university bookstore.

4. All students or organizations who solicit off campus on behalf of a group or organization associated with James Madison University must have the written approval of the vice president for university advancement and the Office of Student Activities.

5. All students or organizations planning to conduct programs on or off campus requiring a contractual agreement with non-university agencies must obtain the written approval of the director of student activities and other pertinent university officials.

6. Sales and solicitation by students, organizations, non-students and non-university related organizations are prohibited in the residence halls. Programs or demonstrations of legitimate products may be presented in residence halls only under the following conditions:
   a. The hall council agrees to sponsor the program. Approval by a recorded majority vote of the hall council shall constitute legitimate sponsorship, subject to the review and approval of the director of residence life.
   b. Presentations by the sponsored persons or company shall be limited to demonstration or display of merchandise and appropriate promotion; it may not include solicitation or orders, signing of contracts or exchange of money. The demonstration or promotion shall be such that it does not unreasonably disrupt other hall activities.
   c. Solicitors may leave calling cards, catalogs or order blanks with students but may not transact business or seek promises for future transactions.
   d. A member of the residence hall staff must agree to be present to observe the program.
III. University Policies

e. 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.
f. 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.
g. No door-to-door solicitation is permitted.
h. All programs falling under the definition of this policy must be registered in advance with the Office of the Vice President for Student Affairs.

7. Advertising the sale of alcoholic beverages without an Alcoholic Beverage Control Board license or any phrase or symbol which would lead the reader to believe that alcohol will be served or consumed is prohibited. Students wishing to obtain an ABC license should contact the Office of the Vice President for Student Affairs.

8. Poster, notices, announcements or other materials may only be displayed on general-purpose bulletin boards inside authorized university-operated buildings or on authorized university property. Materials with dimensions exceeding 11 inches by 17 inches will not be approved for posting. The director of student activities will define the authorized areas of display for such material. The exterior of academic and administrative buildings as well as all windows, doors and trash receptacles are specifically unauthorized display areas.

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

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 student activities director. (Also see the student activities section of this handbook.)

Substance Abuse

Alcohol

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. Students are reminded of the following:

1. Individuals must be 21 years of age to buy, possess or drink alcoholic beverages.
2. 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.
3. Falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law.
4. Drunkenness and possession of open containers of alcohol in public areas are prohibited.
5. 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.
III. University Policies

Drugs

1. 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.

2. University policy conforms with state law with regard to drug paraphernalia.

Sanctions

James Madison University is committed to work against the illicit use of drugs and alcohol among students and employees. Community members who violate local, state or federal law concerning substance abuse/university standards of conduct will be subject to the imposition of university sanctions and referral for prosecution under the statutes of the Commonwealth of Virginia. Convictions for violations of laws could result in penalties as summarized below. University sanctions could include penalties ranging from fines to suspension from the university.

Alcohol

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use and consumption of alcoholic beverages. The act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to $2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.

2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to $2,500, either or both.

3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.

4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Persons violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.
III. University Policies

controlled Substances and Illicit Drugs

The unlawful possession, distribution and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the act into “schedules,” ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to 12 months and a fine up to $2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 12 months and a fine up to $2,500, either or both.

3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to $1,000, either or both.

4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $500.

5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to 40 years and a fine up to $100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to $100,000.

7. Possession of a controlled substance classified in schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days and a fine up to $2,500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to $2,500, either or both.

9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than one-half ounce to 5 pounds, the crime is a felony with a sanction of imprisonment from one to 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to $2,500, either or both. If the amount of marijuana involved is more than 5 pounds, the crime is a felony with a sanction of imprisonment from five to 30 years.

Health Risks

Many physical and psychological health risks are associated with abuse of alcohol and other substances. Such behavior may result in problems in school, work or relationships. Listed below are some health risks associated with substance abuse.
III. University Policies

1. Difficulty with attention and learning.
2. Physical and psychological dependence.
3. Damage to the brain, liver, heart.
4. Unwanted sexual activity.
5. Accidents due to impaired judgment and coordination.
7. Psychological problems.
8. DUI/DWI arrests.
9. Interference with emotional and academic well-being of other students or family members.
10. Abusive/violent behavior.
11. Disorientation.
12. Loss of appetite.

Staff members at the Health Center and the counseling center can provide you with additional information about these concerns. If you are worried about your own health or that of a friend, please consult one of the resource people listed for assistance.

Campus Resources

Counseling and Student Development Center
Assistant Director for Health and Wellness Programs
Peer Educators
Health Center
Alumnae 200
568-6552
568-6177

For additional information about local resources for treatment of substance abuse problems, consult the Counseling and Student Development Center or the Health Center.

Large Events

Areas available to groups for large events are:
—Phillips Center Ballroom.
—Godwin Hall.
—Convocation Center.
—Gibbons Dining Hall.
—Designated, confined outdoor space in low traffic areas of campus in a moderately self-controlled environment.
—Other areas as approved by the vice president for student affairs.

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:
—Approved areas in residence halls and Greek houses.
—Approved residence hall suites and lounges.
—Chandler Hall, Shenandoah Room.
—University Farm and pavilion.
—Other areas designated by the vice president for student affairs.

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).
III. University Policies

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 of legal age at the event. For example, one quarter keg is the limit for a party of 15 people of legal age and six half kegs would be the maximum for a party of 180 people of legal age.

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 this handbook and the residence hall handbook.
Theft

1. 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.

2. No student will illegally use or appropriate any property not belonging to him or her.

Trespass

1. Any individual refusing to leave an area as directed by an authorized faculty or staff member is guilty of trespass.

2. Any unauthorized individual entering or attempting to enter a university-operated building or room which has been closed, locked and/or posted shall be guilty of trespass.

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.

Unauthorized Use of University Property or Documents

No student shall use, possess, alter or sell any parking decal, JMU Access Card, dining hall number, keys or official university documents issued by the university to another individual. Specifically this prohibits:

1. Use, possession or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.

2. Use, possession or sale of a JMU Access Card to obtain entry or services to which the individual is not entitled.

3. Use, possession or sale of any university keys not specifically issued to the student.

4. Use of official university documents or identifying information by a student not authorized to do so.

Violence to Persons

No student shall engage or attempt to engage in any form of violence directed toward another person or group of people. Rape or attempted rape is a violation of this policy. Responding to violence with violence is a violation of this policy.

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 and removed from campus at the end of the appropriate hunting season.

JMU 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.
IV. The University Judicial System

Michael Way  
University Judicial Coordinator  
Alumnae Hall, Rm. 106  
Tel. No. 568-6167

David Thomas  
Student Judicial Coordinator  
Warren Campus Center, Rm. 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 accepts the responsibility to establish a system of judicial and disciplinary procedures for use when university policies are violated. In turn, the JMU recognizes the need to ensure 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 JMU 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 ensure 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 (chairperson), one faculty member and two students (the Student Government Association president and one other student). The student judicial coordinator and the university judicial coordinator serve as ex officio members. All members of the Judicial Control Board have voting privileges.
**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 postpones 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, JMU has only to make a reasonable attempt to notify him or her at the last address provided.
4. 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. A student may have an attorney present if the university judicial coordinator is notified within 48 hours of the hearing. An attorney may be present for the sole purpose of ensuring 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 to 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:
    —Violation of due process and student rights.
    —New evidence.
    —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.


**University Judicial Structure**

**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 32 members. Of the members, 16 shall be faculty members, selected by the president, none of whom shall hold an administrative position higher than head of a department. The other 16 members shall be students who are selected by the president of the university from the student 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.

**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.

**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.
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2. The university or student judicial coordinator after hearing all relevant facts informs the student orally 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.

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:
   —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.
   —To assist in the training of all judicial board members.
   —To ensure that all student rights and due process are observed in university judicial proceedings.
   —To act as an ex officio member of the Judicial Control Board.

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:
   —To handle administrative hearing responsibilities of minor violations when referred from the university judicial coordinator.
   —To assist in selection and training of the Minor Violation Board members.
   —To participate as an ex officio member of the Judicial Control Board.
   —To assist in the selection of and to coordinate the responsibilities of the judicial secretary. (The judicial secretary is responsible for typing all correspondence for the student judicial coordinator.)

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 any of the following circumstances:
   —During the last two weeks of any regular semester or during the May or summer school session if the appropriate judicial body cannot hear the case.
   —In emergency situations involving interim suspension.
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—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.

Judicial Jurisdiction

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

Major Violations

Infractions of the following policies are usually considered major violations.

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 equal to or greater than $25).
7. Violence to persons.
8. Weapons.

Additionally, cases may be considered major violations when they 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.

Flexible Violations

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.
8. Misappropriating university property.
10. Obscene conduct.
11. Personal abuse.
12. Projectiles.
13. Residence hall visitation.
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.

**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.
7. Pets.
8. Smoking.
9. Sound amplification equipment.

**Judicial Procedures**

**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:
   — The validity of the charge.
   — Whether there are grounds for a formal charge and the initiation of judicial proceedings.
   — 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.
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:
   — Introduction of the board.
   — Participants state any questions they have concerning rights or procedures.
   — The statement of the charges is presented.
   — Evidence is presented against the accused student. Each witness is called individually.
   — Evidence is presented in favor of the accused student. Each witness is called individually.
   — The board members may question the witnesses as they are called.
   — The accused student may present concluding remarks.
   — All persons are excused from the hearing room except board members.
   — The board considers only information introduced in the hearing and deliberates in executive session until a decision is made as to guilt or innocence. The decision is based 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.
   — The decision is announced in the presence of the student charged and the adviser.
   — 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 or an emergency at home or is too ill to attend the judicial hearing.

**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 any of the following actions:
   - Affirm the findings and penalty of the original hearing body or the university hearing officer.
   - Reduce the penalty.
   - 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.

**Appeals from an Appeal Body**

The student considering an appeal for a sanction of suspension or expulsion should notify the university judicial coordinator within 24 hours that he or she wishes to make a final appeal to the president of the university.

**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:

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

2. 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.
Emergencies 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.

   —The suspended student may, within 48 hours of being notified of such suspension, request an informal hearing before the university hearing officer to determine if the interim suspension should continue.

   —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.

   —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.

   —These councils shall operate under the same procedures and have the same powers as the university judicial council.

   —Decisions of these bodies may be appealed to the Appeals Committee of the University Judicial Council.

   —These councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.

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:

Fines

Fines shall be no less than $15 and no greater than $100 depending on 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.
Disciplinary Probation

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

Restitution

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

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.

Expulsion from University Housing

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

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 sole official empowered to suspend any student. A suspended student may not visit the campus without the permission of the university judicial coordinator.

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.

Special Assignments

In certain cases special assignments may be imposed.

Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. The university judicial coordinator, the University Judicial Council or the university hearing officer may assign any penalty or penalties listed above.

2. A minor violation board or student judicial coordinator may assign any of the following penalties:
   —Fines.
   —Disciplinary probation.
   —Restitution.
   —Special assignments.
Guidelines for Assignment of Penalties

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

1. Alcoholic 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 (pulling a false fire alarm) — $50 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 equal to or greater than $25) — one semester suspension.
7. Visitation violations — $15 fine per person and disciplinary probation.
8. Violence to persons — one semester suspension.

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

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.
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 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. A 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. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.
V. University Honor System

Violations of the Honor Code

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, experiment or project for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.

2. Giving or attempting to give false or misleading information regarding an academic matter, falsifying evidence in an Honor Council hearing or during an honor violation investigation.

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

4. 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.

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

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

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

8. Attempting to falsify class attendance or materials related to course registration.

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

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

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

12. Falsification of scientific or other data submitted for academic credit.

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

14. 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.

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

ALL STUDENTS ARE STRONGLY URGED TO ASK THEIR FACULTY MEMBERS WHAT TYPE OF CONDUCT IS AUTHORIZED OR UNAUTHORIZED.

Penalties

Any student found guilty of an honor violation will receive an “F” grade in the course in which the violation occurred. In addition one of the following penalties will be imposed:

Suspension

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 violation occurred.

In addition to receiving an “F” in the class where the honor violation took place, the student will receive a “W” in all other courses in which the student is enrolled in the semester in which the violation occurred. During the period of suspension, the student will not be
permitted to take courses elsewhere and have the credit(s) transferred back to JMU. Upon return to the university the student will be prohibited from taking departmental examinations for those courses from which the student was withdrawn due to an honor violation.

**Expulsion**

Upon final adjudication, the student is permanently separated from the university.

More stringent penalties, including expulsion from the university, may be imposed if a student is convicted of a second honor violation involving the same academic matter or for a second honor violation conviction involving a different academic matter or an aggravated violation.

**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.

**Permanent Withdrawal**

The student immediately and permanently withdraws from the university. (This is only available under the administrative option.)

**Honor System Investigations**

For the Honor System to be truly effective, all students and faculty 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 Honor Council president or one of the Honor Council investigators. The Honor Council will not take action with respect to a violation reported more than 60 days after its occurrence. Upon receipt of a report of an alleged honor violation, the Honor Council coordinator or student investigator will notify the
student that he or she is the subject of an honor investigation. The Honor Council coordinator and Honor Council investigators will have 30 days to complete an investigation of the alleged violation and to decide whether to charge the student with a violation of the Honor Code.

This 30-day period does not include the break between the fall and spring semesters or the end of the summer sessions and the beginning of the fall semester.

Upon receipt of a report of an alleged violation, the Honor Council coordinator will assign an honor investigator to investigate the alleged violation of the Honor Code.

It will be the responsibility of the Honor Council investigator to help gather as much information as possible to permit a fair determination of whether there is reason to believe that an honor violation has taken place. IT SHOULD BE REMEMBERED THAT HONOR COUNCIL INVESTIGATORS ARE STUDENTS. THEY ARE ASSIGNED TO HELP GATHER EVIDENCE AND TO HELP THOSE INVOLVED IN HONOR COUNCIL PROCEEDINGS TO UNDERSTAND THE OPERATION OF THE HONOR SYSTEM.

Any statements made to or information collected by Honor Council investigators during preliminary interviews shall be admissible in any subsequent proceeding. This includes statements made to Honor Council investigators during preliminary interviews.

### Hearing Officer Provisions

Cases reported or students charged during the last two weeks of the spring semester or during the period between the end of the spring semester and the beginning of the fall semester will be heard by a university hearing officer. A student may waive his/her right to a hearing by a hearing officer. A written 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 will 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 completes the terms of the sentence and any additional course work resulting from the penalty.

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 hearing officer is immediate suspension for one semester and a "W" in the course in which the honor violation took place.

### Honor System Charges

1. A student charged with an honor violation will be contacted by mail, informed of the charge and asked to make an appointment with an Honor Council investigator. At this meeting, the president or investigator 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 investigator within three days after being notified, the case will be automatically referred for a hearing.

2. 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.

3. A student charged with an honor violation may request the assistance of an Honor Council investigator in gathering relevant evidence. The accused is responsible for presenting his or her own defense.

   To assist the accused in presenting his or her defense, the accused may submit to the Honor Council investigator a list of questions the accused would like asked of witnesses appearing at an Honor Council proceeding. This provision does not affect the right of the accused to question any witnesses.

4. A student charged with an honor violation shall not be permitted to graduate from James Madison University until final disposition of a charge. This includes serving any penalty that might result from a conviction.

5. A student who withdraws from James Madison University, with an honor violation pending, will face these charges if the accused student returns to James Madison University.

**Administrative Option**

1. Any student charged with an Honor Code violation may choose to have the violation handled administratively by the Honor Council coordinator no later than 24 hours prior to the hearing date in accordance with the following:

   — 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.)

   — 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.

   — If the student rejects the penalty assigned, the case will 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.

**Hearing Procedures**

**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 James Madison University community, excluding Honor Council members.
5. request that a lawyer be permitted to attend the hearing by contacting the Honor Council president no later than 24 hours prior to the hearing. A lawyer attending a hearing — either before the Honor Council or a university hearing officer — may not actively represent the accused student but may give advice to the student regarding how to present his or her defense. The university Honor Council president may direct a lawyer to cease all assistance if the president determines that the assistance is unduly disrupting the proceedings.
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6. select three non-witnesses to attend a closed hearing. The accused wishing to have non-witnesses attend will provide the Honor Council investigator with their names at least 24 hours prior to a hearing before the Honor Council or a hearing officer. These non-witnesses may not participate in the proceeding.

7. confront the accuser and cross-examine all witnesses.

8. present witnesses to testify for the defense.

9. be present during the entire hearing (except for closed deliberation) and know all evidence used in the proceeding. The student may elect not to appear and failure to do so will not be taken as an admission of guilt.

10. remain silent. Such silence will not be construed as an admission of guilt.

11. be notified in writing of the decision or recommendation of the hearing within 10 days of the date of the hearing.

12. one appeal to the appropriate hearing body within five working days of receiving official notification of the decision.

13. have access to an official record of the hearing for the purpose of preparing an appeal. This record shall consist of either a written transcript of the hearing or a copy of an audio or video made at the hearing at the discretion of the university Honor Council coordinator.

14. have the above rights apply to proceedings conducted by a university hearing officer.

The Hearing

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 disrupts 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 or unauthorized audio or video recording equipment.

2. The members of the hearing board will be selected by the vice president of the Honor Council. The hearing body will consist of four students, four faculty, and the vice president of the Honor Council. Members of the hearing board may be selected from the Honor Council.

3. The accused student will 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.

4. 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 judgment would be impaired, the member must request to be excused from serving for that hearing. With the student’s consent, eight voting council members and the Honor Council vice president will constitute the hearing body.

5. All members of the hearing board and Honor Council investigators have the right to question all witnesses. The accused may be questioned if the accused testifies during the hearing.
6. 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.

7. An Honor Council hearing will generally be held in the following order:
   - Introduction of the Honor Council.
   - Statement regarding confidentiality.
     a. In closed Honor Council hearings all participants are required to maintain confidentiality.
     b. In open Honor Council hearings only Honor Council members, officers, the Honor Council coordinator and investigators are required to maintain confidentiality.
   - The Honor Council president will answer any questions concerning hearings procedures.
   - The Honor Council president will read the charges against the accused.
   - The accused student enters a plea of "not guilty" or "guilty."
   - The Honor Council president then directs Honor Council investigators to present all evidence gathered regarding the alleged violation. This includes the questioning of witnesses and the presentation of evidence requested by the accused.
     a. Each witness is called individually.
     b. The accused student, Honor Council investigators and representative of the accused will have the opportunity to question each witness.
   - The accused student or representative may present concluding remarks and enter a plea if one was not entered previously.
   - All are excused from the hearing room except Honor Council members.
   - The Honor Council may call into deliberations any witness that testified during the hearing for additional information. The accused or representative of the accused has a right to be present during any additional testimony. With the permission of the Honor Council president, the accused may question these witnesses.
   - The Honor Council vice president will be a voting member in deliberations of guilt or innocence.
   - The Honor Council president will not participate in deliberations over guilt or innocence.
   - The Honor Council will first consider the guilt or innocence of the accused. These deliberations will 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.
   - The Honor Council may, after a reasonable period of deliberations, find that it cannot reach a verdict. The Honor Council president will determine whether deliberations should continue or whether a date for a new trial should be set. A decision to set a date for a new trial is not appealable.
   - The verdict will be announced in the presence of the person charged or designated representative.
   - The president of the Honor Council shall participate in deliberations regarding the penalty to be imposed.
   - The Honor Council president informs the convicted student of his or her right to appeal.

8. If an accused student refuses or fails to appear at a hearing after being properly notified, the Honor Council will hear the case on the basis of the evidence accumulated as the result of the investigation and the testimony of witnesses and notify the accused student of the decision.
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9. An accused student may request one postponement of a hearing by contacting the Honor Council president at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.

10. If a student does not appeal the decision within five working days, the Honor Council president 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. If the student wishes to have his or her case heard when witnesses are not available, the right to cross-examination may be waived in writing and the written statements of all witnesses will 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.

**Appeals**

1. Any student found guilty by the Honor Council or university hearing officer will 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. The justification must be based on violation of due process or new evidence. 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 will 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 for academic affairs or his designee. The Appeals Committee will determine whether the decision of the Honor Council was supported by the facts beyond a reasonable doubt and whether there were any procedural violations that affected the fairness of the proceedings.

   In adopting the university Honor System — a system which depends largely on the participation of students and faculty — James Madison University recognized that errors in procedures and rulings may occur. Therefore, considerable latitude must be permitted in order to avoid excessive legalism.

3. The Appeals Committee or academic vice president or his designee will review the record of the hearing and may recall witnesses for clarification purposes. The Appeals Committee or vice president for academic affairs or his designee may take the following actions:

   - Affirm the guilty finding and penalty of the Honor Council or university hearing officer.
   - Find the student not guilty and dismiss the charges.
   - Reduce the penalty (but not below the minimum penalty).
   - 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 chairperson of the Appeals Committee will notify the president of the Honor Council and the Honor Council coordinator of any decision to reverse a guilty verdict or to grant a new hearing. If the decision of the Appeals Committee is to uphold the decision, the chairperson shall report the outcome of the decision to the president of the university.
Final Review by 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 president need not review the entire record of the hearing or deliberation of the Appeals Committee before making a decision on whether to uphold, reverse or order a new hearing. 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 Honor Council coordinator. Notification of withdrawal will be sent to the vice president for academic affairs, the vice president for administration and finance, and the associate vice president for academic 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 the interrupted period (suspension).

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 as of the date of the decision. Grades will be based upon the principle applied for university withdrawals with no consideration for dates and no incompletes.

CONFIDENTIALITY REGARDING ALL HONOR CASES IS AN ABSOLUTE MUST.

Honor System Organization

Honor Council Coordinator

The duties of the 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 investigators and the Honor Council president.
3. To assist in the training of all Honor Council members.
4. To provide assistance to student Honor Council investigators in the gathering and presentation of evidence related to an alleged honor violation.
5. To assign Honor Council investigators to work with the accused and the person alleging that an honor violation has taken place.
6. To approve the appointment of additional volunteer investigators to assist in the gathering and presentation of evidence related to an alleged honor violation.
7. Along with Honor Council investigators, to decide whether there is sufficient evidence to charge a student should be charged with a violation of the James Madison University Honor Code.
8. To gather and present evidence during the summer break if student investigators are unavailable.
9. To decide whether new evidence or a violation of due process justifies the hearing of a student appeal.
University Hearing Officer

The hearing officer:
1. Will be an academic affairs staff or faculty member appointed by the vice president for academic affairs.
2. Will hear Honor Code cases resulting from violations reported or students charged 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, the case will be heard by the Honor Council during the fall semester.
3. Will hear honor violations for accused students eligible for May or August graduation. A hold will be placed on the graduation 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 course work resulting from the penalty.

University Honor Council

1. The Honor Council will have a total of approximately 76 members as follows:
   - Two of these members; the president and vice president, will 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 will be held between the two candidates receiving the greatest number of votes in the first election. Any full-time student in good standing will be eligible to run for these offices.
   - Approximately 40 of the members will be faculty members. These members will be recommended by the Honor Advisory Board and approved by the president of the university, none of whom will hold an administrative position higher than department head.
   - Approximately 30 of the members will be undergraduate students. The Honor Council officers will elect student members from applications submitted to the Honor Council.
   - Approximately four of the members may be graduate students. The Honor Council Officers will select graduate student members from applications submitted to the Honor Council.

2. Term
   - The president and vice president will take office on the date of May graduation following their election and will serve until the next May graduation.
   - Honor Council representatives will serve for the full academic year following their election, beginning in September.

3. Duties
   **President** — The president of the Honor Council will serve as the chief executive officer for the Honor System at James Madison University. More specific duties include the following:
   - The president will have the authority to hear all pre-hearing 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 pre-hearing motions.
   - The president will act as chairperson of all Honor Council hearings with no vote. He/she will control the general order of the hearing, ensure that information on both sides is adequately presented, and rule on any questions of evidence, procedure or due process. The president may consult with the Honor Council coordinator before making rulings.
   - The president will not participate in closed deliberations until after the Hearing Committee votes on guilt or innocence.
The president will be responsible for maintaining adequate communication on Honor System matters with the SGA president, the vice president for academic affairs, college deans, departmental liaisons and the president of the university.

**Vice President** — The vice president will assume all presidential duties in the absence of the president. Additional duties include the following:

—The vice president will serve as a regular voting member of the hearing body at all Honor Council hearing, and preside over all hearing deliberations.

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

—The vice president will 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**

—Representatives will act collectively as the hearing body for all alleged Honor Code violations and, as such, will be responsible for attending all hearings and meetings to which they are assigned.

—Representatives will be responsible for communicating with the students and faculty on all matters concerning the Honor Code.

—Representatives will 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 Honor Council coordinator are responsible for the preparation of the members of the Honor Council for their responsibilities through one or more orientation meetings.
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5. Removal from the Honor Council

—Honor Council officers, representatives and student investigators 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 Honor Council.

—The procedure for removing an investigator will be a majority vote by the Honor Council Advisory Board. The investigator being considered for removal will not vote or participate in closed deliberation, but will have the opportunity to address the board before deliberations. Representatives can be removed by an agreement between the Honor Council officers and coordinator.

—In the event that the president resigns or is removed from office, the vice president will become the new president. A new vice president will then be elected by the entire Honor Council from current membership of the council, and a new representative will be appointed by the Honor Advisory Board. This procedure will also be followed in the event that the vice president is removed from office.

Honor Council Investigators

1. Student Honor Council investigators will be chosen by the Honor Advisory Board.

2. The duties of the student investigator will include the following:

—To investigate alleged Honor Code violations.

—To gather and present all relevant evidence to the Honor Council or university hearing officer.

—To decide with the Honor Council coordinator whether there is sufficient evidence to charge a student with a violation of the Honor Code.

—To assume other duties assigned by the Honor Council president.

3. Student investigators will take office on the date of May graduation following their appointment.

Honor Advisory Board

There will be an Honor Advisory Board consisting of the president and vice president of the Honor Council, the student Honor Council investigators, the student government administrative vice president, the vice president for academic affairs or his designee, the university Honor Council coordinator and one faculty member from each college appointed by the dean of each college. An additional faculty member appointed by the vice president for academic affairs will 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, will serve as non-voting secretary. The duties of the Honor Advisory Board will be as follows.

1. To approve nominations for membership on the Honor Council.

2. To appoint replacements to the Honor Council in case of vacancies.

3. To appoint the student Honor Council investigators.

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.
The mission of the Division of Student Affairs at James Madison University is to advance the educational purpose of the university by promoting university goals 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 Vice President for Student Affairs

Ombudsperson

The associate vice president for student affairs/programs and evaluation serves as the university ombudsperson. The ombudsperson is an independent, impartial resource designated by the university to assist members of the campus community to resolve issues of concern or dissatisfaction regarding their rights; to understand and follow the policies and procedures of the university; and to function effectively within the university. The ombudsperson assists the university in monitoring, evaluating and formulating policies and procedures regarding the rights and responsibilities of the individual and the institution.

Student Services

Michael Way
Assistant to the Associate Vice President for Student Affairs
Alumnae Hall, Rm. 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 ensuring student and group accountability.

University Judicial System

A member of the staff coordinates the university judicial system to ensure that all students are treated in a fair and consistent manner. Each student who is charged with a 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 and works with residence hall staff members on disciplinary concerns.

Orientation

All new freshmen and transfer students attend an orientation session designed to provide the students and their parents with valuable information about James Madison University and its services and to 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 assistance 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 Inter-Fraternity 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.

**Withdrawal 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.

**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 his/her 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.

**Multicultural Student Life**

**Byron Bullock**  
Assistant to the Associate Vice President for Student Affairs  
Warren Campus Center, Rm. G-10  
Tel. No. 568-6636

The Office of the Associate Vice President for Student Affairs is responsible for assessing the needs of multicultural students and coordinating services and programs designed to meet these needs. The office coordinates, advises and acts as ombudsman for minority students and student leaders. The staff advises and assists minority student organizations in planning programs and providing services. They also work to educate and develop students in leadership roles. Students may contact the office for assistance or information about programs and services for minority students.

**Center for Off-Campus Living**

**Melodie Maher**  
Center for Off-Campus Living  
Warren Campus Center, Rm. G-5C  
Tel. No. 568-6071

The Center for Off-Campus Living is responsible for assessing the needs of commuter students and 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 the special needs of non-residential students. Any commuter student having landlord-tenant difficulties, parking problems or other concerns should contact the coordinator of com-
VI. Student Affairs

muter student services or the Office of the Associate Vice President for Student Affairs. New and returning commuter students also may receive assistance in locating off-campus housing or roommates by writing or visiting the office in the Warren Campus Center. 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 center or the university cashier, Wilson Hall.

Disability Services

Tracy Hakala
Disability Services Coordinator
College of Education and Psychology Building, Rm. 102
Tel. No. 568-6705

The Office of Disability Services ensures that the university complies with Section 504 of the Rehabilitation Act of 1973. The coordinator arranges needed services to facilitate the academic progress of students who are registered with the office.

Counseling and Student Development Center

Shirley Cobb-Peters, Interim Director

Andrea Cornett-Scott, Educational Skills Development Coordinator/Counselor

Tom Metzinger, Counselor

Jane Pirooz, Counselor

Dr. Norm Pollard, Counseling Psychologist

Dr. Raymond Studwell, Counseling Psychologist

Alumnae Hall, Rm. 200
Tel. No. 568-6552

The Counseling and Student Development Center exists to serve students when:
1. Friends cannot 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 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 or isolated and need someone to listen and to care about you.

As professionals trained in human development, the Counseling and Student Development Center staff members 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.
Students may at one time or another find themselves confronted with very real questions involving who they are, what they are doing and why, their relationships with other people, fields of study and lifetime goals. Talking about these concerns with the people at the Counseling and Student Development Center, who will keep them confidential and who are trained to help people answer these questions, can be both helpful and productive.

Counseling is an educational process in which students can learn to think more clearly about themselves and understand themselves more fully. The center’s goal is to contribute to the student’s maturity and independence and not necessarily to give advice for an immediate solution. Staff members work with the students, they don’t take over for them.

Services offered by the Counseling and Student Development Center include:

**Educational Skills Development Program**

The study skills program provides an opportunity for students to examine the study habits and attitudes that may be influencing their university life. Students 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, the student may work in the lab on an individual basis or become part of a study skills group. Students should contact the Counseling and Student Development Center for more information.

**Peer Helper Program**

In addition to the personal, academic and vocational services available to all students, the Counseling and Student Development Center, in conjunction with the Office of Multicultural Student Life, coordinates the Peer Helper Program.

Peer helpers are junior and senior minority students who serve as a support network to minority freshmen who experience personal or academic difficulty. Students should contact the Counseling and Student Development Center (568-6552) for additional information.

**Intake Service**

Normally, students would be seen at the Counseling and Student Development Center on an appointment basis. However, from 2-5 p.m. Monday through Thursday, students may come to Alumnae Hall, Room 200 and be seen on a brief intake to assess the concern and be referred to individual or group counseling or to other appropriate resources.

**Self-Help Library**

The self-help library offers students 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, including such areas as eating disorders, substance abuse, relationships, depression and sexuality. A large selection of pamphlets, books and films are available for students’ use. The pamphlets and study skills handouts are free and can be taken and read in the privacy of the student’s home or residence hall. Students may check out the books and films through the counseling center to be used for personal or educational purposes.

**Tutoring Program**

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

**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.

**Outreach Services**

Counseling and Student Development Center staff members are available to lead workshops or give presentations on relationships, 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.

**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. In addition, center staff members are available to assist with referral for substance abuse concerns.

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

**Health Center**

Donna Harper  
Director  
Health Center  
Tel. No. 568-6177  

The Health Center treats minor illness and short-term medical concerns for all full-time students at JMU. The staff of nurses and clinicians are committed to providing quality medical care oriented toward assisting students to learn about their personal health/wellness and to take responsibility for their lifestyle decisions and choices. Assessment and treatment are based on observation, student reporting of symptoms and the medical history/evaluation included on the health record form. Appointments are then scheduled by the attending nurse for further treatment by the nurse clinician. In addition, gynecological consultations are available through the Health Center. Supplemental medical care includes an option of extended gynecological services paid directly by the recipients of the service. Educational programs, seminars, individual contacts and information on health/wellness issues related to the college-age population are coordinated through the Health/Wellness Coordinator and the Peer Educator program.
In addition to treating outpatients, the Health Center has facilities for bed patient care. Students are admitted by the Health Center physician for short-term care. Meals are provided and visitors are permitted during designated hours. For contagious or serious illnesses, students will be sent home for appropriate care. In the event of chronic, ongoing or long-term treatment, the student will be referred to a physician in the Harrisonburg community. Serious illnesses, accidents or emergencies will be referred to the emergency room of Rockingham Memorial Hospital, located adjacent to the Health Center.

The services of the Health Center are available to all students taking seven or more hours: residential, commuter and graduate. The services do not include the cost of prescriptions, lab work, X-rays, hospital care or the services of specialists not on the university staff. 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. Information concerning the group policy is available from the Health Center.

Each student attending James Madison University must have a completed health record on file. In addition, the Code of the Commonwealth of Virginia requires every student attending an institution of higher education to submit a record of the required immunizations. This is included on the health record form. This information is necessary before treatment can be provided by the Health Center. The health record form is available from the Health Center and should be submitted before beginning the first semester at James Madison University.
Office of Residence Life

James McConnel
Director of Residence Life
Alumnae Hall, Rm. 102
Tel. No. 568-6275

Margaret McHugh
Associate Director of Residence Life
Alumnae Hall, Rm. 102
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Christopher Gatesman
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Karen Stewart
Assistant Director of Residence Life
Hillside Area
Tel. No. 568-3501

Susan Wescott
Assistant Director of Residence Life
Bluestone Area
Tel. No. 568-6598

Maggie Burkhart
Assistant Director of Residence Life
Village Area
Tel. No. 568-6597

Hugh Brown
Assistant Director of Residence Life
Lake Area
Tel. No. 568-6671

John Ventura
Assistant Director of Facilities
Huffman Hall
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Joan Ruckman
Assistant Director of Finance and Personnel
Wine-Price Hall
Tel. No. 568-3414

The Office of Residence Life seeks to serve a diversity of student needs by providing a comprehensive living environment. To meet these goals, the university strives to provide a comfortable, safe, clean and secure living environment around an educational structure designed to complement the classroom experience. The office is concerned with developing communities within the residence halls which promote social consciousness and individual responsibility. A variety of opportunities is presented promoting personal growth and development.

Residence Hall Organization and Staff

The Office of Residence Life operates 30 residence halls which house approximately 5,000 students. To facilitate communication and improve overall residence hall management, the campus is divided into separate administrative areas, each with a professional 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 hall director 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 two basic lifestyles: single sex and coeducational. All visitation is seven day. Upperclassmen select their residence hall room for the upcoming academic year in April during spring sign up. New freshmen receive information on lifestyle preferences in May and are assigned to freshman halls based on their stated preferences whenever possible.

During the academic year, students may request a room or hall change at any time by obtaining a room change request form from their hall director or resident adviser and submitting it to the residence life 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 who has questions about the contract or who is considering moving off campus during the academic year must see the associate director of residence life in Alumnae Hall.

**Residence Hall Councils**

The hall council works closely with the residence hall staff, and it consists of the elected hall officers and floor/section representatives. 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 university respects the rights and privacy of residential students. A student’s room is regarded as his/her private space, yet the student has a responsibility to his/her roommate and suite mates as well as other hall residents to maintain a clean, safe living environment which does not infringe on the rights and privileges of other residents.

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

Each residence hall student receives a copy of the “Livin’ On Handbook” when he/she checks in and is responsible for following the guidelines in that publication.

Alcohol Policies

The use and possession of alcohol in the residence halls is permitted in accordance with all applicable state laws and the alcohol policies of the university. Additional regulations are placed on the use and possession of alcohol in the residence halls in order to ensure the residents’ rights to study, sleep and privacy within their rooms.

1. Loud or disruptive behavior or drinking habits that otherwise interfere with the rights of others or lead to other violations of university policies are reasons for disciplinary action.
2. Alcoholic beverages may not be consumed or carried in open containers in hallways, lounges, courtyards, kitchens or other public areas except where permitted for authorized hall functions. Kegs are not permitted in residence hall rooms.
3. All private parties in rooms or suites must be registered with the hall director or resident adviser prior to the party whether or not alcoholic beverages are available. The party sponsor assumes all responsibility for damages or violations of university policies by their guests.
4. Designated public recreation areas in the residence halls may be reserved for private parties or social activities by hall residents or approved groups. Party sponsors must register such functions with the hall director and the activity may be held only on Friday or Saturday nights between 8 p.m. and 1:30 a.m. (see PARTY REGISTRATION in the Livin’ On Handbook). If alcohol is to be available at such a function, party sponsors must be of legal drinking age.
Check-in and Checkout Procedures
1. Students must check in at the hall office when moving into their hall and complete the room condition forms.

2. Students must turn in their room keys, sign their room condition forms, return front door keys and have the condition of their room approved as part of their checkout from all university-operated housing. This does not apply to students who are leaving their hall 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 checkout arrangements or utilize the express checkout procedures as provided.

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

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

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

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. At the conclusion of the academic year, residents will be required to properly checkout of their residence hall within 24 hours after completion of their last exam. In all cases, residents who are not graduating seniors must checkout by 5 p.m. Friday. Graduating seniors must checkout by 1 p.m. Saturday, following commencement.

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.

Overnight Guests
1. Overnight guests of the same sex over 17 years of age are permitted in residence halls provided reasonable space is available and the roommates do not object.

2. Guests may stay overnight in student rooms only.

3. 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.

4. Residents may not have overnight guests during final examination week.

5. Guests may not stay overnight for more than two consecutive nights without special permission from the assistant director of residence life responsible for the specific residence hall.

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:

1. The hall council (not solely the hall council president) must approve the requested activity by vote in a regular meeting with a quorum present.

2. 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.
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3. The hall council may vote to offer some financial remuneration to the sponsor or instructor of an activity but no such remuneration is required.

4. Students wishing to sell items in residence halls should refer to the solicitation statement outlined in the university policy section of this book.

Quiet Hours

The university is committed to providing students with housing in which they may grow and develop both personally and academically. 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.

1. 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.

2. Every residence hall will have quiet hours and these hours will be posted throughout the hall.

3. 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.

4. 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.

5. Quiet hours are in effect 24 hours a day from midnight the evening before reading day until the end of examinations. Each hall may select a short period of time each day when the quiet hours are not enforced.

Roofs and Balconies

Students are not allowed on roofs, ledges or elevated balconies of residence halls. Students also may not sit in open windows.

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.

1. No student may lend a front door key to any other student or non-student.

2. A student who enters or leaves the residence hall after closing hour is responsible for securing the door.

3. A student may not prop open or in any manner alter a door so that it will not close properly.

4. Students are not to admit unauthorized or uninvited persons into the hall after it has been closed.
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5. The university is not responsible for loss or damage to personal property of residents. Students are encouraged to carry personal property insurance.

Twenty-Four Hour Study Lounges

Twenty-four hour study lounges are designed to be used as study areas only. Each residence hall may, through its hall council, recommend that an area serve as a 24-hour study lounge. The hall director 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:

1. Students planning to use a 24-hour study lounge must be in the hall when the hall is closed.
2. 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.
3. Non-residents must be accompanied by a resident of the hall at all times while using the 24-hour study lounge.
4. Non-students are not permitted to use the 24-hour study lounge except when permission has been granted by the hall director.
5. Hosts are responsible for the actions of their guests.

Visitation

All residents have visitation privileges seven days a week. 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. - midnight
- Friday and Saturday: 9 a.m. - 2 a.m.

The approved visitation hours noted above may be further amended in any hall by a vote of the residents in accordance with stated policy. Cohabitation is not permitted within any residence hall.

The policies below are to be followed during all periods of visitation:

1. 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.
2. Guests must be escorted at all times by a resident of the hall which they are visiting.
3. 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.
4. 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.
5. 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.
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Student Activities

Randy Mitchell
Director of Student Activities and
Warren Campus Center, Rm. 102
Tel. No. 568-3787

Sherri Anders-Clifford
Assistant Director of Student Activities for
Organizational and Leadership Development
Warren Campus Center, Rm. 102A
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Dr. Cecil Bradfield
Coordinator of Center for Service-Learning
Warren Campus Center, Rm. G-9
Tel. No. 568-6366

Kathy Koch
Assistant Director of Student Activities
for Recreation
Godwin Hall, Rm. 213
Tel. No. 568-6669

Juliette Moore
Associate Director of Student Activities
for Programming and Recreation
Warren Campus Center, Rm. 103
Tel. No. 568-6217

Susan Shipley
Assistant Director of Student Activities
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Warren Campus Center, Rm. 103
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Debbie Towe
Assistant Director of Student Activities
for Campus Center Operations
Warren Campus Center, Rm. 118
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Jerrel Weaver
Associate Director of Student Activities
for Operations and Services
Warren Campus Center, Rm. 118
Tel. No. 568-6329

Services

The Office of Student Activities schedules campus facilities, promotes entertainment and leadership development programs, provides recreational activities and fosters community service opportunities. It also operates the Warren Campus Center, the Grafton-Stovall Theatre and the Phillips Center.
Campus Scheduling Office

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.

University Program Board

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.

Center for Service-Learning

The Center for Service-Learning, designed to infuse the concept of volunteerism into the fiber of the university, is an activity/service with the purpose of teaching and directing activities which promote social responsibility.

Recreational Activities Office

A major component of the Office of Student Activities is the Office of Recreational Activities, offering a variety of programs in intramurals, sport clubs, informal recreation, fitness, clinics and special events. Included are: basketball, tennis, golf, horseshoes, cross country, soccer, table tennis, swimming and diving, racquetball, bowling, volleyball, squash, skiing, wrestling, softball, weight lifting, badminton, track and field, decathlon, wallyball, roller-skating, Frisbee games, miniature golf, and aerobics. Facilities on campus are available for daily competitive or informal recreation.

By presenting a valid JMU Access Card, students, faculty and staff 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.

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

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, a ballroom, meeting rooms, television room, general lounge, bookstore, post office, student government offices, Honor Council offices, student publication office, Greek offices, student organization offices, programming office, game room, commuter student lounge and administrative offices. There is also a ride board located in the building.

Grafton-Stovall Theatre

Located adjacent to the campus center, 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 JMU Board of Visitors.

The 630-seat theater is the location for films, lectures, theater productions, concerts and other entertainment provided by the University Program Board for the enjoyment and interaction of the entire university community.

Phillips Center

Located adjacent to the campus center, the Phillips Center is named in honor of a former vice president of business affairs, Col. Adolph Phillips. The facilities include a restaurant on the ground floor and ballrooms on the second floor.
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Outdoor Facilities

The University Farm consists of 30 acres of land with a farm house located near Port Republic, approximately 13 miles from the 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 in 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.

Policies

Recognition of Student Organizations

All new student organizations must be approved by the Commission on Student Services, by the Student Clubs and Organizations Subcommittee 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 full-time faculty/staff 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 chairperson of this organizing committee should obtain from the assistant 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 Commission on Student Services, the Student Clubs and Organizations Subcommittee and the president of the university.

An attempt should then be made to gather members. Organizations in the process of forming may use campus facilities to meet for the purposes of organizing and attracting new members. These facilities must be requested through the assistant 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 Commission on Student Services, the Student Clubs and Organizations Subcommittee and the president of the university.

When the group has completed its constitution and obtained its charter members, the chairperson of the Student Clubs and Organizations Subcommittee should be contacted so that a date may be set for review of the constitution.

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, prepare a copy of this revised constitution and submit it to the assistant director of student activities at least two weeks 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.

Disbandment of Student Organizations

There are two ways which an existing organization may be disbanded:

1. All student clubs and organizations are required to complete a student officer’s registration form on an annual basis. This provides the Office of Student Activities with information on current officers, advisers and club activities. Failure to complete this form could result in the organization losing its formal recognition and thus losing all rights and privileges extended to recognized student clubs and organizations. This form is in the student organization handbook.
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and can be obtained in the student activities office. The registration form should be submitted no later than two weeks after the election of new officers. If changes in office occur or the club selects a new adviser, the student activities office must be notified immediately.

2. Each year the Student Clubs and Organizations Subcommittee will review a portion of all recognized organizations in an attempt to ensure 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.

Allocation and Disbursement of Student Fees

At the beginning of each school year, funds from student fees will be allocated by the JMU 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 to project the total amount of student fees available for the following year and to discuss general philosophy and percentage allocations. This committee consists of the president and treasurer of the SGA, the chairperson of the SGA Finance Committee, university comptroller, director of student activities and vice president for student affairs.

2. The SGA Finance Committee 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 the SGA will present the budgets to the student government senate for confirmation.
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5. The university comptroller will establish separate accounts for each funded organization. An accounting manual will be developed by the comptroller, the president and treasurer of the SGA, 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.

Procedures 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 student activities office to the appropriate student organizations. These cards should be signed by the persons responsible for the clubs’ finances (this same signature must appear on the request for check form). The cards will then be returned to the student activities office which will forward them to the university accounting and reporting office.

2. To draw on the accounts, student organizations must follow the procedures outlined in the fall financial workshop to be scheduled by the director of student activities. Prior to this meeting, treasurers of student organizations may schedule an interview with the director of student activities to receive instructions on the use of university purchasing forms, request for checks forms, deposits and other financial procedures. At any time during the year, the director of student activities will be available to assist in procedures for expending funds.

Sound Amplification Equipment

Sound amplification equipment may be used for such outdoor student activities as band performances, dances or programs of a similar nature at or near the campus center, the east patio of Godwin Hall and the patio of the village 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.

Procedures for Use of Student Activities Space

Recognized student organizations seeking the use of university space for activities such as meetings, dances, programs and other events must request such space through the Office of Student Activities (scheduling coordinator), Warren Campus Center, Room 118. An activity request and space contract must be initiated and completed, including the signature of the organization’s faculty adviser, and upon completion by approving authorities will constitute reservation of space. Special services to be made available must be listed on the form. Use of facilities in Godwin Hall and outdoor campus space (excluding the University Farm) must be requested from the director of facilities, intercollegiate athletics. Anthony-Seeger Auditorium is scheduled by the music scheduling coordinator. Latimer-Shaeffer Theatre is scheduled through the director of technical production, Department of Mass Communication. The use of Chandler Hall is scheduled through the special events coordinator in Chandler Hall. Persons requesting space in the Warren Campus Center complex and other university facilities should observe the following:

1. All requisitions must be made at least 24 hours in advance of regular meetings involving little or no setup and at least two weeks in advance for events involving major setup arrangements. Those requesting space involving food services should make direct contact with the special events office prior to the approval if the space is to be requisitioned. Generally it is to the advantage of the organization to assign one person with the responsibility for making and overseeing arrangements for university space. At the time of making arrangements, it is important to detail as completely as possible all the various setup needs that the event dictates. Such items as chairs, tables, microphones, risers, lighting and audio-visual equipment must be requested in advance to assure their availability.
2. Approval of selling, canvassing or promotion of materials or goods must be given by the director of the Warren Campus Center/student activities office or his/her designee.

3. The University Program Board will be given priority to schedule for the use of the theater and will be the only organization to charge admission for films. Recognized student organizations and members of the faculty and staff will be able to reserve the remaining dates on a first-come, first-served basis.

4. Classes, laboratories, tests or any other type of academic activity shall not be scheduled in the Warren Campus Center.

5. Groups reserving space shall be responsible for negligent damage including the actions of guests and participants and must ensure that all applicable university regulations and laws of the Commonwealth of Virginia are upheld. Any group that has reserved space and fails to use the space or has shown disregard for equipment or facilities may be charged additional fees, denied further use of the facilities or both.

6. Equipment and furnishings assigned to the Warren Campus Center, Phillips Center and Grafton-Stovall Theatre shall not be removed for any reason. The addition of equipment or furnishings can be done only with the approval of the director of the Warren Campus Center/student activities office or his/her designee. Rearrangement of furnishings or equipment must also have his/her approval.

7. All decorations and equipment used in events must be removed one hour after the event. Any decorations to be placed on walls, ceilings or doors must be approved by the director or his/her designee.

8. Banning or picketing that interferes with the normal operations of the buildings will not be permitted.

9. All food or drink served during events in the Warren Campus Center, Phillips Center and Grafton-Stovall Theatre must be obtained from food services. No outside catering will be permitted.

10. Display of posters and notices must be approved and bear the stamp of the Office of Student Activities. Materials are to be placed on general purpose bulletin boards or in display cases. Personal announcements such as employment notices, for sale items and roommate requests are limited to 4 inches by 6 inches cards; posters are limited to 11 inches by 17 inches.

11. No animals or bicycles are permitted in the campus center facilities.

12. Special arrangements must be made with the Office of Student Activities in order to conduct an event prior to or beyond normal operating hours of the building. No one shall remain in university facilities after operating hours without the written permission of the student activities director, his/her designee or the individual responsible for scheduling the facility in question.

13. The event ending hours for dances, concerts, etc., are as follows:

Warren Campus Center University Ballroom — Highlands
The band must stop playing by 12:30 a.m. and patrons must leave by 1 a.m.

Phillips Center Ballroom
The band must stop playing by 1 a.m. and patrons must leave by 1:30 a.m.

14. After 5 p.m. on weekdays, on weekends and at special activities, the building supervisor (graduate assistant) of the Warren Campus Center is responsible for the management of the Warren Campus Center, Grafton-Stovall Theatre and the Phillips Center. For matters of scheduling conflicts or similar problems, the building supervisor’s decision is final.

Use of University Facilities for Guest Speakers and Other Programs
As a public service policy, James Madison University makes its facilities available to recognized student clubs and organizations for lectures, workshops, institutes, conferences, guest speakers and other programs. To avoid scheduling conflicts and to ensure the availability of...
facilities, follow the guidelines set forth for scheduling of campus facilities prior to scheduling guest speakers or other programs. Requests for food catering services should be submitted to the Office of Special Events coordinator in Chandler Hall.

The faculty member, student or designated representative of the recognized organization is responsible for:

1. Arranging for the guest speaker’s travel, lodging, meals and other requirements necessary to ensure that the speaker receives full courtesies while at James Madison University.

2. Initiating the necessary action to provide the facilities and services by completing the Program Registration Form and the Activity Request and Space Contract Form at least four weeks prior to the scheduled event. Telephone reservations cannot be accepted.

3. Obtaining estimates of costs of related services such as spotlight operator, food service, sound system, stage setup, etc.

**Guidelines for Use of The Commons**

The Commons, a circular gathering area and the adjacent hillside, is located between Warren Campus Center and Gibbons Hall. This area is designated as a student activity space and is used for a variety of cultural, educational, recreational and organizational programs of interest to the general campus. Due to the high amount of pedestrian traffic through the area and its proximity to academic and service facilities, special consideration and approval are required for scheduled use of the space. Programs in the arts and entertainment must be coordinated with the University Program Board. Other types of activities, e.g., thematic programs (alcohol awareness), speak-outs and forums, demonstrations and organizational programs must be coordinated through the scheduling office in Warren Campus Center and are subject to the review of the director of student activities or his/her appointee. All activity policies including space reservations, guest speakers, demonstrations and use of facilities apply to The Commons.

**Guidelines for the Use of University Farm/Pavilion (University Policy III:06:02)**

James Madison University extends to its recognized student organizations the privilege of using the University Farm/Pavilion for its meetings and social events. The following guidelines are intended to govern the use of the University Farm/Pavilion:

1. Requests for the use of the University Farm/Pavilion are to be made through the Office of Student Activities.

2. The sponsors of events held at the University Farm are responsible to assure that their function complies with all applicable Commonwealth of Virginia laws and local ordinances. If beer is involved, the majority of participants must be of age. Other alcoholic beverages are not allowed at the farm/pavilion at any time.
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3. Each group using the farm/pavilion must come by the student activities office one week prior to the date of their event to discuss the regulations governing the use of the farm/pavilion.

4. No more than seven kegs (15½ gallons standard) of beer or one keg per 30 people of legal drinking age are to be purchased for use at the University Farm/Pavilion.

5. Any group holding an activity at which beer is served must obtain a banquet license from the Virginia Alcoholic Beverage Control Board. Application forms are available in the Office of the Vice President for Student Affairs in Alumni Hall. The application and a fee must be submitted at least two weeks prior to the event to receive the permit on time.

6. If an admission is to be charged, tickets must be purchased prior to the event and not at the farm/pavilion.

7. The issuance of keys and the procedures for opening and closing the farm/pavilion are controlled by the director of the physical plant. Keys to these facilities must be returned the next day. Failure to do so may result in denial of future reservations of the facility.

8. Sound amplification equipment of 33-watt stereo amplifier may be used on Fridays and Saturdays only. Music must cease at midnight.

9. All activities must be confined to the University Farm premises. Persons found on adjoining properties are subject to laws regarding trespassing.

10. A $50 performance deposit must be paid at the time the reservation is made.

11. While community groups may request use of the University Farm for their non-commercial event, priority in farm use is given to university organizations. In addition to the $50 damage deposit fee, non-university groups will be assessed a $75 per day rental fee and $25 for university-sponsored groups if admission is charged.

12. All groups must vacate the premises by midnight. No overnight camping is permitted.

Use of State Vehicles (including Student Activities Van) by Clubs and Organizations

1. The use of alcohol and/or possession of alcohol in state vehicles is prohibited. The driver must sign an alcohol statement prior to usage.

2. Vans may not be used for transportation to or from parties including all events at the University Farm.

3. The vehicle operator must observe all traffic regulations, including posted speed limits.

4. Faculty advisers must sign the vehicle request form and assume responsibility for the observation of all regulations.

5. The physical plant and student activities offices charge a $10 minimum for vehicle use.

6. Vehicles must be filled with gas before leaving the JMU motor pool area.

7. Keys must be picked up by the driver only at Wellington House before 4 p.m. (for the student activities van — keys must be picked up by the driver only at the student activities office from the scheduling coordinator before 4 p.m.). Keys must be returned the next working day. Failure to do so may result in denial of future use.

8. Trip tickets must be completed and turned in with keys.

9. Continued use of state vehicles or the student activities van is contingent on compliance with the above regulations.

Use of Bulletin Boards and Posting Public Notices (University Policy III:06:03)

Provisions governing the placement and removal of public notices on bulletin boards and elsewhere on campus are as follows:

1. General purpose bulletin boards are for use by students, student organizations, faculty groups and administrative units. These boards and display cases are located in residence halls, the Warren Campus Center, the first floor of Wilson Hall and other convenient locations on campus. General purpose bulletin boards may be used for posting announcements of upcoming
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events, organizational functions and for the purpose of making known items for sale, rides wanted and like matters.

2. Academic bulletin boards are located in the vicinity of university departmental or admin-
istrative offices. These boards or display cases are restricted to use for university or depart-
ment announcements, graduate program brochures and other official academic notices.

3. General Policy

—Prior to posting materials on the general purpose bulletin board, the materials must be
stamped with a removal date to ensure the systematic removal of outdated material and
to provide space for new material. Approval can be obtained at the information desk in
the Warren Campus Center from 8:30 a.m. to 5 p.m. Monday through Friday. Posting
materials will be limited to two weeks.

—It is university policy to provide adequate bulletin board space in convenient locations
so that members of the university community will be informed. Posting is limited to two
flyers/posters on all general purpose bulletin boards. No more than 100 posters per activity
will be approved to provide adequate space for all student organization notices.

—It is not the intent of this policy to censor or otherwise control the content of notices or other
materials to be posted on bulletin boards. However, it is recommended that such materials be
in good taste. Materials which may be questionable may be reviewed by the assistant director
of student activities prior to going to print.

—For Sale notices and personal announcements to be posted on the general purpose bulletin
boards must be typed or neatly printed on cards measuring 8½ inches by 11 inches to
maintain uniformity and to provide space for the maximum number of notices. A contact
person or phone number must be printed on every poster. Posters are limited to 11 inches
by 17 inches. There is a two-week limit on posting of personal notices.

—Persons responsible for conferences, conventions, workshops or other activities sponsored
by the university may request signs for identification or direction. These requests are to be
submitted to the director of the physical plant by means of a standard work order 15 days
prior to the event.

—Signs or decorations may be placed in windows of student residences only with the prior per-
mission of the head resident.

—If the rules governing the posting of public notices are not adhered to, the Office of
Student Activities reserves the right to take disciplinary action which could include but not
be limited to the revoking of the privilege of bulletin boards use.

Specific Prohibitions.

To maintain the natural beauty of the campus and preclude a cluttered appearance of the
buildings, the following actions are specifically prohibited:

• Posters, notices, announcements or other materials will not be attached to doors, walls,
windows, porches, walks, light fixtures, stairways, the outside of buildings, trees, trash
dispensers, shrubs or utility poles on the campus.

• Posters or announcements with dimensions exceeding 11 inches by 17 inches will not be
approved for posting on bulletin boards. A maximum of four posters may be posted in the
Warren Campus Center.

• Flyers or notices may not be placed in or attached to automobiles on campus.
• Banners, signs and advertising will promote only the student organization or recipient charity. Reference to non-university vendors must be approved by the assistant director of student activities.
• Except in connection with approved campus, municipal, state or national events, campaign posters are not permitted on campus.
• Advertising the sale of alcoholic beverages, or any phrase or symbol that would lead the reader to believe that alcohol will be served or consumed is prohibited.
• Off-campus advertising is prohibited.

The User of General Purpose Bulletin Boards

The student organization faculty group or other university organization have the following responsibilities:

• Take material to be posted to the information desk in the Warren Campus Center to have it approved and stamped with a removal date.
• Post the stamped material on general purpose bulletin boards in assigned areas with the exception of the Warren Campus Center. Posting of materials in the Warren Campus Center will be done by the staff of the student activities office.
• Remove the material from the bulletin board within 24 hours after the removal date.
• Include the name of the organization sponsoring the notice or event on the poster or notice.

Contractual Agreements — Student Clubs and Organizations

Provisions of this policy apply to contractual agreements entered into by student clubs and organizations of James Madison University, whether or not they receive direct financial support through campus fees or student activities fees.

When a contractual agreement with non-university agencies is involved, all James Madison University student organizations planning to conduct programs on or off the campus, or which provide services to James Madison University students, must follow the procedures outlined herein:

1. No student or officer of any student organization may use the name of James Madison University in connection with contractual agreements which obligate the university financially or in any other way, without expressed written authorization by the student activities director and, where applicable, the vice president for university advancement.

2. The executive officers of the student organization must discuss the program or service for which they seek contractual agreements involving non-university agencies with the organization’s adviser. Also, they must obtain the adviser’s signature on the contract for such services and submit the contract for services to the student activities director for review, signature and referral to other university officials as appropriate.

3. No contractual agreement may be executed until facilities and finances called for by the contract have been arranged by the student organization’s officers and adviser to the satisfaction of the student activities director. Where applicable, a copy of the James Madison University contract rider or parts thereof shall be attached to the contract.

4. Contracts generated by student organizations which are budgeted by the Student Government Association (University Program Board, Bluestone, The Breeze, etc.) must be approved by the appropriate university official(s) (student activities director, dean of the College of
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Fine Arts and Communications, SGA adviser, etc.). Contracts involving those organizations which call for payments exceeding $10,000 for services rendered must be approved by the vice president for administration and finance.

5. Contracts which provide for on-campus sales or solicitation by non-university agencies fall under university policies governing such on-campus sales and solicitation (see Soliciting and Selling).

6. It is the responsibility of the executive officers of the sponsoring student organization to keep their adviser and the student activities director currently advised about the organization’s sponsorship of programs or services which may obligate the university financially or in other ways. The student activities director may refer the student organization to more appropriate university agencies to deal with the particulars of contractual arrangement.

Regulations for Dances, Concerts, etc. When Using Student Activities Facilities

1. The facilities available for the type of events listed above are the Phillips Center Ballroom and the ballroom in Warren Campus Center. These facilities may be reserved on a first-come, first-served basis by recognized student clubs and organizations of JMU, academic and administrative departments and approved community groups.

2. Equipment and furnishings assigned to these facilities shall not be removed for any reason. Requests for equipment setups must accompany the reservation form. The addition of any equipment, furnishing or decorations must be approved by the assistant director of operations. All approved decorations and additional equipment must be removed from the building at the end of each event.

3. Entertainment that is part of each event must end at 1 a.m. in the Phillips Center with all participants out of the facility by 1:30 a.m. Entertainment in the ballroom of Warren Campus Center must end at 12:30 a.m. with all participants out of the facility by 1 a.m. It is the responsibility of the sponsoring organization to see that these time frames are observed. The night manager on duty should be contacted at the beginning of each event so that a coordination of efforts can be achieved.

4. The conduct of the participants at each event is the responsibility of the sponsoring organization. All efforts must be made to ensure a well-organized event. The night manager on duty oversees all activities in these facilities and will assist each organization in enforcing policies.

5. Maximum capacities for these facilities are as follow:
   - WCC Ballroom — 150 people
   - Phillips Center (all) — 700 people
   - Phillips Center (north) — 250 people
   - Phillips Center (south) — 350 people.

6. Virginia state laws shall be observed for the consumption, distribution and possession of alcoholic beverages in these facilities. Sponsors are responsible for assuring that all persons in attendance at an event comply with the Virginia state laws and university alcohol policies. Persons who violate state laws and university policy are subject to prosecution and university disciplinary action. Any sponsoring organization that feels it qualifies to include alcoholic beverages at an event must follow specific policies in obtaining a banquet license and regulations regarding distribution.

7. No facility-use fees are charged to the sponsoring organization if there are no admission charges or donations for entry to an event. If admission is charged or donations are collected for entry, then the assigned fees for the area will apply (see schedule of rates in Student Organization Handbook, Section I).

8. Each organization is responsible for the facility, equipment used, participants’ conduct and all policies that apply when using facilities. In the event that damages are sustained during an event and/or that policies are not being adhered to, the event can be terminated and future
requests for reservations of facilities will be denied. Damages to any facility or equipment contained in the facility during an event will be charged to the sponsoring organization.

9. If cancellation occurs 10 days or more before an event, half of the previously paid fee will be returned. If cancellation occurs nine days or less before an event, the group relinquishes all of the previously paid fee.

10. Each organization is responsible for contacting campus police one week prior to the event in order for cadets to be scheduled if needed.

11. A dance/concert form must be approved by the assistant director of operations and returned to the WCC scheduling office two weeks prior to the event.

Office of Career Services

Anna Lynn Bell, Director
Bruce Matthias, Assistant Director
Mary Morsch, Assistant Director
Nina Stensby-Hurst, Assistant Director/Career Counselor

Sonner Hall, Rm. 206
Tel. No. 568-6555

The Office of Career Services, located on the second floor of Sonner Hall, aids students at various stages of the career decision-making, 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.

Career Decisions Program

The career decisions program is a series of workshops designed to help students pick a major, decide on a career direction, assess career information and resolve personal issues interfering with their ability to make career plans. Topics covered include career assessment, values, interests, abilities and career information.

Career Library

The career library is designed to make available pertinent resources for career planning and choice, employer literature, manpower trends, employer directories and other employment-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.
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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.

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 from a variety of organizations are advertised in the career library. Vacancy announcements are periodically mailed to students upon request.

Credential File Service

The Office of Career Services assists students in establishing a credential file that includes academic and work references. Upon request, the file is mailed to prospective employers which require credential information as part of the application process. Credential 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 Services. The office is open Monday through Friday from 8 a.m.-5 p.m.
Financial Aid

John H. Sellers, Director
Karen Chapman, Assistant Director
Regina Pollard, 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 affecting 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 Undergraduate Catalog and the financial aid brochure. Students should apprise themselves of this information. Additional policies and responsibilities are described below.

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.

Satisfactory Progress

The university has set standards governing satisfactory academic progress to maintain financial aid eligibility. This policy was established in compliance with a federal mandate for all institutions utilizing Title IV funds. The policy defines components by which students will be
measured. These components include grade point average, time frame, hours completed and percentage of work completed toward degree requirements. Students who fail to meet these requirements will be denied aid. In the event that aid is denied, the student may request a review if extenuating circumstances exist by completing a letter of appeal which can be obtained in the financial aid office.

Copies of the satisfactory academic policy are available in the financial aid office upon request. Students receiving aid are provided a copy of the policy in their initial award letter package.

Completion of Application for Financial Aid

The application for financial assistance is complete when the financial aid office has received all required documents by the specified deadline. Documents students need to submit and have in the office by the deadline are:

1. College Work Study (for those interested in campus employment).
2. College Scholarship Service (CSS) and Financial Aid Form (FAF) results.
   (Please note that it takes approximately four weeks for the analysis results to reach our office from CSS.)

   The following documents should be completed and submitted as early as possible if applicable to a student’s request for aid:
   1. Financial Aid Transcript (FAT) for transfer students.
   2. Student Aid Report (SAR) for Pell Grant.
   3. Additional information and/or verification if requested by the financial aid office.

   Students applying for financial aid must have all required documents completed and on file in the financial aid office by the deadline to be considered for financial assistance.

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 over award exists, a repayment may be required.

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.

Summer School Awards

Assistance through employment or the Stafford 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.

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.
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.

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.

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.

Student Clubs and Organizations

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<td>Madison Marketing Association</td>
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<tr>
<td>Madison Outing Club (JMU)</td>
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<tr>
<td>Martial Arts Club (JMU)</td>
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<tr>
<td>Mathematics Club</td>
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<tr>
<td>Men's Lacrosse Club</td>
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<tr>
<td>Men's Rugby / Football (JMU)</td>
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<tr>
<td>Men's Volleyball Club</td>
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<tr>
<td>Mortar Board (Inc.)</td>
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<tr>
<td>Mu Kappa Tau</td>
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<tr>
<td>Multicultural Club (JMU)</td>
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<tr>
<td>Music Educators National Conference</td>
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<tr>
<td>Music Industry Association</td>
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<tr>
<td>National Art Education Association</td>
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<tr>
<td>National Association for the Advancement of Colored People</td>
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<tr>
<td>National Association of Accountants</td>
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<tr>
<td>National Flute Association</td>
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<tr>
<td>National Organization for Women</td>
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<tr>
<td>National Residence Hall Honorary</td>
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<tr>
<td>National Student-Speech-Language-Hearing Association</td>
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<tr>
<td>Navigators (The)</td>
</tr>
<tr>
<td>Omega Psi Phi</td>
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<tr>
<td>Omicron Delta Epsilon</td>
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<tr>
<td>Omicron Delta Kappa</td>
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<tr>
<td>Order of Omega</td>
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<tr>
<td>Orienteering Club</td>
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<tr>
<td>Panhellenic Association (JMU)</td>
</tr>
<tr>
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<tr>
<td>Phi Beta Lambda</td>
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<tr>
<td>Phi Beta Sigma</td>
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<tr>
<td>Phi Chi Theta</td>
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<td>Phi Omicron Tau</td>
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<td>Pi Sigma Epsilon</td>
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<tr>
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<tr>
<td>Psi Chi</td>
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<tr>
<td>Psychology Club (of The JMU)</td>
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<tr>
<td>Psychology Graduate Association</td>
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<td>Public Administration Society</td>
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<td>Racquetball Club (JMU)</td>
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<td>Rainbow Coalition</td>
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<td>Real Life Ministries/Fellowship</td>
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<td>Russian Studies Club (The JMU)</td>
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<tr>
<td>Scabbard and Blade</td>
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<td>Science Fiction Fantasy Guild</td>
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<tr>
<td>Sigma Alpha Epsilon</td>
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<td>Sigma Chi</td>
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<td>Sigma Gamma Rho</td>
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<td>Sigma Nu</td>
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<td>Sigma Phi Epsilon</td>
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<tr>
<td>Sigma Pi</td>
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<td>Sigma Sigma Sigma</td>
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<tr>
<td>Sigma Tau Delta</td>
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<tr>
<td>Ski Club (JMU)</td>
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<tr>
<td>Ski Racing Club (JMU)</td>
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<tr>
<td>Social Work Organization (JMU)</td>
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<tr>
<td>Sociology of Philosophy and Religion</td>
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<tr>
<td>Society of Physics Student</td>
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<tr>
<td>Society of Professional Journalists</td>
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<tr>
<td>Sociology Club (of JMU)</td>
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<tr>
<td>Special Education Association</td>
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<tr>
<td>Stratford Players</td>
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<td>Student Ambassadors</td>
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<td>Student Christian Outreach Ministries</td>
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<td>Student Education Association</td>
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<td>Student Government Association</td>
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<tr>
<td>Student Nurse Association</td>
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<tr>
<td>Studies of Minority Outreach</td>
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<td>Students for America</td>
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<td>Students for International Experience</td>
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<td>Tau Beta Sigma</td>
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<td>Thalia</td>
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<td>Together</td>
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<td>UCO Freshman Class</td>
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<tr>
<td>UCO Junior Class</td>
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<tr>
<td>UCO Senior Class</td>
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<td>UCO Sophomore Class</td>
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<td>United Campuses to Prevent Nuclear War</td>
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<td>University Class Organization</td>
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<td>University Program Board</td>
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<td>Wayland Historical Society</td>
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<td>Wesley Foundation</td>
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<td>Women of Color</td>
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<td>Women's Rugby / Football Club</td>
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<td>Women's Softball Club</td>
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<tr>
<td>Young Democrats (JMU)</td>
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<tr>
<td>Youth Association for Retarded Citizens</td>
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<tr>
<td>Zeta Phi Beta</td>
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<tr>
<td>Zeta Tau Alpha</td>
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</tbody>
</table>
VII. Academic Affairs

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 Undergraduate 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.

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 the satisfaction of such other criteria as the department may establish. A new adviser is assigned by the department for students beyond the freshman level.

Classification

The classification of a student depends on the number of credit hours they have received.

* Freshmen are students with 27 or fewer credit hours.
* Sophomores are students with 28-59 credit hours.
* Juniors are students with 60-92 credit hours.
* Seniors are students with more than 92 credit hours.
VII. Academic Affairs

**Academic Advising**

The function of the adviser is one that is vital to the mission of James Madison University. The adviser assists students in the achievement of their educational goals and in their development as individuals. JMU believes that education should be more than a series of disconnected courses. Effective advisement therefore is needed to assist students in shaping their education to meet their specific intellectual and personal goals. Recognition of the individuality of students and of their need to seek advice beyond the process of registration is a quality of advisement that is necessary to ensure student success in college and in life after college. Advisers do not decide the student’s goals or program, but counsel on ways to prevent problems and encourage maximum growth and development. They strive to help students understand themselves and to familiarize them with university resources available which may assist in meeting their educational needs, goals and aspirations.

JMU has three distinct academic advising programs: the freshman advising program, the pre-major advising program and the departmental or major-specific advising program.

During summer orientation, all new students are assigned to faculty advisers who will discuss with them the university’s academic policies and procedures, the various programs of study, advanced placement/exemption testing and registration procedures. The students will plan their schedules of classes with their advisers and register for fall semester.

Academic advising is an ongoing relationship between student and faculty. To enable students to utilize academic advising to its fullest, students are transferred from their freshman advisers. During spring semester, freshmen who have declared a major are assigned to advisers in the departments of their majors. Students remaining “undeclared” stay with their freshman advisers through the spring semester and then are transferred to pre-major advisers prior to the fall of their sophomore year.

Effective academic advising is based on the assumption that both parties MUST contribute to the advising process. If not, effective advising will not occur. Central to this assumption are two sets of responsibilities: one for the adviser and one for the advisee.

**Responsibilities**

**The Adviser**

1. Assists students in defining and developing realistic goals.
2. Identifies special needs of individual students.
3. Refers students to available resources.
4. Assists students in planning a program consistent with their abilities and goals.
5. Follows students’ progress toward educational-career goals.
6. Discusses the relationship between academic preparation and career(s).

**The Advisee**

1. Clarifies personal needs, values, goals, abilities and interests.
2. Becomes knowledgeable about policies, procedures and requirements of the university.
3. Takes responsibility for decisions.

The responsibility of fulfilling all requirements for graduation lies with the student; therefore, familiarity with the requirements contained in the undergraduate catalog is essential.
Programs for Improving Academic Skills

The university provides professional staff for students who need assistance in improving academic skills which influence 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 students to examine those study habits and attitudes which may be influencing their college lives. 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 Reading, Writing and Mathematics Support Labs

To support the university’s efforts to help students succeed academically and professionally, the Academic Support Labs offer individualized help to any student wishing to improve skills in reading, writing or mathematics. A program coordinated with freshman English classes and the Freshman Seminar assists freshmen who seek help with reading and writing. Upper-classmen may use the labs to increase reading speed and comprehension and to improve writing and grammar skills. Help is also available for students writing applications or preparing for graduate school examinations. The Mathematics Lab offers assistance to students enrolled in 100- and some 200-level mathematics courses and to those experiencing math anxiety. The labs are located in Keezell Hall, rooms B-4 through B-7.

Credit By Departmental Examination

College degrees represent growth and maturity in certain fundamental knowledge and skills rather than a mere accumulation of credit hours. In recognition of the fact that some students 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 individuals are able to accelerate their programs. 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 must be obtained from the head of the department in which credit is sought.
3. A student will not be permitted to take the examination for credit option in a course:
   — in which the student is presently enrolled;
   — which the student has previously completed;
   — which is the prerequisite for a course in which the student is currently enrolled or has completed;
   — which is numbered at a lower level than courses in which the student is currently enrolled or has previously completed without the approval of the department heads; or;
   — from which a student was withdrawn due to a violation of the Honor System.
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 credit hours through credit by departmental examination, with no more than 12 credit 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.

Attendance

A student’s participation in the work of a course is clearly a precondition of 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 a matter between the student and the faculty member in that class or laboratory.

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 credit 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 credit hours with at least 14 credit 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:
   - Courses used to meet liberal studies requirement (except for physical education).
   - Courses within major program.
   - Courses within minor program.
   - Courses listed by name and number in a major or minor program but offered outside the major and minor department.
   - Courses being repeated that were previously taken for a letter grade.
   - Degree requirements.

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

3. A total of up to 15 credit hours may be taken on a credit/no-credit basis with a maximum of four credit hours per semester or one course of more than four credit 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.
VII. Academic Affairs

Course Adjustment

A course adjustment is any change to a finalized schedule including changes in credit options or section numbers. Deadlines for processing specific course adjustments are stated in the university calendar and the Schedule of Classes. Registered students may add or drop courses through the free course adjustment period. The approval of the instructor and the head of the department offering the course will be required to add a course when the free period has ended. Students may withdraw with a “W” grade from a class after the free course adjustment period without special permission and without academic penalty through the week after midterm grades are due.

Freshmen (0-27 credit hours) must secure the approval of their faculty advisers. A fee of $10 is required for any adjustment made after the free period. The 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.

Withdrawal from a Course

1. Students may withdraw from any course until one week after midterm grades are due (approximately four weeks for block courses). Freshmen (0-27 hours) need the approval of their adviser. 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. Tuition charges are assessed to courses receiving a “W” grade.

2. 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.”

Adding a Course

Students may add semester and block courses through the deadlines given in the university calendar. A course added after a specified deadline must be approved by the course instructor and head of the department offering the course and carries a $10 course adjustment fee. The approval of the head of the major department will be necessary if adding the course results in an overload. A course dropped after the free adjustment period is considered a withdrawal.

Withdrawal from the University

Undergraduates

Students withdraw from the university when enrollment is terminated before completing the semester for which they registered. A degree-seeking student desiring to withdraw must have a conference with a staff member in the Office of the Associate Vice President for Student Affairs (Alumnae Hall 106) 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. 24 and March 13) will receive a grade of “W” in all their courses.
Students withdrawing from the university for medical reasons will receive a "W" in all courses and will receive a prorated refund for tuition, room and board, and fees. The medical withdrawal must be supported by a letter from the attending physician. Readmission to the university is contingent upon receipt of a letter from the attending physician indicating that the student is able to attend classes. Medical withdrawals for psychological reasons must include a 90-day absence from the university. Supporting documentation for the student’s return to the university must be received at least 30 days before readmission.

Students withdrawing from the university because of documented 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 will be determined by each individual faculty member.

Non-degree seeking special students, enrolled in an off- or on-campus course(s), must withdraw from the university by securing a Request for Withdrawal form from the Office of Continuing Education and External Programs. This form should be completed and returned to the Office of Continuing Education and External Programs 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 or by the director of continuing education and external programs 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 Associate 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 Associate Vice President for Student Affairs, Alumnae Hall 106.

Grade Appeal Procedure

A student who wishes to appeal a grade must do so by the last day of classes of the next regular session and 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:
1. Head of the department in which the course is offered.
2. Dean of the college in which the course is offered.
3. 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.
VII. Academic Affairs

**Retention Policy**

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

<table>
<thead>
<tr>
<th>Credit 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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<tbody>
<tr>
<td>0-34</td>
<td>1-12</td>
<td>13-23</td>
<td>24 or more</td>
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<td>35-68</td>
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<td>18 or more</td>
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<tr>
<td>69-102</td>
<td>1-6</td>
<td>7-11</td>
<td>12 or more</td>
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<tr>
<td>103</td>
<td></td>
<td>1-5</td>
<td>6 or more</td>
</tr>
</tbody>
</table>

Quality point deficiency is twice the number of credit hours attempted at James Madison University minus the number of quality points earned at the university.

Retention standards are the same for transfer students and students who have earned JMU credits without quality points as any other students except all credit hours are added to the credit hours attempted to determine the classification of the student.

**Academic Good Standing**

A student is in good standing if a cumulative grade point average of 2.0 or above is maintained.

**Academic Warning**

The status of academic warning indicates that a student has a cumulative grade point average of less than 2.0, but that the grade point deficiency is not sufficient to warrant being placed on academic probation.

**Academic Probation**

Students who are placed on academic probation may not take more than 12 credit hours of course work. Students on academic probation are expected to confer regularly with their academic adviser and are encouraged to participate in the Educational Skills Development Laboratory.

**Academic Suspension**

A student who is academically suspended is ineligible to attend the following two regular semesters but may attend summer school.

Students should consult the undergraduate catalog concerning the course repeat policy which may have an effect upon their academic standing.

If there are extenuating circumstances associated with an academic deficiency, students may appeal in writing to the dean of the college in which they are enrolled for reinstatement the following semester.

Students will not receive credit for work taken at other institutions during a period of academic suspension from the university.

The record of an academically suspended student applying for re-entry after a calendar year's absence will be considered by the Retention Review Committee before admission is granted.
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 or 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.

Transferring 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 Office of Records when the work has been completed.

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 the undergraduate catalog.)

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 hold hearings and listen to students with complaints. After making the complaint, the student has anonymity.

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.
The Division of Administration and Finance consists of the following areas: finance, administrative services, resource planning and policy studies, employee relations and training, information technology and the physical plant. In addition, the vice president serves as the legislative liaison for the university.

**Financial Information**

**Henry J. Schiefer**  
Assistant Vice President for Finance  
Wilson Hall, Rm. 101  
Tel. No. 568-6433

Finance incorporates the controller and purchasing departments of the university. In addition, the assistant vice president serves as the risk manager and intellectual property officer for the university.

**Cashiers’ Office**

The Cashiers’ Office is located on the first floor of Wilson Hall, adjacent to Room 101. Operating hours are 8:30 a.m. - 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.

**Campus Banking Facility**

A full service branch of the First American Bank of Virginia is located at entrance 5 of Gibbons Dining Hall. The university urges students to make use of this service rather than risk the loss of funds.

**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 undergraduate catalog for each academic year. Specific payment procedures are addressed in the Schedule of Classes published for each semester and are included with 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. Payment of the account is considered to have been made on the date the return check is redeemed; late fees as outlined in the undergraduate and graduate catalogs may apply. 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, 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 administration and finance 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 undergraduate 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 assistant vice president for finance 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.

**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 or she claims eligibility was domiciled in Virginia and had abandoned any previous domicile, if such existed.

To become eligible for in-state tuition, an independent student shall establish by clear and convincing evidence that for a period of at least one year immediately prior to the date of the alleged entitlement, he or she 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 or her care, custody and earnings, have ceased to support him or her, and have not claimed him or her as a dependent on federal and state income tax returns for at least 12 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 the 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 within 30 days after the initial determination. 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 of Rockingham County.

While attending JMU, written application for reclassification from out-of-state to in-state status is made through the Office of the Controller. Denial of a request for such reclassification may be appealed within 30 days to the assistant vice president for finance 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 Controller.

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.
Administrative Services

Suzanne Straub  
Assistant Vice President  
Wilson Hall, Rm. 201  
Tel. No. 568-3550

Administrative Services consists of the following areas: bookstore, postal service, convenience store, food services, Campus Card Center, and university police and safety.

JMU Bookstore

Patricia A. Sarb  
Director  
Ground Floor, Warren Campus Center  
Tel. No. 568-6121

The JMU Bookstore is owned and operated by the university as a service to the campus community. The hours of operation during the regular session are Monday and Wednesday, 8 a.m.-7 p.m.; Tuesday, Thursday and Friday, 8 a.m.-5 p.m.; and Saturday 10 a.m.-4 p.m. Hours are extended at the beginning of each semester.

The bookstore stocks all textbooks used by the academic departments. In addition to textbooks, both new and used, the store handles school, office and computer supplies, clothing, gifts, magazines and greeting cards. A large selection of general and technical books are available to supplement texts and for casual reading. Store services include special orders for books, text buy back, gift certificates, film processing, bus tickets, and computer sales.

FOR MERCHANDISE INCLUDING TEXTBOOKS TO BE RETURNED TO THE BOOKSTORE, THE RECEIPT IS REQUIRED AND ALL REFUNDS AND EXCHANGES MUST BE MADE WITHIN 15 DAYS OF PURCHASE. If a student has written in a new textbook, it cannot be returned for a full refund.

Mister Chips

Dennis Whetzel  
Manager  
Gibbons Hall  
Tel. No. 568-3922

The campus convenience store, Mister Chips, is also owned and operated by the university and provides a wide variety of campus lifestyle products including snacks and beverages, health and grooming aids, newspapers, greeting cards, novelties and post cards. Store hours are 7 a.m. - midnight Monday - Friday, and 9 a.m. - midnight Saturday and Sunday, with limited hours in the summer and during breaks.
Postal Services

Terry Woodward
Manager
Ground Floor, Warren Campus Center
Tel. No. 568-6257

Postal Services distributes student and departmental campus mail and processes incoming and outgoing U.S. mail for the entire university. To purchase stamps, send or pick up packages, the window hours are Monday-Friday 9 a.m. - 5 p.m. and 9 a.m. - noon on Saturday. Incoming mail arrives once daily and outgoing mail leaves at 8:30 a.m. and again at 4:30 p.m.

Food Services

R. Davis Griffin
Director
Gibbons Dining Hall
Tel. No. 568-6751

James Madison University Food Services serves the entire university community through its five operating divisions: Contract Dining, PC Dukes, Vending and Concessions, Top Dog/Steak House and Special Events/Mrs. Greens. Food services supports itself entirely on revenues received from boarding students and other customers.

Contract Dining

Hank T. Moody
Director
Gibbons Dining Hall
Tel. No. 568-6751

Gibbons Dining Hall is the largest food services division. It has more than 1,300 seats in seven dining rooms, and it serves nearly 200,000 meals per month.

Offering choices of popular foods is a hallmark of JMU Food Services. Most of the time, especially during the regular school year, Gibbons dining rooms have individual menus. Customers will find traditional “meat and potatoes” menus in two rooms and Italian, hamburger grill, deli, Mexican, lite and other menus elsewhere. In addition, a variety of special event meals and activities punctuates the year.

Students with meal plans enter Gibbons by showing their JMU Access Cards at the door. Other customers, such as friends, parents, faculty, staff or students without meal plans, may pay cash at the door and are welcome guests. Whether cash or meal plan, customers are free to use the dining room of their choice, and they may have unlimited seconds on nearly everything while they remain in the dining hall. No food may be carried out except where specifically permitted.

Gibbons Hall also operates a restaurant called Souper One. It is open for lunch Monday-Friday and is reserved for cash customers, including students.
Food Services Nutritionist

Michele M. Garand, M.S., R.D.
Gibbons Dining Hall
Tel. No. 568-3916

Food services 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 services. The nutritionist will also make arrangements for students requiring special take-out privileges in the event that students are medically confined to their rooms. For more information, contact the food services nutritionist.

PC Dukes

Joseph Erickson
Director of PC Dukes Division
Phillips Center
Tel. No. 568-6237

PC Dukes Division, located on the ground floor of the Phillips Center, is a fast food restaurant open to the campus community and visitors. It is a popular and convenient eating place for students. In addition to its cash sales, PC Dukes serves as a contract dining option. Dining contract students wanting a change from Gibbons Dining Hall or other facilities may order from PC Dukes menu and get a credit toward the amount of their purchase by using their JMU Access Card.

Top Dog/Steak House

Nancy Carrier
Manager of Top Dog/Steak House Division
Warren Campus Center
Tel. No. 568-6943

The Top Dog/Steak House division offers still more dining variety. Located on the top floor of the Warren Campus Center, this division operates Top Dog at lunch, which features frankfurters with assorted toppings, salad bar, homemade soup and a dessert of the day. The Steak House at dinner offers steaks or grilled chicken cooked to order, then served by waiters and waitresses. Reservations are required. Students with dining contracts are allowed 10 dinners at the Steak House per semester. Cash customers are also welcome.

Special Events

Director of Special Events Division
Chandler Hall
Tel. No. 568-6637

The Office of Special Events arranges for the use of campus facilities for seminars, camps, conferences and other events. It also 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 such food services equipment 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 toward the cost of banquet meals or other catered services they may desire. Mrs. Greens, located in the Shenandoah Room of Chandler Hall, is a lunch alternative available for students with contracts or Food From Home as well as for cash customers. This dining option, geared for the health-conscious customer, features fresh and healthful menu offerings.

**Vending and Concessions**

**Don H. Blume**  
Manager of Vending and Concessions Division  
Warren Campus Center  
Tel. No. 568-6745

The vending and concessions division, headquartered at the rear of Grafton-Stovall Theatre, is responsible for most of the vending machines on campus, including the coin-operated washers and dryers in the residence halls and copy machines in the library. This division also operates the concession stands in the Convocation Center, Godwin Hall and at Bridgeforth Stadium.

**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 one or two 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. (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, Campus Card Center Manager, Gibbons Dining Hall entrance 3, telephone 568-6446.

**Food Services Rules**

The dining contract obligates the university to provide meals for the contract holder in Gibbons Dining 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 JMU Access Card at the dining hall door. No refunds will be made for meals missed due to failure to present an operable JMU Access Card.

With the exception of very few menu items, all customers at Gibbons Dining Hall and Mrs. Greens are welcome to unlimited seconds. However, no food or other property of food services 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 services 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 adver-
tising 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 system or take administrative action by levying a charge 
for certain offenses. The schedule of these charges is as follows:

$25 charge — 1) loaning a JMU Access Card to another person; 2) attempting to use or 
possessing the JMU Access Card 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 services from the dining 
premises (concealment of such goods in clothing or other personal belongings 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); and 9) bringing alcoholic beverages into a food services facility 
(plus confiscation of beverage).

$50 charge — 1) failure to present a JMU Access Card 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 system); 3) stealing or attempting to steal food services property (concealing such property 
in clothing or other personal belongings is considered an attempt to steal); 4) extreme disorderly 
conduct such as severe personal abuse of customers or employees, physical fighting, jeopardizing 
the safety of others or causing a serious public disturbance.

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

Campus Card Center

Rebecca L. Hinkle
Manager
Gibbons Dining Hall, Entrance 3
Tel. No. 568-6446

The Campus Card Center is responsible for issuing JMU Access Cards to all members of the 
university community. The access card 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 them in connection with admission to athletic events, bookstore business, concerts, library 
services and a number of other university functions. Cards held by contract dining students are 
computer encoded to allow admission to meals. Students should carry their JMU Access Cards 
at all times and carefully protect them against loss, theft or damage.

JMU Access Cards which have been worn out through normal use will be replaced free by 
the card center. However, cards 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.
JMU Access Cards are non-transferable. Students loaning cards or attempting to use the card of another may be charged with unauthorized use of a university document, a violation of university policy.

Questions concerning JMU Access Cards may be directed to the Campus Card Center.

**Campus Parking**

**Alan D. MacNutt**  
Director of Campus Police and Safety  
Tel. No. 568-6911

During the school session, from 7:30 a.m. to 5 p.m., Monday through Friday, 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 if space is available.

All visitors who park on campus (7:30 a.m. to 4 p.m., Monday through Friday) are required to obtain a visitor parking permit at the Office of Campus Police and Safety. 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 Office of Campus Police and Safety.

**Resource Planning and Policy Studies**

**Dr. William P. Jackameit**  
Assistant Vice President  
Wilson Hall, Rm. 313  
Tel. No. 568-6495

Resource planning and policy studies incorporates three areas: budget, facilities planning, and planning and analysis. Each of these areas is headed by a director or assistant director who reports to the assistant vice president. As a unit, resource planning and policy studies provides planning and analytical support to the university’s administrative staff.

**Budget**

**Terry I. Knight**  
Director  
Wilson Hall, Rm. 404  
Tel. No. 568-6895

The Budget Office plans, coordinates and implements the university’s internal and state operating budgets. The office works closely with university operating departments and serves as the primary point of contact with state central agencies concerned with budgetary matters.
Facilities Planning

Steven C. Knickrehm
Director
Wilson Hall, Rm. 405
Tel. No. 568-6732

The Office of Facilities Planning supports the process of planning, financing, acquiring and managing the capital assets of the university. As the lead functional unit concerned with space management at JMU, the Office of Facilities Planning is responsible for the efficient use of the university's buildings. The office also has primary responsibility for preparing the university's capital budget.

Planning and Analysis

Dr. Frank J. Doherty
Assistant Director
Wilson Hall, Rm. 313
Tel. No. 568-6830

The Office of Planning and Analysis is responsible for the collection, analysis and reporting of data, including the preparation of reports submitted to federal, state and other agencies. The office conducts periodic studies of university operations, develops resource projections, undertakes special projects of an analytical nature and coordinates university planning activities.

Information Technology

Harry Reif
Assistant Vice President
Hillcrest East
Tel. No. 568-6896
E-Mail I.D.: OIT_HREIF

The Office of Information Technology provides telecommunications and computing support to the entire JMU community through instruction, research and university administration. OIT offers seminars and short courses in the use of computing resources at JMU, operates a help desk to assist users and provides repair services for university-owned computing equipment.

Technical Services

Thomas Bonadeo
Director
Wilson Hall, Lower Level
Tel. No. 568-6108
E-Mail I.D.: OIT_TOM

Technical services provides the operations support for JMU's computer and telecommunications systems. This includes installation and maintenance support of the data communications network and telephone systems on-campus as well as in certain off-campus locations.

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 services, the JMU Telecom Account Cards are subject to the following responsibilities:

1. The monthly charge for the Telecom Account Card is $5 per month. Each student must 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 upon receipt of bill. Delinquent accounts are subject to the university policies as stated in the Student Handbook.

5. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of $15. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student’s records, or charges may be brought through the university judicial system as described in the Student Handbook.

6. Students are prohibited from accepting collect calls in resident hall rooms. Any room accepting a collect call will be fined $15 plus the cost of the call. The telecommunications office assumes no responsibility for determining which student actually accepted the call.

7. All regular payments should be made using the pre-addressed envelope provided. The pre-addressed envelope may be mailed or taken to the campus branch of First American Bank.

All other payments (partial payments, etc.) must be made in accordance with the terms specified in the telecom contract. Irregular payments received by mail may not be credited on time and may result in a service charge.

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

**Administrative Computing Services**

**Ron Lusk**  
Director  
General Services Building  
Tel. No. 568-6124  
E-Mail I.D.: DEV_RLUSK

Administrative Computing Services develops and supports computer systems that service the administrative needs of students, faculty and staff utilizing both central-based and micro-based systems. The primary areas serviced include: Carrier Library, student admissions, student records, residence life, financial aid, financial accounting, resource planning and analysis, employee relations and training, police and safety, physical plant, alumni and university advancement.
Academic Computing Services

Stin Lenkerd
Acting Director
Miller Hall, Rm. G-48
Tel. No. 568-6625
E-Mail I.D.: ACS_STIN

Academic computing services focuses its attention on serving the academic community’s research and instructional support needs. It maintains general interest on-line bulletin boards, provides consulting support to faculty and operates several computing laboratories around campus for student use.

Employee Relations and Training

H. Guthrie Allen Jr.
Director
Hillcrest, Rm. 200
Tel. No. 568-6144

Employee relations and training is responsible for providing information and services for programs related to employment, including employee benefits, salary administration, records, retirement and worker’s compensation. Additional programs include classification, compensation, training and other personnel related matters. This office also is responsible for affirmative action.

Affirmative Action

Dr. Elizabeth L. Ihle
Affirmative Action Officer
Moody Hall, Rm. 107A
Tel. No. 568-6991

The Office of Affirmative Action monitors the university’s progress in diminishing current discrimination and preventing future legal, social and economic discrimination.

Physical Plant

George L. Marcum
Director
Wellington Hall
Tel. No. 568-6181

The physical plant office is responsible for planning and directing a comprehensive maintenance program for all facilities owned by James Madison University, including grounds improvement and beautification. Modification and renovation of university buildings are planned and executed by this office. This office is also responsible for custodial and transportation services for the university.
IX. 

Sponsored Research and External Programs

Dr. Barbara P. Castello  
Vice President for Sponsored Research and External Programs  
Wilson Hall, Rm. 301  
Tel. No. 568-3592

The Division of Sponsored Research and External Programs provides a supportive environment for faculty and student research and the delivery of public service programs. The division also oversees a wide range of international programs.

Sponsored Programs

Patricia Buennemeyer  
Wilson Hall, Rm. 301  
Tel. No. 568-6872

The Office of Sponsored Programs is responsible for providing support and information to promote activities which assist faculty/staff in gaining external funding to further university research and project support. The office works closely with university finance, federal, state and private agencies in order to comply with university, state and agency guidelines.

Continuing Education and External Programs

Valley of Virginia Consortium for Higher Education

John B. Noftsinger, Jr.  
Director  
Paul Street House  
Tel. No. 568-7088

The mission of the Office of Continuing Education and External Programs is to extend the resources of the university to the citizens of the region to promote lifelong learning. James Madison University recognizes that many people cannot attend college on a full-time basis.
and that many potential students have educational needs that do not conform to traditional academic programs. Courses for in-service instruction, new certification or recertification for school personnel and programs leading to graduate degrees are being offered where there is demand and sufficient enrollment to support these programs. The university also provides graduate courses pursuant to the master of business administration in the Charlottesville area. A variety of other courses are available for off-campus delivery if accreditation and enrollment requirements are met.

James Madison University is the focal member of the Valley of Virginia Consortium for Higher Education and coordinates its off-campus activities through the consortium to ensure the most varied, efficient and valuable educational contribution possible.

A student enrolled for credit courses who is not presently seeking a degree is classified as a special student. This classification applies to students who enroll for day and/or evening classes. Although these courses carry university credit, they do not fulfill any degree requirements. The taking of courses as a special student does not constitute admission to a program or imply later applicability of these courses toward a program. If such students subsequently seek admission to work for a degree, courses taken in "special" status will be evaluated to determine their applicability toward the degree sought.

International Programs

Judy K. Cohen  
Internship Coordinator  
Wilson Hall, Rm. 208  
Tel. No. 568-6979

Laurie Naismith  
Internship Director  
47-49 Gower Street  
London WC1E 6HH  
England  
Tel. No. (071) 636-2546

Jackie Ciccone  
Secretary, Studies Abroad  
Keezell Hall, Rm. B-2  
Tel. No. 568-6419

In response to the ever-increasing need to prepare our students to perform well in the world community, James Madison University has continued to expand its international involvement. Studies Abroad programs now operate in four countries. The new International Internship Program offers another avenue to global awareness. Students can also choose from a number of summer programs abroad which offer a different kind of enrichment. On our own campus, students benefit from their associations with foreign undergraduate degree-seeking students and with participants in various foreign faculty and student exchanges.
The Division of University Advancement has the primary responsibility for the institutional advancement program of James Madison University. Under the direction of the vice president for university advancement, the program is organized into areas for alumni and parents' programs, development, planned giving and university support. The division also directs major annual events for the university.

**Alumni Relations**

Sarah Schaeffer  
Director  
Sonner Hall, Rm. 129  
Tel. No. 568-6234

The JMU Office of Alumni Relations maintains constant liaison with more than 35,000 former students of James Madison University. The office publishes Montpelier and conducts special programs for alumni and parents, including Homecoming and numerous chapter meetings and receptions. The office assists in fund-raising drives for support of the JMU annual fund. The activities of the James Madison University Student Ambassadors are also coordinated by this office.

**Alumni Chapters**

Geoffrey Polglase  
Director  
Sonner Hall, Rm. 128  
Tel. No. 568-3977

This office assists with the organization of alumni chapters as well as with individual chapter events. The office also coordinates the activities of the Student Ambassadors.
Annual Funds

John J. Roberts
Director
Sonner Hall, Rm. 123
Tel. No. 568-3440

Alumni and parents’ fund-raising activities of James Madison University are conducted by the director of annual funds. This office solicits private support for university athletics and academic programs from alumni, faculty and staff, parents, foundations, corporations and friends. This office also coordinates telefund activities.

Major Gift Societies

Ed Kardos
Director
Sonner Hall, Rm. 105
Tel. No. 568-6278

This office coordinates fund raising with major donors and major donor prospects.

Montpelier

Pam Brock
Editor
Sonner Hall, Rm. 125
Tel. No. 568-6468

Montpelier is a tabloid publication produced quarterly for the university alumni, parents of students and donors. A fifth annual issue is devoted to the university’s annual report of giving.

Duke Club

Mike Minnis
Executive Director
Godwin 213
Tel. No. 568-6461

Fund-raising activities of JMU for the advancement and support of intercollegiate athletics are conducted by the executive director of the Duke Club.

This office coordinates activities and solicitations supporting both men’s and women’s intercollegiate athletics.
**Advancement Research**

Glenda Rooney  
Assistant Vice President  
for University Advancement  
Sonner Hall, Rm. 103  
Tel. No. 568-6623

This office coordinates the university donor prospect research on individuals, corporations and private foundations.

**Planned Support and Special Gifts**

Don R. Moore II  
Director  
Sonner Hall, Rm. 114  
Tel. No. 568-3743

This office coordinates deferred gifts and other estate planning which provide support to the university.

**Annual Events**

Jean Barnard  
Director  
Sonner Hall, Rm. 122  
Tel. No. 568-3979

The director of annual events coordinates major annual events including Commencement, Government Day and Founders Weekend.

**James Madison University Foundation, Inc.**

The James Madison University Foundation Inc. was founded in 1969 for the purpose of promoting the welfare, the efficiency, services to the public and objectives of James Madison University, and to encourage private gifts for the benefit of James Madison University.

**University Relations**

Dr. Carol Kefalas  
Assistant Vice President  
for University Advancement  
Wilson Hall, Rm. 307  
Tel. No. 568-6986

The public relations mission of the university is coordinated by the director of university relations. Information and services are provided to a variety of publics external to the university including parents, prospective students, alumni, the news media and the business community.
Sports Information
Gary Michael
Director
Wilson Hall, Rm. 307
Tel. No. 568-6154

The department is responsible for all
sports information concerning the James
Madison University athletic program.
The department produces athletic radio
and television releases and coordinates
many campus sports publications.

Public Information
Karen Leigh
Director
Wilson Hall, Rm. 307
Tel. No. 568-3621

The Office of Public Information is responsible for news releases and feature stories about
the university, and their dissemination to print and broadcast media.

JMU News
Editor
Wilson Hall, Rm. 304
Tel. No. 568-3712

The JMU News is a weekly newspaper containing information of interest about JMU. It is
distributed to faculty, staff and students at the university.

Printing Services
Ken Parmalee
Director
General Services Building
Tel. No. 568-6431

The printing services operation includes three operating divisions: printing, the copy
center and bulk mail services.

Printing Services, a full-service in-house operation, produces a variety of printed materials.
The copy center, Duke's Duplicates, located on the ground floor of the General Services
Building, is a full-service copy center open to the campus community. In addition to its depart­
mental charge-back sales, students and faculty/staff are encouraged to use the services on a cash
basis. Hours of operation are Monday - Friday 7 a.m. - 8 p.m. during the regular academic ses­
tion, and 8 a.m. - 5 p.m. the remainder of the year.
**Publications**

**David Taylor**  
Acting Director  
Nicholas House  
Tel. No. 568-6557

The Office of Publications provides art direction as well as graphic design and typographic services for all university printed promotional materials, catalogs, handbooks and other items. The office also monitors university editorial style and maintains JMU's graphic communication standards.

**Photography**

**Tommy Thompson**  
Director  
Chandler Hall  
Tel. No. 568-6525

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### XI. Directory of Information

#### Questions Concerning:
- All areas of student affairs and administrative policies.
- Judicial affairs and orientation.
- Withdrawals, fraternity and sorority affairs. University ombudsperson, general information and referrals, student personnel records, minority students and commuter student services.
- Application procedures, advanced placements, transfer and readmission.
- Planning your career, occupational and company literature, resume writing, interviewing techniques.
- Personal concerns, study skills, involvement in personal growth groups, tutoring, information in area of mental health.
- Financial assistance, campus employment.
- Minor illness, emergencies, health and accident insurance forms.
- Residence hall problems, educational programming, R.A. selection, Inter-Hall Council, residence hall room assignments.
- Clubs and organizations, University Program Board, using University buildings, scheduling activities, Warren Campus Center, Phillips Center, Grafton-Stovall Theatre.
- Summer school course catalog, freshman academic advising, reading, writing and math labs.
- Charges, refunds, damage bills.
- Dining hall contracts, banquet facilities, catering.
- Obtaining information about the Honor System, reporting honor violations.
- Transcripts, academic records, completed add/drop slips, veteran affairs, Social Security validations.

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