1993

James Madison University Student Handbook, 1993

James Madison University

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A Message to Students
From President Ronald E. Carrier

As part of your intellectual and personal growth during your college years at James Madison University, you will be called on to make a multitude of decisions. The decisions that you make now will impact on you not just during your college career, but throughout your life. You will have a great deal of latitude in making these decisions but keep in mind that responsibility accompanies freedom of choice.

I urge you to make these important decisions with careful forethought and with maturity. The faculty, staff and administration at JMU stand ready to counsel you and advise you on these decisions but you must make the ultimate choices yourself. All of us at JMU are willing and ready to assist you in any way possible as you work toward achieving your full potential.

Best wishes for a most successful, happy and productive year.

Sincerely your,

Ronald E. Carrier
President
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### 1993 Fall Semester

**Aug. 28, Saturday** — Residence halls open 9 a.m. for new students. Dining hall opens and fall meal plans begin 8 a.m. Freshman Convocation 6 p.m.

**Aug. 29, Sunday** — Residence halls open 9 a.m. for transfers and returning students.

**Aug. 30, Monday** — Registration and fee payment. Freshman Assessment Day.

**Aug. 31, Tuesday** — Classes meet as scheduled.

**Sept. 6, Monday** — Last day to submit an application for a degree if graduation requirements are to be met in October.

**Sept. 13, Monday** — Last day to withdraw from the university with adjustment or tuition refund. Last day for graduate students to register.

**Oct. 4, Monday** — Last day to submit an application for a degree if graduation requirements are to be met in December.

**Oct. 9, Saturday** — Homecoming.

**Oct. 15-17, Friday-Sunday** — Parents Weekend.

**Oct. 19, Tuesday** — First block courses end.

**Oct. 21, Thursday** — Mid-semester grades due in Office of Registration and Records. Second block courses begin.

**Oct. 22, Friday** — First semester holiday. Classes (undergraduate and graduate) do not meet.
Nov. 1, Monday — First block course grades due in Office of Registration and Records.

Nov. 3, Wednesday — Registration for 1994 spring semester begins.

Nov. 23, Tuesday — Dining hall closes 6:30 p.m.

Nov. 24, Wednesday — Thanksgiving vacation begins. Residence halls close 8 a.m.

Nov. 28, Sunday — Residence halls open noon. Dining hall opens 4 p.m.

Nov. 29, Monday — Classes resume.

Dec. 3, Friday — Last day for students to submit work to faculty for 1993 spring semester and 1993 May or summer session “incomplete” grades.

Dec. 9, Thursday — Last day of classes.

Dec. 10, Friday — Reading Day. Last day for faculty to turn in removal of “incomplete” grades for 1993 spring semester and 1993 May or summer session to the Office of Registration and Records.

Dec. 11, 13-17, Saturday, Monday-Friday — Final examinations.

Dec. 17, 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 into the Office of Registration and Records. Residence halls close 5 p.m. Dining hall closes and fall meal plans end 2 p.m. Graduation. Commencement exercises 3 p.m., Convocation Center.
**Spring Semester**

**Jan. 9, Sunday** — Residence halls open noon. Dining hall opens and spring meal plans begin 4 p.m.

**Jan. 10, Monday** — Registration and fee payment.

**Jan. 11, Tuesday** — Classes meet as scheduled. Fee payment continues.

**Jan. 24, Monday** — Last day to withdraw from the university with tuition adjustment or refund. Last day for graduate students to register.

**Jan. 31, Monday** — Last day to submit an application for a degree if graduation requirements are to be met in March.

**Feb. 14, Monday** — Last day to submit an application for a degree if graduation requirements are to be met by the end of 1994 spring semester or 1994 May session.

**Feb. 23, Wednesday** — Student Assessment/Faculty Assistance (no classes 8 a.m.-5 p.m.)

**March 1, Tuesday** — Third block courses end.

**March 4, Friday** — Mid-semester grades due in Office of Registration and Records. Mid-semester recess begins 5 p.m. Dining hall closes 2 p.m. Residence halls close 5 p.m.

**March 13, Sunday** — Residence halls open noon. Dining hall opens 4 p.m.

**March 14, Monday** — Third block course grades due in Office of Registration and Records. Classes resume. Fourth block courses begin.

**March 21, Monday** — Last day for returning students to submit housing contracts, room deposits and tuition deposits.
April 1, Friday — Last day for returning students to cancel housing contracts.

April 5, Tuesday — Registration for 1994 fall semester begins.

April 11, Monday — University housing reservation process begins.

April 22, Friday — Last day for students to submit work to faculty for 1993 fall semester “incomplete” grades.

April 22-24, Friday-Sunday — Founders Weekend.

April 23, Saturday — Founders Day Convocation.

April 25, Monday — Early registration begins for May term.

April 28, Thursday — Last day of classes.

April 29, Friday — Reading Day. Last day for faculty to turn in removal of “incomplete” grades for 1993 fall semester to Office of Registration and Records.

May 2-6, Monday-Friday — Final examinations. University housing check-out process.

May 6, 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 into Office of Registration and Records. Residence halls close 5 p.m. for undergraduate students. Dining hall closes 2 p.m. for undergraduate students.

May 7, Saturday — Graduation. Commencement exercises. Residence halls closes 3 p.m. for graduating seniors. Dining hall closes and spring meal plans end 10 a.m. for graduating seniors.

May Session (May 9 through May 27)

May 8, Sunday — Residence halls open 9 a.m.
Dining hall opens and May meal plans begin 4:30 p.m.

May 9, Monday — Registration for May session only. Classes meet.

May 10, Tuesday — Last day to withdraw from the university with a tuition adjustment or refund.

May 27, Friday — Final examinations. Dining hall closes and May session meal plans end 1 p.m. Residence halls close 5 p.m.

June 12, Sunday — Residence halls open 9 a.m.

Summer Session

First Four-Week Term (June 14 through July 8)

May 31, Tuesday — Early registration for any summer term begins.

June 12, Sunday — Residence halls open 9 a.m. Dining hall opens and summer session meal plans begin 4:30 p.m.
University Calendar

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JUNE

June 13, Monday — Registration. Last day to submit an application for an undergraduate degree if requirements are to be met by the end of 1994 summer session.

June 14, Tuesday — Classes meet as scheduled.

June 16, Thursday — Last day to withdraw from the university with a tuition adjustment or refund.

July 4, Monday — Holiday. Classes (undergraduate and graduate) do not meet.

July 8, Friday — Final examinations for first four-week term courses.

Eight-Week Term (June 14 through Aug. 5)

May 31, Tuesday — Early registration for any summer term begins.

June 12, Sunday — Residence halls open 9 a.m.
Dining hall opens 4:30 p.m.

June 13, Monday — Registration.
June 14, Tuesday — Classes meet as scheduled. Last day to submit an application for an undergraduate degree if requirements are to be met by end of 1994 summer session.

June 21, Tuesday — Last day to withdraw from the university with a tuition adjustment or refund.

June 27, Monday — Last day to submit graduate degree application if requirements are to be met in August.

JULY

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July 4, Monday — Holiday. Classes (undergraduate and graduate) do not meet.

Aug. 5, Friday — Final examinations. Dining hall closes and summer session meal plans end 1 p.m. 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 into Office of Registration and Records. Graduation. Commencement exercises 7 p.m., on the Quad in front of Wilson Hall.

Aug. 6, Saturday — Residence halls close 10 a.m.

Six-Week Term (June 27 through Aug. 5)

May 31, Tuesday — Early registration for any summer term begins.

June 26, Sunday — Residence halls open 9 a.m.

June 27, Monday — Course changes and registration. Classes meet as scheduled. Last day to submit graduate degree application if requirements are to be met in August.

June 30, Thursday — Last day to withdraw from the university with a tuition adjustment or refund.
July 4, Monday — Holiday. Classes (undergraduate and graduate) do not meet.

Aug. 5, Friday — Final examinations. Dining hall closes and summer session meal plans end 1 p.m. 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 into Office of Registration and Records. Graduation. Commencement exercises 7 p.m., on the Quad in front of Wilson Hall.

Aug. 6, Saturday — Residence halls close 10 a.m.

Second Four-Week Term (July 11 through Aug. 5)

May 31, Tuesday — Early registration for any summer term begins.

July 11, Monday — Course changes and registration. Classes meet as scheduled.

July 13, Wednesday — Last day to withdraw from the university with a tuition adjustment or refund.

Aug. 5, Friday — Final examinations. Dining hall closes and summer session meal plans end 1 p.m. 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 into Office of Registration and Records. Graduation. Commencement exercises 7 p.m., on the Quad in front of Wilson Hall.

Aug. 6, Saturday — Residence halls close 10 a.m.

1994 Fall and 1995 Spring Semesters (Tentative)

Aug. 27, Saturday — Residence halls open and fall meal plans begin for new students.

Aug. 28, Sunday — Residence halls open for returning students.

Aug. 29, Monday — Registration. For detailed dates and times, see 1994 Fall Schedule of Classes.

Aug. 30, Tuesday — Classes meet as scheduled.

Dec. 16, Friday — Fall semester ends.

Jan. 9, Monday — Spring semester begins.

May 5, Friday — Spring semester ends.
I. Organization and Governance

University Organization

James Madison University, 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 and 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. Assisting the president in the administration of the university are a provost for the College of Integrated Science and Technology; a senior vice president, who is responsible for the university's administration and finance division; and divisional vice presidents for academic affairs, student affairs, advancement, and sponsored research and external programs.

University Governance

The President of the University

Dr. Ronald E. Carrier
Office of the President
Wilson Hall, Room 205
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 university 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

- Commission on Campus Planning
- Commission on Community
- Commission on Faculty Affairs
- Commission on Graduate Studies
- Commission on Student Services
- Commission on Undergraduate Studies
- Commission on University Advancement
I. Organization and Governance

Statement of Community Values

James Madison University is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct and respect for the individual.

We hold among our foremost common values these ideals:

- The importance of personal integrity
- The right of every individual to be treated with dignity and respect at all times
- The acceptance and appreciation of diversity in our community with regard to age, disability, ethnicity, gender, national origin, race, religion and sexual orientation
- The freedom of intellectual inquiry in the pursuit of truth

Students’ Role in University Governance

Students’ participation in institutional decision making at JMU is essential and highly valued. Participation is achieved through student representation on the JMU Board of Visitors, University Council and university commissions and committees. The Student Government Association (SGA) has a particularly important role in students’ participation in decision making. It is the organization with primary responsibility for accepting and considering student initiatives.

Student Government Association

Josh Pringle, 568-6376
President
Allan Grimsley, 568-3796
Vice President
Kim Copeland, 568-6377
Treasurer
Jenny Biondi, 568-3797
Secretary
Post Office Box 3523
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 offices are located in the Warren Campus Center.
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. 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 accordance with the provisions against discrimination in the general law.

3. 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 to the 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.
II. Student Rights and Responsibilities

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.

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 regulation infractions 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.

6. James Madison University reserves the right to hold students accountable for certain types of off-campus behavior. Disciplinary action will result if a student(s) behavior jeopardizes the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include but not be limited to crimes of violence, sexual assault or distribution of controlled substances.
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 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 plus towing charges will be assessed for any violation.
III. University Policies

**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 the following activities:
1. Committing 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 the following activities:
1. The use or possession of fireworks, 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 (JMU Access 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, 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, disability, sexual orientation or national origin.

Questions, assistance or violations related to this policy should be directed to the university's Office of Affirmative Action, Shelton Hall, Room 123, 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 take one or more of the following actions:
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 take one or more of the following actions:
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 take one or more of the following actions:
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 and Student Employment.

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 can 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.
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 Shelton 123.

**Hazing**

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

**Interference with the Judicial or Honor Council Process**

No student shall engage in any activity which disrupts, unfairly influences or obstructs the judicial or Honor Council process of James Madison University. This includes but is not limited to the following activities:

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. Inappropriately or illegally distributing, announcing, or publishing confidential judicial information, letters or decisions.
3. Giving false information to the judicial or Honor Council or to a judicial or Honor Council 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.
Non-Discrimination on the Basis of Disability

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, James Madison University does not discriminate on the basis of disability. 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, College of Education Building, Room 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, Shelton Hall 123, 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.
**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 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 daily fine per pet. Continued failure to comply with this regulation may result in termination of the housing contract.

3. Students bringing pets into Warren Campus Center, Phillips Center, Gibbons Hall or Shenandoah Room of Chandler Hall will be assessed a fee 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-compliance 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 a regular re-evaluation of the student's status 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 record</td>
<td>Office of Registration and Records</td>
<td>Registrar</td>
<td>Wilson</td>
</tr>
<tr>
<td>(transcript)</td>
<td></td>
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<tr>
<td>Disciplinary</td>
<td>Office of the Associate Vice President of Student Affairs</td>
<td>Associate Vice President</td>
<td>Alumnae 106</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Office of Financial Aid and Student Employment</td>
<td>Director</td>
<td>Hoffman 8</td>
</tr>
<tr>
<td>Student financial (acct.)</td>
<td>Office of Student Accounts</td>
<td>Manager</td>
<td>Wilson 101</td>
</tr>
<tr>
<td>records</td>
<td></td>
<td>Director</td>
<td>Sonner 216</td>
</tr>
<tr>
<td>Placement records</td>
<td>Office of Career Services</td>
<td>Dean</td>
<td>Wilson 113</td>
</tr>
<tr>
<td>Graduate School records</td>
<td>Graduate School Office</td>
<td>Director</td>
<td>Shenandoah</td>
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<tr>
<td>Police records</td>
<td>Department of Public Safety</td>
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</table>
Procedures for Inspection and Review

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

Copies of education records or record entries, with certain exceptions, may be obtained by the student. 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.
III. University Policies

(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 all students. It is important to remember that the university has a responsibility to maintain a safe and secure environment for all students, faculty, and staff. Therefore, searches may be conducted under certain circumstances such as suspicion of illegal activity, violation of university policies, or for public safety reasons. Students are encouraged to comply with any search requests made by university officials and to report any violations of their rights to the appropriate authorities.
of each James Madison University student while at the same time providing residence hall staff members and university officials the means to maintain and protect the educational environment necessary for the university to fulfill its primary purpose.

Emergency Entry

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

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

Authorized Entry

In the case of a known violation of a residence hall or university policy, the residence hall staff may request permission to make an authorized entry into a student's room or suite. The request 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.
III. University Policies

Sexual Misconduct

No student shall engage in or attempt to engage in any form of sexual misconduct. Sexual misconduct includes sexual assault or sexual intercourse without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent. Verbal statements, while not sexual misconduct, may constitute sexual harassment or personal abuse which is also prohibited by university policy. The university encourages victims of sexual misconduct also to pursue remedies in the criminal or civil court system.

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. Each hall council will establish policy for the residence 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 dining 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.
   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 Residence Life.

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. Posters, 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 on any 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 regulations:

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.

**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 item 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.

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.
III. University Policies

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 $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.

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
6. Blackouts, poisoning, overdose
7. Psychological problems
8. Driving under the influence/driving while intoxicated arrests
9. Interference with emotional and academic well-being of other students or family members
III. University Policies

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
Alumnae 200
568-6552

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

The following areas available to groups for large events:
- Phillips Center Ballroom
- Godwin Hall
- Convocation Center
- Gibbons 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/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).
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. The entry or exit of persons with alcoholic beverages at events where alcohol is served is not permitted.

9. 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, the residence hall handbook or the Interfraternity Council alcohol policy.

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.
III. University Policies

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 the following infractions:

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. 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, Room 106
568-6167

Michael Booker
Student Judicial Coordinator
Warren Campus Center
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 university 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.
IV. The University Judicial System

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 must 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.
IV. The University Judicial System

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

An accusing student has the following rights:

1. The right to choose to have a counselor and/or attorney present to advise and provide support.

2. The right to choose, because of the circumstances of the case, to have the case heard by a university hearing officer rather than a judicial council hearing.

3. The right to be informed of the results of the judicial proceeding when the charge is sexual misconduct or violence to persons.

4. The right to request that the proceedings remain confidential.

5. The right to be present during the entire proceedings (except for closed judicial deliberation).

6. The right not to have past history discussed during the hearing, except as it relates to the special incident in question.

7. The right to relate his or her account of the incident and to make a “victim impact statement.”

8. The right to request a mediated resolution. A mediated resolution may include the university judicial coordinator or hearing officer, a non-treating member of the Counseling and Student Development Center, the accused student and the victim. Mediation will attempt to reach a consensus acceptable to both students involved as to sanctions.

9. The right to reject the decision of the University Judicial Coordinator.

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 will 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 regulations:

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

2. The university or student judicial coordinator after hearing all relevant facts informs the student 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.
IV. The University Judicial System

2. The university judicial coordinator has the following duties:
   — To make an initial determination of guilt or innocence and, if guilty, to determine appropriate sanction for most judicial charges.
   — 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.
   — 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. Sexual misconduct
7. Theft
8. Violence to persons
9. Weapons

Additionally, cases may be considered major violations when they involve any of the following circumstances:

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. Alcoholic beverages
2. Dangerous practices (including use or possession of fireworks)
3. Destruction of property
4. Disorderly conduct
5. Drugs
6. False alarms and fire drills
7. Falsification of official information
8. Harassment
9. Gambling
10. Hazing
11. Misappropriating university property
12. Non-compliance with an official request
IV. The University Judicial System

13. Obscene conduct
14. Personal abuse
15. Projectiles
16. Residence hall visitation
17. Responsibility for guests
18. Soliciting, selling, surveying or publicizing
19. Trespass
20. Unauthorized entry
21. Unauthorized use of university property or documents

Minor Violations

Infractions of the following policies are usually considered to be minor violations:
1. Bicycles
2. Camping or shelter construction
3. Fire-fighting equipment
4. Littering
5. Newman Lake policy
6. Pets
7. Smoking
8. 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 48 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.
IV. The University Judicial System

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 or 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 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.

**Emergency Procedures**

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

   - 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.
IV. The University Judicial System

— 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.
IV. The University Judicial System

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. Alcohol violations — $25 fine per person and disciplinary probation.
2. Drug violations — minimum of $40 fine and two semesters probation.
3. 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.
4. Fire extinguisher violations — $25 fine per person, $5 fee to refill the extinguisher and two semesters probation.
5. Non-compliance with an official request — $15 fine and one semester probation.
6. Personal abuse — $15 and one semester probation.
7. Sexual misconduct — up to and including suspension or expulsion from the university.
8. Theft (items valued equal to or greater than $25) — one semester suspension.
9. 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, weapons 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.
Introduction

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. An honor system must be believed in, supported by and administered by those who belong to it. Upon enrollment at James Madison University, each student is automatically subject to the provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing.

The Honor System at James Madison University does not discriminate based upon race, color, religion, national origin, political affiliation, sex, sexual orientation, age or handicap.
The Honor Code

Students shall observe complete honesty in all academic matters.

Violations of the Honor Code include, BUT ARE NOT LIMITED TO, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done 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 false or misleading information regarding an academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
5. Obtaining prior knowledge of examination materials (including by using copies of previously-given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.
6. Selling or giving to another student unauthorized copies of any portion of an examination.
7. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.
8. Falsifying class attendance records or materials related to course registration, either for oneself or someone else.
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. Falsifying scientific or other data submitted for academic credit.
13. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
14. Committing the act of plagiarism — the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.
15. Using computing facilities or library resources in an academically dishonest manner.
16. Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

ALL STUDENTS ARE STRONGLY URGED TO ASK THEIR INSTRUCTORS TO CLARIFY WHAT TYPES OF CONDUCT ARE AUTHORIZED OR UNAUTHORIZED IN EACH COURSE.

Investigations and Charges

For the Honor System to be truly effective, all students and instructors are expected to cooperate in its implementation. If students accept dishonesty by their peers, or if instructors accept dishonesty by their students, the entire Honor System will be destroyed. True honor can be achieved only if all guard it zealously.
V. University Honor System

Any member of the university community who has reason to believe that an honor violation has taken place should immediately report the circumstances 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 coordinator or an investigator will notify the student by letter that he or she is the subject of an honor investigation, and an investigator will be assigned to investigate the alleged violation.

It will be the responsibility of the assigned investigator to 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. The Honor Council coordinator and investigators will have 20 class days\(^1\) from the date of the notification letter to complete the initial investigation of the alleged violation and to decide whether to charge the student with a violation of the Honor Code or to terminate the matter. The student will be promptly notified of that decision.

A student charged with an honor violation will be promptly notified of the charge and instructed to make an appointment with the investigator. At this meeting, the president or the investigator will explain the charges, inform the student of his or her rights, and describe the Honor System procedures. Neither the student’s failure to contact the investigator nor the student’s withdrawal from the university while an honor investigation or charge is pending will halt the investigation or any subsequent honor proceeding (including the hearing and, if applicable, the appeal) affecting the student.

A student charged with an honor violation may request the assistance of an investigator in gathering relevant evidence. Although the accused is responsible for preparing and presenting his or her own defense, the accused may submit to the investigator a list of questions the accused would like asked of witnesses during the investigation and at the hearing. This procedure will not affect the right of the accused to question any witness at the hearing.

IT SHOULD BE REMEMBERED THAT HONOR COUNCIL INVESTIGATORS ARE STUDENTS. THEY ARE ASSIGNED TO GATHER EVIDENCE IN AN IMPARTIAL MANNER AND TO HELP THOSE INVOLVED IN HONOR COUNCIL PROCEEDINGS UNDERSTAND THE OPERATION OF THE HONOR SYSTEM.

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1 For the purposes of the Honor System, a student shall be deemed to have received a notification or a document one day after it is either placed in the student’s assigned campus mailbox or mailed from a U.S. Postal Service facility addressed to the student at the student’s last address on file with the university.

2 For the purposes of the Honor System, a “class day” means any weekday on which classes are scheduled to meet at the university pursuant to the University Calendar contained in the current Undergraduate Catalog.

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**Rights of Accused Students**

Each accused student shall have the right to

1. Have a fair and impartial hearing before the appropriate hearing body within a reasonable period of time after being charged with an honor violation.

2. Have the benefit of a presumption of innocence until proven guilty.

3. See typewritten copies of statements of the reporter(s) and witness(es), modified to protect the identities of the reporter(s) and witness(es), before submitting his or her statement regarding the incident.
4. Be notified of the nature of the charges as soon as they can be deduced from the statements of the reporter(s). This will usually require receipt of written statements from the reporter(s).

5. Be notified of the specific charges and the time and place of the hearing at least five class days prior to the hearing.

6. Be represented by any willing student member of the university community, excluding Honor Council members.

7. Have a lawyer attend the hearing. If a student elects to have a lawyer attend the hearing, the student must notify the Honor Council president no later than 24 hours prior to the hearing. A lawyer attending a hearing may not actively represent the accused student but may give advice to the student regarding how to present his or her defense. The Honor Council president may direct a lawyer to cease all assistance if the president determines that the assistance is unduly disrupting the hearing.

8. Select up to three non-witnesses to attend a closed hearing by providing the investigator with their names at least 24 hours prior to the hearing. These non-witnesses may not participate in the hearing.

9. Question all witnesses who testify at the hearing.

10. Present witnesses to testify for the defense.

11. Be present during the entire hearing (except closed deliberations) and know all evidence used in the proceeding. The accused may elect not to appear at the hearing; failure to appear will not be construed as an admission of guilt.

12. Remain silent. Such silence will not be construed as an admission of guilt.

13. Be notified in writing of the decision of the hearing body within 10 days of the date of the hearing.


15. Have access to official record of the hearing for the purpose of preparing an appeal. This record will consist of either a written transcript of the hearing or a copy of an audio or visual recording made at the hearing, at the discretion of the coordinator.

16. Have the above rights apply to a hearing conducted by a special panel, as described on page 54.
Penalties

Any student who is found guilty of (or pleads guilty to) an honor violation will receive a grade of "F" in the course in which the violation occurred and will not be permitted to re-take that course on a "repeat/forgiveness" basis. In addition, one of the following two penalties must be imposed.

Suspension

The minimum penalty will be suspension for the semester following notification to the student of the final decision by the president of the university. Students may not receive credit for work taken at another institution during this period of suspension from the university.

Expulsion

Expulsion from the university may be imposed for a student's first honor violation if aggravated circumstances are involved, or for a student's second or subsequent honor violation. Aggravated circumstances involve violation of university policy in conjunction with the honor violation.

The Honor Council (whether acting through a hearing board, special panel, appeal body or the coordinator) may only recommend suspension or expulsion to the president of the university, who is the only official empowered to suspend or expel a student for an honor violation.

Administrative Option

Any student charged with an honor violation may choose to have the violation handled administratively by the Honor Council coordinator at any time up to 24 hours prior to the scheduled hearing in accordance with the following:

1. The student will be informed in writing of the charges.
2. The coordinator will inform the student verbally of the penalty which will be assigned if the student pleads guilty.
3. The accused student may either accept the penalty and sign a statement indicating a desire to plead guilty and waive the right to a hearing, or may reject the penalty and proceed with the hearing.
4. If the student rejects the penalty assigned, the hearing will proceed. UNDER NO CIRCUMSTANCES may the hearing body be informed of the penalty which would have been assigned by the coordinator.

Hearing, Appeal and Review Procedures

The Hearing

1. All hearings will be closed unless the accused 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 prohibit the use of cameras or unauthorized audio or video recording equipment.
2. The members of the hearing board will be selected by the Honor Council vice president. The hearing board will consist of nine members: four students, four faculty members and the vice president. Members of the hearing board may be selected from the Honor Council.

3. At least three class days prior to the hearing, the accused must inform the Honor Council office of the names of all witnesses to be called at the hearing by the accused and must provide a summary of the points to which each is expected to testify.

4. The accused will be entitled to all rights guaranteed in the “Student Rights” section of this document.

5. The Honor Council president or the chairperson of the special panel shall preside at the hearing and shall rule on the admissibility of all evidence introduced during the hearing and on all other matters raised at the hearing. Formal rules of evidence will not apply.

6. A hearing will generally be held in the following order:
   a. The president will introduce those present.
   b. The president will make a statement emphasizing the confidentiality of the proceedings.
   c. The president will answer any questions concerning hearing procedures.
   d. The president will read the charges against the accused.
   e. The accused will enter a plea of “not guilty” or “guilty.”
   f. The president will direct the investigators to provide all evidence gathered regarding the alleged violation. This may include the questioning of witnesses (including the accused, unless the accused elects not to testify) and the presentation of evidence requested by the accused. The investigators, the members of the hearing board, the accused and his or her designated representative will have the opportunity to question each witness.
   g. The accused or his or her designated representative may present concluding remarks.
   h. All persons will leave the hearing room except the hearing board members.
   i. The hearing board will first consider the guilt or innocence of the accused. The hearing board may recall any witness who testified during the hearing. The accused or his or her designated representative shall have the right to be present during any additional testimony and, with the permission of the president, may question these witnesses. These deliberations will not take into consideration the penalty to be imposed if the accused is found guilty. Only information introduced during the hearing may be considered. A guilty finding must be based on the standard of proof beyond a reasonable doubt. At least seven votes will be required for a finding of either guilty or not guilty. The vice president will be a voting member in deliberations over guilt or innocence.
   j. The hearing board may, after a reasonable period of deliberations, find that it cannot reach a decision. In that event, the president will then determine whether deliberations will continue or whether consideration should be given to setting a new hearing date. A decision to set a date for a new hearing shall be made by the president after consulting with the coordinator and will not be appealable. If the president does not set a new hearing date within one week of the original hearing, the charges against the accused shall be considered to have been permanently dropped. The new hearing should take place as soon as reasonably possible after the original hearing, which in most cases will be no later than 20 class days after the original hearing.
k. In the event of a decision of guilty, the hearing board will commence deliberations regarding the penalty to be imposed. The president will participate in these deliberations but will not have a vote. Imposition of the expulsion penalty will require at least seven votes.

l. The decision will be announced in the presence of the accused or his or her designated representative if either is then present.

m. The president will inform a convicted student of the appeal procedure and will answer any questions.

7. If an accused refuses or fails to appear at a hearing after being properly notified the hearing will proceed.

8. The accused may request one postponement of the hearing by contacting the president at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.

9. If a student who is found guilty does not appeal the decision within five class days of written notification of the decision, 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.

10. If the accused wishes to have his or her case heard when witnesses are not available, the right to question witnesses may be waived in writing and the written statements of all witnesses will then be accepted as evidence and testimony by the hearing board or special panel. The accused student may, however, challenge the validity of the testimony given in these statements by presenting witnesses (including the accused) who will testify on behalf of the accused.

Special Panel Provisions

1. The hearing body shall be a special panel consisting of one faculty member and two students appointed by the Honor Council coordinator or vice president for any student charged with an honor violation.
2. The special panel shall select a chairperson from among its members. The chairperson will have full voting rights and will, in addition, have the same powers and responsibilities at a special panel hearing as the Honor Council president has at a hearing board hearing.

3. Each special panel hearing shall be held as soon as reasonably possible after the investigation is completed. The coordinator may grant a request for a postponement of the hearing only if the coordinator finds that special circumstances exist that would make it inequitable to proceed with an immediate hearing.

4. A finding of guilty will require the unanimous vote of the special panel. If, after a reasonable period of deliberations (as determined by the chairperson), a unanimous finding of guilty has not been reached, the hearing panel shall find the student not guilty.

5. The imposition of the expulsion penalty for a student found guilty will require the unanimous vote of the special panel.

Appeals

1. Any student found guilty by a hearing board or special panel will have the right to appeal within five class days of receiving written notice of the decision by providing a written statement justifying an appeal to the coordinator. The justification must be based upon the availability of new evidence or the violation of due process rights of the convicted student.

2. The vice president for academic affairs will designate an academic dean (on a rotation basis) to chair the appeals committee, which will be the appeal body except in the circumstances described below. The committee will consist of three members: the chairperson, and a student and faculty member appointed by the Honor Council vice president or the coordinator.

3. Appeals presented during the last two weeks of spring semester classes or during the period between the end of spring semester classes and the first day of classes of the next fall semester will be heard by the vice president for academic affairs or such vice president's designee, who in those circumstances will be the appeal body in lieu of the appeals committee.

4. The appeal body or an investigator will notify the student in writing of the date, time and place of the appeal hearing.

5. At the appeal hearing, the appeal body will review the record of the original hearing and may recall witnesses for clarification purposes or receive additional evidence or testimony in order to determine whether the decision of the hearing body should be changed due to the availability of new evidence and/or the violation of the due process rights of the student.

6. The appeal body will then take one of the following actions:
   a. Affirm the guilty finding and penalty imposed by the hearing body.
   b. Affirm the guilty finding but reduce the penalty (but not below the minimum penalty).
V. University Honor System

- c. Find the student not guilty and dismiss the charges.
- d. Order a new hearing.

If the appeal body is the appeals committee, two votes will be necessary to take any action other than to affirm the guilty finding and penalty imposed by the hearing body. A student may not be given a more severe penalty as the result of an appeal.

7. The appeal body will notify the Honor Council president and coordinator of any decision to reverse a guilty verdict or to grant a new hearing. If the decision of the appeal body is to affirm the guilty finding, the appeal body will promptly report its decision (including the recommended penalty) to the president of the university.

**Final Review by the President of the University**

1. As soon as reasonably possible after the conclusion of the applicable proceedings in which a student is found guilty of an honor violation, a report of the outcome shall be submitted in writing to the president of the university, who shall render the final decision in the matter.

2. The president need not review the entire record of the hearing or the deliberations of the appeal body before making a decision.

3. The president will take one of the following actions:
   - a. Affirm the guilty finding and penalty
   - b. Affirm the guilty finding and reduce the penalty (but not below the minimum penalty)
   - c. Find the student not guilty and dismiss the charges
   - d. Order a new hearing

4. The president will promptly notify the student and the Honor Council office in writing of the decision.

5. In addition, if the president affirms the guilty finding, copies of the decision will be sent to the vice president for academic affairs, the vice president for student affairs, the assistant vice president for finance, the director of residence life, the university registrar, the Honor Council president and the Honor Council coordinator. This notification will include only the final decision and will not be a report of the proceeding itself.

**Miscellaneous Provisions**

**Restrictions on Graduation**

A student who is subject to an honor investigation or who has been charged with an honor violation may not graduate from the university until the case is dismissed, the charges are dropped, the student is found not guilty or a guilty finding is reversed by an appeal body or by the president of the university. A student who is found guilty of (or pleads guilty to) an honor violation may not graduate from the university until the student completes any additional course work resulting from the penalty and the suspension period has expired. A student who has been expelled from the university on account of an honor violation may neither graduate from nor re-enroll in the university at any time.
Effects on Official Records

If a student is expelled from the university on account of an honor violation, the student's official university records will so indicate. If a student is suspended from the university on account of an honor violation:

- any copy of the student's transcript which is prepared or sent out between the imposition of the penalty by the president of the university and the end of the suspension period will bear the notation "NOT IN GOOD STANDING," and
- after the end of the suspension period, the grade of "F" in the course in which the violation occurred will remain, but there will be no reference to the honor violation in the student's official university records.

Nature of Proceedings

In adopting the Honor System, the university recognized that errors in procedures and rulings may sometimes occur. Therefore, considerable latitude must be permitted in order to avoid excessive legalism. The goal of the Honor System is to ensure that there is basic fairness. Thus, for example, an accused student should not be unduly penalized for an inadvertent failure to comply with a specific procedure. Similarly, a violation of a procedure by a member of the Honor Council which, in and of itself, is not major and would not be expected to result in a different outcome for a student should not be considered to be a violation of the student's due process rights.

Confidentiality

CONFIDENTIALITY REGARDING ALL HONOR CASES IS AN ABSOLUTE MUST.

Impartiality

If any member of the Honor Council, a hearing board, a special panel or an appeal body believes that there are circumstances (for example, prior acquaintance with the accused student or the reporter) that may impair his or her ability to render a fair judgment or to fulfill his or her responsibilities with respect to an honor case in an unbiased manner, that member should request to be excused from his or her responsibilities with respect to the applicable case. If an accused challenges the impartiality of any such member and the Honor Council president or coordinator determines that there is reasonable justification for such challenge (which must be presented as soon as possible after the accused becomes aware of the relevant circumstances), such member shall be excused from his or her responsibilities with respect to the applicable case. In any such event, a substitute for the excused member will be appointed by an Honor Council officer or the coordinator.
Honor System Organization

Honor Council Coordinator

The vice president for academic affairs will recommend and the Honor Advisory Board will approve the selection of the Honor Council coordinator, whose position will include the following duties:

1. To assign a penalty in cases in which the accused student chooses the administrative option.
2. To handle all major correspondence and administrative matters related to the Honor System except matters assigned to the Honor Council officers and investigators.
3. To assist in the training of all Honor Council members.
4. To provide assistance to investigators in the gathering and presenting of evidence related to an alleged honor violation.
5. To approve the appointment of additional volunteer investigators to assist in the gathering and presenting of evidence related to an alleged honor violation.
6. Along with the investigators, to decide whether there is sufficient evidence to charge a student with an honor violation.
7. To gather and present evidence at hearings during the summer break or other times when investigators are unavailable.
8. To serve in the role and capacity of adviser to the Honor Council.
9. To take such other actions as may be authorized from time to time by the Honor Advisory Board in order to fulfill the spirit and intent of the Honor System.

Honor Council

1. The Honor Council will have approximately 106 members as follows:
   a. The president and vice president, who 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 election. If no candidate receives a majority vote, a run-off election will be held between the two candidates who receive the greatest number of votes in the first election. Any full-time student in good standing will be eligible to run for these offices.
   b. Approximately four student investigators to be selected by the Honor Advisory Board.
   c. Approximately 50 faculty members to be nominated from each academic department and approved by the Honor Advisory Board, none of whom will hold an administrative position higher than department head.
   d. Approximately 40 undergraduate student representatives to be selected by the Honor Council officers from applications submitted to the Honor Council.
   e. Approximately 10 graduate student representatives to be selected by the Honor Council officers from applications submitted to the Honor Council.
2. The terms of the members of the Honor Council will be as follows:
   a. The president, the vice president and the investigators will take office on the date of the May graduation following their election and will serve until the next May graduation.
b. The faculty members and student representatives will serve for the full academic year following their election, beginning with the start of the fall semester.

3. The duties of the Honor Council members will be as follows:

a. **President** — The president will serve as the chief executive officer for the James Madison University Honor System and will have the following specific duties:
   - The president will chair all hearing board hearings with no vote. He or 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 board votes on guilt or innocence.
   - The president will be responsible for maintaining adequate communication on Honor System matters with the SGA administrative vice president, the vice president for academic affairs, college deans, departmental liaisons and the president of the university.

b. **Vice President** — The vice president will assume all presidential duties in the absence of the president and will have the following additional duties:
   - The vice president will serve as a regular voting member of hearing boards and will preside over all hearing board deliberations.
   - The vice president will be responsible for organizing all hearing board hearings (including the taping of all hearings and the securing of all tapes).
   - The vice president will provide assistance to the chairpersons of special panels and appeal bodies in connection with the organization of those hearings.

c. **Investigators** — Investigators will have the following duties:
   - The investigators will investigate and gather evidence related to alleged honor violations.
   - The investigators will decide with the Honor Council coordinator whether there is sufficient evidence to charge a student with an honor violation.
   - The investigators will provide all relevant evidence at hearings.
   - The investigators will assume such other duties as may be assigned by the Honor Council president.

d. **Representatives** — Student representatives will have those duties assigned from time to time by the officers, including the following:
   - Representatives will serve on hearing boards and committees when selected to do so and will be responsible for attending all hearings and meetings to which they are assigned.
   - Representatives will be responsible for communicating with students and faculty on matters concerning the Honor System.
   - 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** — The Honor Council president, vice president and coordinator will be responsible for the preparation of Honor Council members to fulfill their duties and responsibilities, through one or more orientation meetings or other methods.
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5. Removal from the Honor Council
   a. Honor Council officers and investigators may be removed from membership on
      the Honor Council for violations of the Honor Code, major violations under the
      University Judicial System, violation of the Honor System confidentiality requirement,
      academic suspension, or failure to fulfill any of their assigned duties related to the
      Honor System. A written statement fully describing the reasons for removal and the
      procedures to be followed must be given to the person being considered for
      removal at least one week prior to the final vote of the Honor Advisory Board.
   b. An officer or investigator may be removed by the Honor Advisory Board. The
      person being considered for removal may not vote or be present at the deliberations
      of the board (which will be closed) but will have the opportunity to address the
      board before deliberations begin.
   c. Representatives may be removed by the Honor Council officers and coordinator
      for any of the causes for removal of an officer or investigator, or for failure to fulfill
      the duties of a representative.
   d. If 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 Honor Council
      from the current members of the council, and a new representative will be
      appointed by the Honor Advisory Board. This procedure will also be followed
      if the vice president resigns or is removed from office.
   e. If an investigator resigns or is removed from office, the Honor Advisory Board will
      select a person to complete his or her term.

Honor Advisory Board

There will be an Honor Advisory Board which will be comprised of the following
members: the Honor Council coordinator, president, vice president and investigators; the
SGA administrative vice president; the vice president for academic affairs or his or her
designee; 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 the non-voting chairperson of the 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 Honor Council investigators.
4. To remove Honor Council officers and investigators from the Honor Council.
5. To act individually and collectively in an advisory capacity to the Honor Council.
6. To make changes in the procedures, definitions and powers relating to the James
Madison University Honor System. Any changes will not reduce the rights of an
accused student to receive a fair hearing with full protection of due process.

A quorum at a meeting of the Honor Advisory Board will consist of a majority of
its voting members. The board may take action:
   • at a meeting at which a quorum is present — upon the vote of a majority
     of its voting members who are present at the meeting or
   • without a meeting — by the written consent of a majority of its voting members.
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.
Ombudsperson

Dr. Teresa A. Gonzalez
Associate Vice President for Student Affairs/Student Development
Alumnae Hall, Room 208
568-3404

The associate vice president for student affairs/student development 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 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 Life

Michael Way
Assistant to the Associate Vice President for Student Affairs
Alumnae Hall, Room 106
568-6167

Kristen Radcliffe
Assistant Director of Greek Life and Orientation
Phillips Center, Room 202
568-6099

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 or 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.
Center for Multicultural Student Services

Byron Bullock  
Assistant to the Associate Vice President for Student Affairs  
Warren Campus Center, Room G-10  
568-6636

The Office of the Associate Vice President for Student Affairs is responsible for assessing the needs of students of color and coordinating services and programs designed to meet these needs. The office coordinates, advises and acts as ombudsperson for students of color and student leaders. The staff advises and assists multicultural 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 students of color.

Center for Off-Campus Living

Melodie Maher  
Center for Off-Campus Living  
Warren Campus Center, First floor  
568-6071

The Center for Off-Campus Living is responsible for assessing the needs of off-campus students and coordinating services and programs designed to meet those needs. The commuter student council is composed of off-campus students interested in developing and implementing assistance with the special needs of students who live off campus. Any student needing assistance with lease reviews, landlord-tenant difficulties, parking problems or other concerns should contact the coordinator of the Center for Off-Campus Living or the Office of the Associate Vice President for Student Affairs. New and returning off-campus 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 students to assist with deposits required by participating utilities. For further information, contact the center or the university cashier's office in Wilson Hall.

Disability Services

Tracy Hakala  
Disability Services Coordinator  
College of Education and Psychology Building, Room 102  
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

Dr. Linda Locher, Director
Shirley Cobb-Peters, Associate Director
Randy Haveson, Counselor
Tom Metzinger, Counselor
Dr. Lamieh Salimi, Counselor
Dr. Alan Schwitzer, Counselor
Celeste Thomas, Counselor
Alumnae Hall, Room 200
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 care about you.

Counseling and Psychotherapy

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 can be both helpful and productive. The Counseling and Student Development Center treats all contacts with students on a confidential basis.

The Counseling and Student Development Center offers individual and group counseling and psychotherapy for personal, social, emotional, vocational and academic concerns. In counseling, a student and the counselor work together to assess and understand the student’s situation, to set goals, and to work to meet those goals. This work often involves connecting feelings, thoughts and behaviors which can empower the student to make changes in his or her life.
VI. Student Affairs

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.

Consultation

The Counseling and Student Development Center also offers consultation services. A student may meet with a counselor to discuss a concern they have about an acquaintance, friend, colleague or family member. Together the student and counselor consider how to address the situation and the people involved. A consultation can address what resources may be available, how to make a referral for counseling, and/or how to help another person without becoming part of the problem.

Appointments

Whether counseling or consultation, the first step is to make an appointment to meet with an intake counselor. The student and counselor will meet briefly to discuss the student's concerns or requests. Based on this discussion the counselor and student will decide what actions to take. If the student decides on counseling or therapy the intake counselor will connect the student with a counselor. To make an appointment, call or come to the office Monday-Friday between 8 a.m. and 5 p.m.

In the case of an emergency or crisis a student can meet with a counselor upon request during regular office hours. If an emergency arises outside of regular office hours, a student can seek assistance through the Department of Public Safety, 568-6911.

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 academic progress at the university. 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 be seen on an individual basis or become part of a study skills groups. Students should contact the Counseling and Student Development Center (568-6552) for more information.

Peer Mentor Program

In addition to the personal and academic services available to all students, the Counseling and Student Development Center coordinates the Peer Mentor Program. Peer mentors are sophomore, junior and senior multicultural students who serve as a support network to multicultural freshmen who experience personal or academic difficulty. Students should contact the Counseling and Student Development Center (568-6552) for additional information.

Tutoring Program

The tutoring program offers the student an opportunity to examine any difficulty he or 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 help determine if tutoring is appropriate. If the professor recommends tutoring, students should come by the center to sign up and obtain additional information.
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 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.

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 multicultural 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
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 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**

**Jim McConnel**  
Director of Residence Life  
Alumnae Hall, Room 102  
568-6275

**Maggie Burkhart**  
Associate Director of Residence Life  
Alumnae Hall, Room 102  
568-6275

**Christopher Gatesman**  
Assistant Director of Residence Life  
Administration  
Alumnae Hall, Room 103  
568-6489

**Hugh Brown**  
Assistant Director of Residence Life  
Training and Development  
Huffman Hall  
568-3501

**Stephanie Smythers**  
Area Coordinator  
Hillside and Village Areas  
Huffman Hall  
568-3501

**Wanda Anderson**  
Assistant Director of Residence Life  
Special Projects  
Chandler Hall  
568-6671

**Gerald Lamb**  
Area Coordinator  
Bluestone and Lake Area  
Chandler Hall  
568-6671

**John Ventura**  
Assistant Director of Facilities  
Huffman Hall  
568-7576

**Joan Ruckman**  
Assistant Director of Residence Life  
Finance and Personnel  
Huffman Hall, 568-7576

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.
VI. Student Affairs

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 area coordinators 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.

The Office of Residence Life reserves the right to make administrative room changes. Administrative room changes may be required for reasons including the consolidation of space, maintenance or mechanical malfunctioning of assigned space, personal safety or health related issues, and failure to comply with the housing and food services contract, university policies or community lifestyle standards.

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 assistant 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 or her private space, yet the student has a responsibility to his or 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 Calendar” when he or 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. Kegs, “party balls,” and distillation processes as well as other large sources of alcohol such as, but not limited to, punches and grain alcohol are not permitted within or in the vicinity of the residence halls.
VI. Student Affairs

3. The use or possession of “beer bongs,” “funnels,” or other paraphernalia which can promote irresponsible consumption of alcohol is prohibited.

4. All private parties in room 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.

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 rooms 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 or 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 3 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
A residence hall room adequately accommodates the two (or three) persons to whom it is contracted and a few of their guests. Overcrowding rooms are a safety concern and an issue of community welfare. Therefore, the following have been established as guidelines:

1. Overnight guests of the same gender are permitted in residence halls provided reasonable space is available and the roommate(s) do not object. Students are to ask their roommate(s) and notify their resident adviser if they plan to have overnight guests.
2. Guests may stay overnight in student rooms only.
3. Hosts are responsible at all times for the activities and actions of their guests. Guests who violate any residence hall or university policy may be required to leave. Damages attributed to a guest may be charged to the host. Guests must be escorted by their resident host at all times.
4. Residents may not have overnight guests during final examinations.
5. Guests may not stay overnight for more than two consecutive nights without special permission from the hall director.

**Public Area Parties**

Residence hall students have the opportunity to reserve and use a designated public recreation area in their hall for a private party or social activity. Please see your hall director to obtain specific procedures to reserve a public area for a party.

**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 guidelines:

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.
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 or distribute items in residence halls should refer to the solicitation statement outlined in “Soliciting, Petitioning, selling, Surveying and Publicizing” on pages 28 and 29. Those wishing to distribute materials in the residence halls should refer to the “Livin’ On Calendar.”
Quiet Hours

Within the residence halls, time periods have been designated as “Courtesy Hours” and “Quiet Hours” to promote an environment conducive to living and learning. The university is committed to providing students with housing in which they may grow and develop both personally and academically. The development of an atmosphere conducive to study is the mutual responsibility of all the residents. Therefore, the following guidelines have been established:

1. Students are required to be considerate of the needs of others at all times and to govern the noise level of their stereos and gatherings accordingly. Courtesy hours are in effect at all times.

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

3. The residents of each hall can vote to lengthen 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 the new hall councils at the beginning of a new academic year.

4. Prior to the adoption of quiet hours for a new academic year, quiet hours are 11 p.m. to 9 a.m. weekdays starting Sunday and 2 a.m. through 10 a.m. weekends. Quiet hours will begin on the first evening the residence halls are open.

5. Quiet hours are in effect 24 hours a day beginning the evening before Reading Day until the end of examinations. Hall staff in each area may select a short period of time each day when the quiet hours are not enforced, but courtesy hours will remain in effect at that time.

6. The minimum time required for quiet hours in every residence hall is from 11 p.m. to 9 a.m. weekdays, starting Sunday and 2 a.m. to 10 a.m. weekends.

7. Radios, stereos, musical instruments and sound amplification equipment may be used by residence hall students as long as the use of the equipment does not disturb other
residents, faculty members or neighbors. The placement of speakers in room or suite windows is prohibited.

**Roofs, Balconies, Windows and Screens**

Students are not allowed on roofs, ledges, or elevated balconies of residence halls. Students may not sit in or hang out of open windows. The deliberate removal of screens from any residence hall window or any damage to a screen is also prohibited.

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

**Visitation**

There are differences in age, experiences and values among residence hall students; therefore, the university has developed a differentiated housing system which provides students opportunities to choose a living environment in which they will feel most comfortable. In all halls, hours are provided for visitation by members of the opposite sex. The policies below are to be followed during all periods of visitation:

1. Visiting hours are from 9 a.m. through midnight on Sundays through Thursdays and 9 a.m. to 2 a.m. Fridays and Saturdays.
2. Guests must be escorted by a resident of the hall in which they are visiting.
3. During non-visitation hours, guests of the opposite sex are only permitted in designated 24-hour study lounges. Areas are designated for 24-hour study by hall councils. In those 24-hour study areas, all non-residents must be escorted at all times.
4. 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 policies.
5. 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.
6. 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.
Student Activities

Randy Mitchell
Director of Student Activities, Recreation and Warren Campus Center
WCC Administrative Office
568-3787

Dr. Lee Ward
Associate Director of Student Activities
WCC Administrative Office
568-3788

Dr. Diane Fuqua
Coordinator, Center for Service-Learning
WCC, Room A227
568-6366

Kathy Koch
Assistant Director of Student Activities for Recreation
Godwin Hall, Room 213
568-6669

Susan Shipley
Assistant Director of Student Activities for Programming
WCC, Room A231
568-6217

TBA
Assistant Director of Student Activities for Campus Center Operations
WCC Administrative Office
568-3789

Iris Zimmerman
Assistant Director of Student Activities for Organizational and Leadership Development
WCC, Room A205
568-6613

Services

The Office of Student Activities offers social, cultural, educational, recreational, developmental and experiential activities for the JMU community. Event planning and facilities management, entertainment promotion, leadership education and development, recreational activities, organizational support, and community service-learning opportunities are among the many programs, services and resources coordinated by student activities.

Event Planning

The event planning office provides a variety of services and facilities for student organizations, faculty, staff and off-campus groups. Facilities are available for meetings, workshops, receptions, dances, banquets, seminars and conferences. Student
Organizational sales space, information tables, display cases, and university vehicles can also be requested. The event planning staff are available to advise groups in all aspects of program planning.

**University Program Board**

Campus entertainment is scheduled through the University Program Board, a student organization advised through the Office of Student Activities. Concerts, films, speakers, trips and numerous other activities designed to complement the educational mission of JMU are arranged by the UPB. The board also solicits collaborative programs with other student organizations and university departments. Committees for which students may volunteer include film, club, musical events, global awareness and contemporary issues, ticket, technical services, publicity, public relations, financial management and internal student development and communications.

**Leadership Education and Development (LEAD) Center**

The Leadership Education and Development Center, located on the first floor of the Warren Campus Center addition, provides JMU students with opportunities and experiences that will provide knowledge, develop skills and shape attitudes that will become the foundation for lifelong leadership. Through programs such as Emerging Leaders, the Leadership Series and Outriggers Peer Leadership Consultants, students are encouraged to examine their own and other’s leadership styles as well as explore their current and future roles as civic leaders. The LEAD Center also serves as a clearinghouse for leadership information and a resource library for JMU students and staff.

**Center for Service-Learning**

The Center for Service-Learning (CS-L) is a program through which students can become actively involved in building community at JMU and in the local community. Supported by faculty, administration and community agencies, the center sponsors programs and activities which provide students opportunities to contribute time and energy to over 50 local community agencies. Students are placed in appropriate settings with varied populations according to their skills and interests or as part of a course requirement. Service to others is a rewarding and enjoyable activity and an important aspect of student development, leadership, values education and citizenship.

**Recreational Activities**

Recreational activities provide opportunities for student involvement in intramural activities, sport clubs, aerobic and fitness programs, informal recreation, clinics, and special events. Facilities on campus available for competitive and informal recreation include the Godwin Wellness Center, Sinclair Gymnasium, Savage Natatorium, racquetball and squash courts, a free weight room, and the Hillside and Logan fitness centers.

Activities include basketball, tennis, cross country, soccer, swimming and diving, racquetball, bowling, volleyball, squash, wrestling, softball, weight lifting, badminton, wallyball, and aerobics. Services include fitness assessment, assistance with club coordination, leagues and tournaments, and recreation resources.

Sport clubs are student organized, non-varsity teams that compete state-wide and regionally with other collegiate club teams. Sport clubs are funded by the recreational activities office and advised by faculty/staff.

Intramural activities are scheduled athletic competitions within the JMU community. Students/faculty and staff may sign up for this competition by the stated guidelines in the “Recreational Activities Schedule of Events.” Varsity and current sport club athletes are not eligible for intramural competition in the same sport in which they participated in college.
Facilities

The facilities and services related to student activities are designed to facilitate the exchange of ideas, the pursuit of leadership roles and responsibilities, the enjoyment of varied program offerings, and to support the needs of the university community.

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 1971 to serve as the base from which many student activities originate. The original facility includes the JMU Bookstore, the post office, dining services, the student ticket office, several meeting rooms and lounges, and the student activities administrative offices. The Warren Campus Center addition, completed in July 1993, houses the WCC Gameroom, the Center for Off-Campus Living, student organization offices, the Leadership Education and Development Center, the Center for Service-Learning, office of the Student Government Association office and the University Program Board, Dukes Duplicates, and a variety of meeting rooms and lounges.

Grafton-Stovall Theatre

The 630-seat Grafton-Stovall Theatre was dedicated in 1979 and named for two former members of the JMU Board of Visitors. A part of the Warren Campus Center complex, the theater is used for films, lectures, theater productions, entertainment and large meetings.

Phillips Center

Located adjacent to the Warren 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.

University Farm/Pavilion

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 I-81. Both facilities are available for use by members of the university community through the event planning office. The farm and pavilion are unavailable from Nov. 15 through March 15 each year. A deposit is required when either space is reserved.

Godwin Hall

Located adjacent to the football turf, this building houses the recreational activities; kinesiology, athletics and dance departments. Recreational facilities available for student/faculty/staff use: Godwin Wellness Center, located on the first floor. This center features Cybex strength equipment, Lifecycles, Lifesteps, Stairmasters, Concept II Rowers and Monark bikes. Fitness assessment and exercise prescription are available by appointment. A 25-yard, eight lane swimming pool, free weight room, equipment issue room and outing center, four gym courts, martial arts room, three squash and three racquetball courts and locker rooms are also housed in Godwin Hall.

Bridgeforth Stadium

The football field is a turfed surface with a running track on the outside perimeter. The visitor section of the stadium houses six racquetball courts.
Hillside and Logan Residence Hall Fitness Centers

These fitness centers are located in the basement of Hillside and Logan residence halls. They are co-ed facilities featuring Lifecycles, Lifesteps, a Stairmaster and Concept II Rowers. There is also Universal gym equipment for circuit training. Hillside fitness center is used extensively for aerobics classes sponsored by the recreational activities office.

JMU Nature Trail

Enjoy a walk or run along the scenic nature trail adjacent to the JMU arboretum. A map is available on site.

Fields

There are two grass fields located above the Convocation Center that are used specifically for sport clubs. One is a softball field for women's fast pitch. The other is a 100-yard field used for men's and women's rugby. There are additional grassy spaces adjacent to Godwin Hall and the Warren Campus Center that can be used informally by the JMU community.

Policies

Recognition of Student Organizations

All new student organizations must be approved by the Commission on Student Services, the Student Clubs and Organizations Subcommittee and 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. Women’s and men’s social fraternities must additionally be approved by the appropriate governing
bodies prior to review by the commission. 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 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.

   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.

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**

In the spring of each school year the finance committee of the Student Government Association holds hearings for organizations wishing to receive front-end budgeting. A portion of student fees is set aside, making up the student activities fund from which these organizations receive their funding. The remainder of the fund becomes the contingency account. All other recognized student groups may apply for funding through the contingency account. In general, the student activities fees will be allocated in support of cultural, educational, service and entertainment events which intend to appeal to the general student population.

**Student Government Contingency Account**

The contingency account is available to recognized student organizations for funding during the year. The account is monitored by the SGA finance committee, and all requests will be heard by this body before its recommendations are sent to the Senate and Executive Council for approval. The purpose of the SGA contingency account is to support those events or functions which appeal to all JMU students and which are most likely to benefit the student population. (See Student Organization Handbook for further details.)

**Sound Amplification Equipment**

Sound amplification equipment may be used for such outdoor student activities as band performances, dances or programs of a similar nature between the hours of noon to 1 p.m. and 5 to 6 p.m. on The Commons. 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 event planning office in the Warren Campus Center. An activity request and space contract must be initiated and completed, signed by the organization’s advisor and approved by the proper authorities to 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 regulations:

1. All reservations must be made at least 48 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 Office of Food Services prior to reserving space. 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 and audio-visual equipment must be requested in advance to ensure 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 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 properly 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 assistant director of the Warren Campus Center/student activities office or his/her designee. Rearrangement of furnishings or equipment must also have his or 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 assistant director or his or her designee.

8. Bannering 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 the Office of 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 8 inches by 11 inches; 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 assistant director or his or her designee.

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 2 a.m. and patrons must leave by 2:30 a.m.

14. After 5 p.m. on weekdays, on weekends and at special activities, the night manager 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 night manager’s decision is final.

**Student Sales**

The following regulations apply to all recognized student clubs and organizations that reserve space for the purpose of sales and solicitation. These regulations are intended for the purpose of fair access to sales space for clubs and organizations, to verify organizational sponsorship of sales projects and to encourage group participation in fund-raising projects. Additional information is available from the event planning office.
The procedure to follow for sales reservations is as follows:

1. Secure space for sale from the event planning office.
2. Complete Organizational Fund Raising form and obtain approval from the director of the bookstore. If food is involved, approval must be obtained from JMU Dining Services.
3. Return form with required signatures and approvals at least two weeks prior to the sale to the event planning office.
4. Mail Vendor Information Sheet to vendor.
   - **It is the organization's responsibility to ensure that the vendor is aware of all fees and regulations.**
5. In case of cancellation, immediately inform the event planning office. Confirmation and approval of “replacement vendor” must be in at least two days before the date of the sale.

Student clubs and organizations are limited to two days per semester for sales and solicitation on WCC West Patio and one day per semester for sales on The Commons during “market days.” Sales opportunities are limited and are available on a first-come, first-served basis.

Check-in is between 8 a.m. and 9:30 a.m. every day without exception. Hours of sale are from 9 a.m. to 4 p.m., Monday through Friday, unless otherwise specified. Vendors will not be allowed to set up after 9:30 a.m.

It is the responsibility of the student organization to negotiate an agreement with the vendor regarding the organization's percentage of profit, flat fee, etc. and to provide the vendor with the list of applicable fees and regulations (available in the event planning office).

**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, dining services, 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. All programs must be coordinated through the event planning office in Warren Campus Center and are subject to the review of the director of student activities or his or her appointee. All activity policies including space reservations, guest speakers, demonstrations and use of facilities apply to The Commons. In case of inclement weather, events will be cancelled.

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.

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 (15 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 Alumnae 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.

13. The farm and pavilion are closed from Nov. 15 through March 15.

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. All drivers must sign an alcohol statement prior to usage.
2. Vans and buses may not be used for transportation to or from parties including all events at the University Farm and other off-campus locations.

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

4. The operators of state vehicles must be valid licensed drivers.

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

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

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

8. Keys must be picked up by the driver only at the transportation office before 4 p.m. (for the student activities van — keys must be picked up by the driver only at the student activities office before 4 p.m.). Student activities vehicle keys must be returned to the event planning office immediately following the trip. If the office is closed, keys should be returned to the WCC Information Desk. Transportation vehicle keys must be deposited in the drop box at the transportation office immediately upon return of pool vehicles. Failure to do so may result in denial of future use.

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

10. 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 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 administrative offices. These boards or display cases are restricted to use for university or department announcements, graduate program brochures and other official academic notices.
VI. Student Affairs

3. General Policy

Prior to posting materials on general purpose bulletin boards, 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 8 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. Organizational and academic 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 permission 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.
- 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 has 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, and a contact number and phone number 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 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 through the student activities scheduling office.

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 2 a.m. in the Phillips Center with all participants out of the facility by 2:30 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. 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. Disc jockey's and bands are required to supply their own sound equipment.

5. 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.

6. Maximum capacities for these facilities are as follow:

   - WCC Ballroom — 150 people
   - Phillips Center (all) — 600 people
   - Phillips Center (north) — 250 people
   - Phillips Center (south) — 350 people.

7. 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.

8. 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).

9. 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.

10. 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.

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

12. A dance/concert form must be approved by the student activities event planning office two weeks prior to the event.

**Student Media**

The Bluestone, the student yearbook; The Breeze, the student newspaper; and WXJM, the student radio station are each governed by a separate media board appointed annually by the president of James Madison University under charters approved by the JMU Board of Visitors.

Questions and concerns about these media should be directed to their student editors or managers. Unresolved issues should be referred to the chair of the appropriate media board.
Office of Career Services

Anna Lynn Bell, Director
Bruce Matthias, Assistant Director
Nina Stensby-Hurst, Assistant Director/Career Counselor
Sonner Hall, Room 206
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.

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 conduct an effective job search 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 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 and Student Employment

John H. Sellers, Director
Eleanor Martin, Assistant Director
Cheryl Rader, Assistant Director
Keith Wellings, Assistant Director

Hoffman Hall
568-6644

The Office of Financial Aid and Student Employment 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 and making satisfactory academic progress to be considered for financial assistance.

The philosophy underlying all programs of assistance is that parents and the student have an obligation to finance the education of the student according to 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 and Student Employment is the liaison between the students and the organizations providing 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 processing 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 should notify the Office of Financial Aid and Student Employment in writing of any other form of financial assistance received during the period for which aid is granted. This applies to awards granted either prior to enrollment or at a later date. Such awards may include scholarships, loans, assistantships or fellowships which are not awarded by or in cooperation with the Office of Financial Aid and Student Employment.

Satisfactory Progress

The Office of Financial Aid and Student Employment has established minimum standards governing satisfactory academic progress that a student must meet to be considered for financial aid. 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, hours completed and percentage of work completed toward degree requirements. Students who fail to meet these requirements will be denied aid. If aid is denied and the student has extenuating circumstances, a letter of appeal may be submitted. Appeal forms may be obtained at the Office of Financial Aid and Student Employment.

Copies of the satisfactory academic progress policy are available in the Office of Financial Aid and Student Employment. Students receiving aid are provided a copy of the policy in their initial award package.

Application Procedures for Financial Aid

Virginia residents interested in applying for financial assistance should complete a Free Application for Federal Student Aid (FAFSA) and the Financial Aid Form (FAF) and submit both documents to the processing agency in Princeton, N.J., by Feb. 15. Non-Virginia residents need only file the FAFSA. The financial aid packet containing these applications may be obtained at the Office of Financial Aid and Student Employment beginning in January of each year.

In addition, students who are eligible for a Pell Grant should submit their Student Aid Report (SAR) to the Office of Financial Aid and Student Employment in a timely manner. Other documents, primarily tax returns, may be requested once the review has begun.

For transfer students, a financial aid transcript must be submitted from each college previously attended.
Award Revision

When a student receives assistance from sources other than the Office of Financial Aid and Student Employment, 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 a student receives financial assistance that exceeds his or her need as determined by the aid analysis, an overaward exists and repayment of funds by the student 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.

Summer School Awards

Assistance through employment or a Stafford loan program may be available during the summer for students who attend on at least a half-time basis and have financial need as determined by the Office of Financial Aid and Student Employment. In addition, Pell Grants may be given to students who did not receive the full entitlement in the prior academic year. Students should contact the Office of Financial Aid and Student Employment for summer school application procedures.

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 federal, state or institutional 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.
Office of Admissions

Alan L. Cerveny, Associate Vice President
Gary L. Beatty, Associate Director
Laura N. Conklin, Associate Director
Audi B. Barlow, Assistant Director

Varner House
568-6147

The Office of Admissions is responsible for the marketing, recruitment and evaluation of prospective students for admission to JMU. The office accepts applications from freshmen, transfer, re-entry and international undergraduate students. A description of the university's admissions policies and procedures is available in the Undergraduate Catalog.

The office is located in Varner House which serves as the center for the university's campus visitation center. Group conferences and campus tours are held throughout the week and on Saturdays. Campus tours are coordinated and conducted by members of the JMU Student Ambassadors organization. Student Ambassadors also assist the office by visiting their high schools over the holiday break and by assisting in the planning and implementation of the university's Special Visitation Day.

The office also sponsors the university's annual Black Awareness Day and Black Freshman Weekend with the support and assistance of the Students for Minority Outreach organization.

Registration and Records

Sherry Hood
University Registrar
Wilson Hall
568-3731

TBA
Assistant Registrar
Wilson Hall
568-3737

The Office of Registration and Records, located on the first floor of Wilson Hall, is custodian of all academic records including the student transcript. In addition, the office is responsible for registration and course adjustment, grade collection and distribution, transfer credit evaluation, graduation certification and diploma issuance. Policies and procedures are published three times a year in the semester Schedule of Classes.
Student Clubs and Organizations

Advertising Association
Alpha Chi Omega
Alpha Chi Rho
Alpha Epsilon Delta
Alpha Epsilon Rho
Alpha Kappa Alpha
Alpha Kappa Lambda
Alpha Kappa Psi
Alpha Phi
Alpha Phi Alpha
Alpha Phi Omega
Alpha Sigma Alpha
Alpha Sigma Tau
American Criminal Justice Association
American Production and Inventory Control Society
Amnesty International
Animal Rights Coalition
Anthropology Society
Army Cadet Association (ROTC)
Asian American Association
Asian Christian Fellowship
Association for the Education of Young Children
Association of Collegiate Entrepreneurs (ACE)
Association of Computing Machinery
B'nai Brith Hillel Counselorship
BACCHUS
BAHAI Association
Baptist Student Union
Beta Alpha Psi
Beta Beta Beta
Beta Gamma Sigma
Black Student Alliance
Bluestone
BOND
Bowling Club (JMU)
Breeze (The)
Campus Crusade for Christ
Canterbury Club
Caving Club
Catholic Campus Ministry
Chemical Society (The)
Chi Phi
Chrysalis
Circle K International
Civitan Club
Coed Field Hockey Club (JMU)
Coed Water Polo Club
College Bowl Club
College of Nursing Honor Society
College Republicans
Commuter Student Council
Contemporary Gospel Singers
Council for Exceptional Children
Council of Campus Leaders
Cycling Club (JMU)
Dance Theatre (JMU)
Data Processing Management Association
Delta Gamma
Delta Sigma Pi
Delta Sigma Rho
Delta Sigma Theta
Dietetics Club
Dobro Slovo
EARTH
Economics Club (JMU)
English Society (JMU)
Epsilon Chi Omicron Equal
Eta Sigma Delta
Eta Sigma Gamma
Fashion Merchandising Club
Fellowship of Christian Athletes
Fencing Club
Financial Management Association
First Right of JMU
French Club
Freshman Class (UCO)
Geography Club
Geological Association of JMU
German Club (The)
Golden Key National Honor Society
Grace Campus Ministries
Graduate Association
Graduate Business Association
Harmony (Gay and Lesbian Concerns)
Hispanic Studies Club (of JMU)
Honor Council
Honors Scholars Society
Hospitality and Marketing Indian/Pakistani Student Association
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<td>Inter-Fraternal Council</td>
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<td>Inter-Hall Council</td>
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<td>Interior Design Club</td>
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<td>International Affairs Association</td>
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<td>International Association of Business Communicators</td>
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<tr>
<td>International Association of Jazz Educators</td>
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<td>International Business Club</td>
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<td>International Horn Society</td>
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<td>International Students Club</td>
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<td>Inter-Varsity Christian Fellowship</td>
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<td>JMU CHADR (Alternative Dispute Resolution)</td>
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<td>JMU Nursing Students Association</td>
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<td>JMU Tuba</td>
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<td>Junior Class (UCO)</td>
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<td>Kappa Alpha Psi</td>
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<td>Kappa Delta Pi</td>
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<td>Kappa Pi</td>
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<td>Kappa Sigma</td>
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<td>Karate Club</td>
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<td>Keyboard Association</td>
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<td>Lambda Chi Alpha</td>
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<td>Latter-Day Saints Association</td>
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<td>Lutheran Student Movement</td>
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<td>Madison Marketing Association</td>
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<td>Madison Outing Club (JMU)</td>
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<td>Madison Rugby/Football (JMU)</td>
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<td>Martial Arts Club (JMU)</td>
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<td>Mathematics Club</td>
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<td>Men's Lacrosse Club</td>
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<td>Men's Volleyball Club</td>
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<td>M.O.R.E.</td>
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<td>Mortar Board (Inc.)</td>
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<td>Mu Kappa Tau</td>
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<td>Music Educators National Conference</td>
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<td>Music Industry Association</td>
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<td>National Art Education Association</td>
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<td>National Association for the Advancement of Colored People</td>
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<td>National Association of Accountants</td>
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<td>National Flute Association</td>
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<td>National Organization for Women</td>
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<td>National Residence Hall Honorary</td>
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<td>National Student-Speech-Language-Hearing Association</td>
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<td>National Students' Support Council for Africa</td>
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<td>Navigators (The)</td>
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<td>Omega Psi Phi</td>
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<td>Omicron Delta Epsilon</td>
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<td>Omicron Delta Kappa</td>
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<td>Order of Omega</td>
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<td>Panhellenic Association</td>
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<td>Phi Alpha</td>
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<td>Pi Kappa Alpha</td>
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<tr>
<td>Pi Sigma Epsilon</td>
</tr>
<tr>
<td>Pre-Law Society (of JMU)</td>
</tr>
<tr>
<td>Pre-Physical Therapy</td>
</tr>
<tr>
<td>Presbyterian Campus Ministry</td>
</tr>
</tbody>
</table>

VI. Student Affairs
VI. Student Affairs

Psi Chi
Psychology Club (The JMU)
Psychology Graduate Student Association
Public Administration Society

Real Life Ministries/Fellowship
Russian Studies Club (The JMU)

Scabbard and Blade
Science Fiction Fantasy Guild
Senior Class (UCO)
Sigma Alpha Epsilon
Sigma Alpha Iota
Sigma Chi
Sigma Gamma Rho
Sigma Iota Rho
Sigma Kappa
Sigma Nu
Sigma Phi Epsilon
Sigma Pi
Sigma Sigma Sigma

Sigma Tau Delta
Ski Club (JMU)
Ski Racing Club (JMU)
Social Work Organization (JMU)
Society of Philosophy and Religion
Society of Physics Student
Society of Professional Journalists
Sociology Club (of JMU)
Sophomore Class (UCO)
Statistics Club
Stratford Players
Student Ambassadors
Student Christian Outreach Ministries
Student Education Association
Student Government Association
Students for International Experience
Students for Minority Outreach

Students for America
Tau Beta Sigma
Thalia
Unitarian Universalist
United Campuses to Prevent Nuclear War
University Class Organization
University Graphics
University Program Board

WXJM Radio
Wayland Historical Society
Wesley Foundation
Women of Color
Women's Rugby/Football Club
Women's Softball Club
Young Democrats (JMU)

Zeta Phi Beta
Zeta Tau Alpha
The Division of Academic Affairs supports the mission of the university by providing a high-quality education for JMU students of all ages. This includes a broad general education to prepare graduates for all aspects of life as well as specialized education to provide for future career success. Education at JMU provides for affective as well as cognitive development. Faculty research is an important aspect of the academic mission of the university and should support student learning.

This section of the handbook is designed to give 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.

**Academic Advising**

**Dr. William O. Hall**  
Associate Vice President for Academic Affairs  
Wilson Hall, Room 215  
568-6411

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 plan their schedules of classes with their advisers and register for fall semester.

Academic advising is an ongoing relationship between student and faculty. During spring semester, freshmen who have declared a major are assigned to advisers in the department of their major. Students remaining “undeclared” stay with their freshman adviser 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 Program**

The program provides an opportunity for students to examine the study habits and attitudes that may be influencing their academic progress at the university. 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 be seen on an individual basis or become part of an educational skills group. Students should contact the Counseling and Student Development Center at 568-6552 for more information.

**The Reading and Writing Support Labs**

To support the university’s efforts to help students succeed academically and professionally, the Reading and Writing Support Labs offer *individualized* help to any student wishing to improve reading and writing skills. Instruction is coordinated, as much as possible, with class work to meet each student’s specific need. Freshmen may seek assistance in meeting the reading and writing requirements of any course. Upperclassmen 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. These labs are located in Harrison Hall, rooms A125, A131 and A133.

**Mathematics Support Labs**

The Mathematics Support Laboratory offers assistance to students who wish to enhance their abilities with mathematical concepts and skills taught in 100-level and some 200-level mathematics courses. The laboratory, administered by the mathematics department, is located in Burruss Hall, Room 14.

**The Reading Center**

The Reading Center provides diagnostic services for students experiencing difficulty with reading. Independent study materials in reading efficiency are also available at the center, which is located in the Education Building, Room G24.

**Carrier Library**

**Dennis E. Robison**

University Librarian
Carrier Library
568-6996

Carrier Library serves as a focal point for research, study and library instruction at James Madison University. A principle goal is the education of library users, especially students. Programs include instruction workbooks, on-line literature searching, reference services and collection development. The library is open approximately 100 hours per week during the academic year. Except for current periodicals/reserves and special collections, the library’s collections are on open shelves.

To preserve the physical integrity of its collections, Carrier Library prohibits food and drink in the building. The only exception is drinks in mugs that conform to the same specifications as the University Earth Mug, i.e., rigid plastic thermal mugs with rigid snap-on lids. Violators will be asked to immediately dispose of offending materials. Mutilation of any library property, including books, periodicals, videos, microforms, etc., is a violation of Statute 18.2-138 of the Code of Virginia. Student violators are subject to a judicial hearing and are liable for replacement costs. All perpetrators are liable to be charged with a Class I misdemeanor or a Class 6 felony as defined in the code.
**Academic Policies**

**Classification**

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

- **Freshmen** are students with fewer than 28 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.

**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.

**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 Office of Registration and Records 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.

**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 Office of Registration and Records. The registration and 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 registration and records office when the work has been completed.
Credit By 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 head; or,
   — for which a student's grade was assigned 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.

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.

A student is permitted to register for kinesiology (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 requirements (except for kinesiology).
— 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 should 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 course adjustment 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 university registrar 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.

Repeating Courses

A student may repeat any course. All grades will be included in calculating the student's grade point average with the following exception. Each student may elect to repeat up to two courses during enrollment at JMU on a "repeat forgiveness" basis, which will result in the previous grade in the repeated course being excluded from the calculation of the student's GPA. The student must either declare the "repeat forgiveness" option at registration or complete the appropriate adjustment prior to the end of the course adjustment period. A course for which a grade was assigned due to a violation of the Honor System may not be taken on a "repeat forgiveness" basis.

All grades will appear on the student's transcript, but a course that has been repeated will only be counted once toward satisfying graduation requirements.

Course Adjustment

A course adjustment is any change to a student's registered course schedule, including any of the following: changing a credit option, changing a section, adding a course, dropping a course or withdrawing from a course. Depending on the student's course load, adding a course may result in a tuition increase. The deadlines for processing specific course adjustments are stated in the University Calendar or the Schedule of Classes. Freshmen (0-27 credit hours) must secure the prior approval of their faculty advisers for any course adjustment.

The end of the free period (approximately one week after the start of a regular semester's classes) is the deadline for:
• adding a course or changing a section without prior approval of the instructor and the head of the department offering the course,
• dropping a course, or
• making any course adjustment without paying a fee of $10 for each day on which an adjustment is made.

The end of the course adjustment period (approximately one week after midterm grades are due for a regular semester) is the deadline for:
• changing a credit option, or
• withdrawing from a course.

Dropping or Withdrawing from a Course

Dropping and withdrawing are different actions that have different results, although both result in the termination of a student's enrollment in the course. Dropping a course must be completed by the end of the free period. There is no fee to drop a course, and the
dropped course will not appear on the student's transcript. Depending on the student's course load, dropping a course may result in a tuition reduction.

Withdrawing from a course occurs after the end of the free period, but prior to the end of the course adjustment period. A grade of “W” for the course will be recorded (and remain) on the student's transcript regardless of the status of the student in the course at the time of withdrawal. Withdrawing from a course will not result in a tuition reduction, and a $10 charge will be assessed for the day on which the withdrawal occurs. 

Withdrawal from a course after the end of the course adjustment period will not be permitted. Students are responsible for knowing their registered course schedules and for making any desired course adjustments prior to the published deadlines. Failure to attend class does not constitute a withdrawal. After the end of the course adjustment period, a grade other than “W” must be issued for all registered courses.

Students considering withdrawing from a course should be aware that graduate and professional schools, as well as future employers, may view withdrawal from courses adversely. Accordingly, a student should withdraw from a course only after serious consideration.

**Academic Standing**

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>
</tr>
</thead>
<tbody>
<tr>
<td>0-34</td>
<td>1-12</td>
<td>13-23</td>
<td>24 or more</td>
</tr>
<tr>
<td>35-68</td>
<td>1-9</td>
<td>10-17</td>
<td>18 or more</td>
</tr>
<tr>
<td>69-102</td>
<td>1-6</td>
<td>7-11</td>
<td>12 or more</td>
</tr>
<tr>
<td>103</td>
<td>1-5</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.
VII. Academic Affairs

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 quality 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.

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.

An academically suspended student may apply for readmission after the end of the suspension. The decision regarding readmission will be made by the Office of Admissions.

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 Student Affairs.
4. President.
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.

**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.

**Withdrawal from the University**

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/Student Life 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/Student Life 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 who withdraw from the university before the end of the course adjustment period will receive a grade of "W" in all their courses.

- Students who withdraw 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. A medical withdrawal must be supported by a letter from the attending physician. Readmission to the university is contingent on 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 who withdraw from the university because of documented extenuating circumstances after the end of the course adjustment period will receive a grade of "W" in all their courses.
VII. Academic Affairs

- Students who withdraw from the university after the end of course adjustment period without 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.

Special students, non-degree seeking, enrolled in an off- or on-campus course 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 day 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/Student Life or the Office of Continuing Education and External Programs (special students) within 30 days after the student leaves the campus. Adjustments will not include non-refundable fees or charges. Students whose connection with the university terminates because of disciplinary actions or enforced withdrawal will receive a pro-rated refund of all fees except room charges. (Further information on refunds may be found on page 110.)

Non-Returning Students

All students who plan to complete their current semester but do not intend to return to JMU for the subsequent semester should notify the Office of the Associate Vice President for Student Affairs/Student Life in writing. This notification is necessary without regard to whether 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, Room 106.

Transcript

The transcript of a student’s permanent academic course record is released by the Office of Registration and Records 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.

Application for Graduation

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

Responsibility for meeting the requirements for graduation rests with the student. (See the undergraduate catalog.)

Inclement Weather Policy

On rare occasions, James Madison University will cancel classes because of inclement weather. If the university is closed because of weather conditions, or there is a delay in opening the university, announcements will be made on campus and Harrisonburg radio stations.
VIII. Administration and Finance

Dr. Linwood Rose
Senior Vice President
Wilson Hall, Room 202
568-6434

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

Financial Information

Henry J. Schiefer
Assistant Vice President for Finance
Wilson Hall, Room 101
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.

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 also 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.

1. No credit for university work may be given to any student for a diploma, teacher's license or for transfer purposes until all past due debts to the university have been paid;
2. Students will not be eligible for readmission unless accounts are paid in full for the current session; and
3. With the recommendation of the senior vice president and 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, 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 Office of Continuing Education and External Programs.

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 director of admissions, dean of the Graduate School, or director of continuing education.
and external programs respective of the office making 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.

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. 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. Petition for review 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 has been approved.

**Administrative Services**

**Suzanne Straub**  
Assistant Vice President  
Wilson Hall, Room 206  
568-3550

Administrative services consists of the following areas: bookstore, postal service, convenience store, dining services, Campus Card Center and public safety.

**JMU Bookstore**

**Patricia A. Sarb**  
Director  
Warren Campus Center, Ground Floor  
568-6121

The JMU Bookstore is owned and operated by the university as a service to the campus community.

**Regular Sessions Hours of Operation**

<table>
<thead>
<tr>
<th>Monday and Wednesday</th>
<th>Tuesday, Thursday and Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. — 7 p.m.</td>
<td>8 a.m. — 5 p.m.</td>
<td>10 a.m. — 4 p.m.</td>
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</tbody>
</table>

Bookstore 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, software, 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

Watt Lough
Manager
Corner of Bluestone and W. Duke Drive
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, flowers and balloons. 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
Assistant Director
Warren Campus Center, Ground Floor
568-6257

Postal services is a part of James Madison University. It distributes student and departmental campus mail and processes incoming and outgoing U.S. mail for the entire university. To purchase stamps, mail items, send or pickup packages, the window hours during the regular session 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 4:15 p.m. Postal services is closed for university holidays.

Dining Services

Rick Larson
Director
Gibbons Hall
568-3917

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

**Hank Moody**
Director
Gibbons Hall, Entrance 7
568-6751

Gibbons Hall is the largest dining services facility at JMU. It has more than 1,300 seats in six major dining rooms, and it is the only dining services facility open for all meals.

There are a variety of dining options within Gibbons Hall. Two of the dining rooms serve traditional, full course meals, with a different menu each day. Other rooms serve an Italian menu, build-your-own subs and sandwiches, vegetarian items, “fast food” fare and specialties.

Students with dining contracts enter Gibbons Hall by presenting their JMU Access Cards (JAC cards) at the door. Once inside, they may stay as long as they wish and eat as much as they care to. However, no food may be carried out except as specifically permitted.

Students without dining contracts, as well as faculty, staff, parents and others, are welcome guests anytime. Breakfast is $4, lunch $4.50 and dinner $7 for all you can eat. Payment can also be made with Food From Home and Flex funds.

Dining services publishes a weekly menu/newsletter called the “Digest.” It can be picked up at the entrance of any dining services facility. On a daily basis, customers can find what’s on the Gibbons Hall menu by dialing 568-MENU for a recorded message.

Gibbons Hall also operates Souper One, a restaurant located at Entrance 1 and open 11 a.m.-2 p.m. weekdays during regular session. All are welcome, but meal plan type dining contracts may not be used to make purchases. Cash, Food From Home and Flex are accepted.

**Dining Services Nutritionist**

**Michele Cavoto, M.S., R.D.**
Gibbons Hall
568-3916

Dining 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 dining services nutritionist.

**PC Dukes**

**Joseph Erickson**
Director
Phillips Center
568-6237

PC Dukes, located on the ground floor of the Phillips Center, is an a la carte 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 wishing a change from Gibbons Hall or other facilities may order
from PC Dukes menu and receive credit toward the amount of their purchase by using their JMU Access Card.

**Amigo’s**

**Nancy Carrier**  
Manager  
Warren Campus Center, Top Floor  
568-6943

Amigos, located on the top floor of the Warren Campus Center with a beautiful view of the surrounding mountains, offers a popular Tex-Mex luncheon buffet featuring chili, tacos, homemade soups and a daily dessert special. Carry-out is available at lunch.

In the evenings, Amigos boasts an intimate atmosphere for more formal dining. Table service is provided and reservations are required. Featured on the menu are sumptuous steaks, grilled chicken and a vegetarian entree. Resident dining customers are allowed 10 dinners at Amigos each semester. Cash customers are also welcome.

**Special Events**

**Joseph Urgo**  
Director  
Chandler Hall  
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 dining 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

Joseph Erickson
Manager
Grafton-Stovall, Basement
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 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 dining services to allow off-campus students to also purchase contracts if they wish. In fact, dining 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 through 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 Hall, Entrance 3, telephone 568-6446.

Dining 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, Mrs. Greens and Amigo’s are welcome to unlimited seconds. However, no food or other property of dining 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 dining services allows all customers to freely carry coats, book bags, pocketbooks, knapsacks and other belongings into dining areas. However, in allowing this, dining 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 dining services facilities, nor is any form of advertising except that relevant to the business of dining 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.

Dining services officials are responsible for maintaining the decorum and integrity of all dining operations. Where discipline problems with customers arise, dining 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 dining services
4. Using an improper entrance or exit
5. Attempting to remove food, drink or materials belonging to dining 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 dining services official (a request to search personal belongings is considered a reasonable request)
7. Disorderly conduct
8. Damaging dining services facilities, equipment or property (plus cost of damages, $1 minimum assessment); and
9. Bringing alcoholic beverages into a dining services facility (plus confiscation of beverage).

**$50 charge**
1. Failure to present a JMU Access Card upon request by a dining 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 dining 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 dining services nutritionist. If not satisfactorily resolved at that level, written appeal may be made to the dining services director

**Campus Card Center**

**Rebecca L. Hinkle**  
Manager  
Gibbons Hall, Entrance 3  
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 Campus Card Center. However, cards which have been lost, stolen or damaged by either intentional or careless abuse [em dash] having holes punched in them, being cut, torn, melted or run through clothes washers and dryers, etc. [em dash] 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**

**Walt Lam**  
Manager  
Shenandoah Hall  
568-3300

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 [italics]in that order of priority [end italics]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 Department of Public 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 Department of Public Safety.

**Resource Planning and Policy Studies**

**Dr. William P. Jackameit**  
Assistant Vice President  
Wilson Hall, Room 313  
568-6495

Resource planning and policy studies incorporates four areas: financial planning, budget, facilities planning and institutional research. As a unit, resource planning and policy studies provides planning and analytical support to the university's administrative staff.

**Financial Planning**

**Steven C. Knickrehm**  
Director  
Wilson Hall, Room 313  
568-3497

The Office of Financial Planning directs the planning of the university's operating and capital outlay budgets. The office develops resource projections and advises executive management on funding policy issues.

**Budget**

**Terry I. Knight**  
Director  
Wilson Hall, Room 313  
568-6732

The budget office coordinates the preparation and implementation of the university's internal and state operating budgets. The office works closely with operating departments and serves as a point of contact with state central agencies concerned with budgetary matters.

**Facilities Planning**

**Donald M. Cosgrove**  
Director  
Wilson Hall, Room 405  
568-6732

The Office of Facilities Planning supports the process of planning, acquiring and managing the capital assets of the university. As the primary office concerned with space
management at JMU, the office is responsible for the efficient use of the university's buildings.

**Institutional Research**

Dr. Frank J. Doherty  
Director  
Wilson Hall, Room 404  
568-6830

The Office of Institutional Research is responsible for the collection, analysis and reporting of university statistical information. The office conducts periodic studies of university operations, undertakes special projects of an analytical nature, and coordinates university planning activities.

**Information Technology**

Harry Reif  
Assistant Vice President  
Hillcrest East  
568-6896  
E-Mail ID: OIT_HREIF

The Office of Information Technology is charged with the planning and operation of university resources allocated toward the delivery and support of technology as it relates to the university's teaching, research and administrative functions. This responsibility includes voice and data telecommunications, satellite communications, administrative and academic application programming, academic and research computing support, personal computer and terminal installation and repair, operation of the campus video network and technology consulting services.

**Planning and Administration**

Thomas Bonadeo  
Director  
Wilson Hall, Lower Level  
568-6471  
E-Mail ID: TEL_TOM

Provides direction for the Office of Information Technology in the planning and administration of the daily operation of all computing and telecommunications resources and services in the areas of customer support, technical services and systems development.
Customer Services

**Darlene Quackenbush**  
Director  
Miller Hall, Room G42-A  
568-3905  
E-Mail ID: ACS_DARLENE

Provides general customer support services to meet JMU's administrative and academic technology needs today as well as in the future. Directs the operation of such services as the HelpDesk, training, customer documentation, microcomputing laboratories, Media Technology Laboratory and liaison services.

Technical Services

**Dale Hulvey**  
Director  
Wilson Hall, Lower Level  
568-6471  
E-Mail ID: Tel_DALE

Directs the operation of such service areas as network management, operating systems support and computer operations and hardware maintenance.

Telecommunications

**Joyce Perry**  
Manager  
Wilson Hall, Lower Level  
568-6108  
E-Mail ID: TEL_JOYCE

Telecommunications provides the operations support for JMU's telecommunications system. 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 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, JMU Telecom Account Cards are subject to the following regulations:

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.

5. Students are prohibited from accepting collect calls in residence 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.

6. All regular payments should be made using the pre-addressed envelope provided.

   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.

**Systems Development**

One Court Square
568-3296

Develops and executes a support plan to include all university application development and customer support by researching alternative application methodologies in terms of their ability to meet JMU's administrative and academic technology needs today as well as in the future.

**Employee Relations and Training**

H. Guthrie Allen Jr.
Director
Hillcrest, Room 200
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.

**Facilities Management**

James Auckland
Director, Facilities Management Operations
Wellington Hall
568-6181

George L. Marcum
Director, Facilities Management Planning and Evaluation
Patterson House
568-7836

The facilities management 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, Room 205
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.

Sponsored Programs

Patricia Buennemeyer
Wilson Hall, Room 301
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 Partnership for Education

John B. Noftsinger Jr.
Director
Paul Street House
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.

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 courses taken in the specified category 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.

The university coordinates non-credit, instructional programs through the Office of Continuing Education and External Programs. Non-credit courses are available for supplementing and updating knowledge, skills and abilities. Some non-credit courses award continuing education units as a uniform measure of occupational development. The Office of Continuing Education and External Programs serves as a referral center for the external community to access the university's non-credit resources.

The continuing education and external programs office delivers a variety of public service programs in an attempt to extend the resources of the university to the citizens of the region and build educational partnerships between all levels of education, business and industry. A variety of camps, conferences, institutes and other outreach programs are offered by the continuing education and external programs office to achieve this goal.

Information pertaining to courses, programs and services of the continuing education and external programs office is available upon request from: The Office of Continuing Education and External Programs, James Madison University, Harrisonburg, VA 22807.
In response to the ever-increasing need to prepare our students to function well in the world community, James Madison University has continued to expand its international educational opportunities. The university operates semester abroad programs in Florence, London, Martinique, Paris, and Salamanca (Spain). Some programs require prior language proficiency to take classes at foreign universities, while others offer intensive language training on-site. The course offerings usually include several liberal studies options, as well as language instruction.

In addition, some departments sponsor semester exchange programs which focus on particular disciplines. These include international business programs in Germany and Hong Kong, and a chemistry program in Russia.

During the summer, numerous travel/study tours are offered for academic credit. Recent study tours have included France and Italy, the Galapagos Islands, Great Britain, Greece and Turkey, Hungary, Latin America, and Vietnam. These courses are coordinated through the Office of Continuing Education and External Programs.

International internships are available for JMU students through a program for Virginia residents and students enrolled at Virginia institutions of higher education. The internships, in fields such as business, government, art, communications and environmental study, are designed primarily for third- and fourth-year students, recent graduates and graduate students. Information about all these programs is available in the Office of International Education.
X.
University Advancement

Donald L. Lemish
Vice President for University Advancement
Sonner Hall, Room 101
568-6162

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 and includes all aspects of university relations and publications.

Alumni Chapters

Geoffrey Polglase
Director
Sonner Hall, Room 127
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.

Alumni Relations

Sarah Schaeffer
Director
Sonner Hall, Room 129
568-6234

The JMU Office of Alumni Relations maintains constant liaison with more than 35,000 former students of James Madison University. The office 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 Greater University Fund. The activities of the James Madison University Student Ambassadors are also coordinated by this office.
Annual Events

Jean Barnard
Director
Wilson Hall, Room 306
568-3979

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

The Commons

Pauli Fitzgerald
Editor
Wilson Hall, Room 304
568-3712

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

Development and Planned Support

Don R. Moore II
Assistant Vice President for Development and Planned Support
Sonner Hall, Room 124
568-3743

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

Development Services

Glenda Rooney
Assistant Vice President for Development Services
Sonner Hall, Room 103
568-6623

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

Duke Club

Mike Minnis
Executive Director
Godwin Hall, Room 213
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.
The Greater University Fund

Sven L. Van Baars
Director
Sonner Hall, Room 122
568-6278

Alumni and parents' fund-raising activities of James Madison University are conducted by the director of the Greater University Fund. 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.

James Madison University Foundation, Inc.

Donald L. Lemish
President
Sonner Hall, Room 101
568-6162

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.

Media Relations

Fred Hilton
Director
Wilson Hall, Room 306
568-3621

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

Montpelier

Pam Brock
Editor
Wilson Hall, Room 307
568-6468

Montpelier is a tabloid publication produced quarterly for the university alumni, parents of students and donors. One of the issues is devoted to the university's annual report of giving.
Photography

Tommy Thompson  
Supervisor  
Chandler Hall  
568-6525

The Office of Photography provides photographic services for university publications and other university promotional purposes.

Printing Services

Ken Parmalee  
Director  
Frye Building  
568-6431

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

Printing services, a full-service in-house operation, produces a variety of printed materials.

The copy centers are full-service and are open to the entire campus community. In addition to departmental charge-back sales, students and faculty/staff are encouraged to use the services on a cash basis.

- Duke's Duplicates, located on the ground floor of the Frye Building, hours of operation during the regular academic session are Monday through Friday, 7 a.m. - 8 p.m.; and 8 a.m. - 5 p.m. the remainder of the year.
- Duke's Duplicates, located in Zane Showker Hall, hours of operation during the regular academic session are Monday through Thursday, 7:30 a.m. - 10 p.m.; Friday, 7:30 a.m. - 5 p.m.; Saturday, noon - 6 p.m.; Sunday, noon - 10 p.m.; and 7 a.m. - 8 p.m. the remainder of the year.
Publications

David Taylor
Director
Nicholas House
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.

Sports Media Services

Gary Michael
Director
Godwin Hall
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.

University Relations

Dr. Carol Kefalas
Assistant Vice President for University Relations
Wilson Hall, Room 307
568-6986

The public relations mission of the university is coordinated through the office 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.
XI. Constitution of the Student Government Association

Preamble

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

Article I: General Association

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

Article II: Executive Council

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

Section 1: Executive Council

A. Meetings
1. The Executive Council shall meet at the discretion of the president or by petition of three members.
2. Three members of the Executive Council shall constitute a quorum.
B. Powers and Duties

1. They shall handle all administrative responsibilities of the Student Government Association and all other powers and duties granted to them by the administration.
2. They shall take care to see that all resolutions passed by the Student Senate and Executive Council be faithfully executed.
3. They shall either veto or approve, with the use of a line-item veto, all resolutions in whole from the Student Senate.
4. They shall be responsible for forwarding to the president of the university the names of students for appointment to university commissions and committees.
5. The Executive Council shall choose from its membership a member, and not necessarily the same one, to act as liaison between the Student Government Association and each of the following: Black Greek Caucus, Commuter Student Council, Inter-Hall Council, InterFraternity Council, and Panhellenic Council.
6. They shall interview and select nominees for positions of student judicial coordinator, student judicial secretary, parliamentarian, and lobbying coordinator for senate approval.
7. All executive officers shall faithfully execute any duties assigned to them by the president.
8. By the second meeting of the Student Senate, they shall submit a list of goals to the Senate for approval.

Section 2: President

A. Eligibility

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

B. Qualification

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

C. Powers and Duties

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

Section 3: Vice President

A. Eligibility

Any full-time student of James Madison University who, prior to the election date, has completed two full semesters at James Madison University and is in good standing shall be eligible for election as vice president of the Student Government Association.
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B. Qualification
Once elected to the office, the vice president must maintain his/her academic good standing.

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

Section 5: Treasurer

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

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

C. Powers and Duties
1. He/she shall draft the Student Government Association's proposed annual budget for the presentation to the Executive Council and Student Senate.
2. He/she shall make an accurate financial statement in November and in March to the Student Senate and to be submitted to The Breeze for publication.
3. He/she shall give a bi-monthly treasurer's report to the Student Senate.
4. He/she shall draw money from the operating account upon approval of a Student Government Association president or a majority vote of the Executive Council.
5. He/She shall present purchases of over $1000.00 for the approval of the Senate and the executive council before initiating action. Separate purchases which, when combined constitute a single system shall be considered a single purchase.
6. He/She shall draw money from the contingency fund upon approval of a Student Government Association resolution.
7. He/she shall be an ex officio member of the Finance Committee.

Section 6: Secretary

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

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

C. Powers and Duties
1. He/she shall preserve written records of meetings of the Executive Council and the Student Senate.
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2. He/she shall report in writing to all concerned university officials and students the names of the officers and committees of the Student Government Association.

3. He/she shall be a non-voting ex officio member of the Communications and Public Relations Committee.

Article III: Student Senate

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

Section 1: Membership

A. The Student Senate shall be composed of campus, off-campus, and Greek housing representatives.

B. The chairperson pro-tempore of the Student Government Association shall be chairperson of the Student Senate and shall preside over all meetings. The chairperson of the Student Senate shall have no vote except in the case of a tie vote.

Section 2: Eligibility

Any degree-seeking student at James Madison University in good standing and taking at least 12 semester hours shall be eligible for election as senator.

Section 3: Qualification

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

Section 4: Powers and Duties

A. He/she is urged to attend all Senate meetings.

B. He/she shall attend respective committee meetings.

C. He/she shall abide by the House Rules as approved at the beginning of each academic year.

D. Each senator shall serve on at least one Student Senate committee.

E. Each senator shall be a voting member of his/her respective hall council and should act as a liaison between these groups and the Student Government Association.

Section 5: Meetings

A. Meetings shall be conducted on a weekly basis with the exception of holidays.

B. Special meetings may be called at the discretion of the chairperson pro-tempore or by petition of the majority of the membership.

C. Two-thirds of the Student Senate membership shall constitute a quorum.

D. In executive session, only senators, executive council members, parliamentarians, advisers, and others that the assembly or its role may determine to be necessary, will be allowed to remain in the hall.
Section 6: Chairperson Pro Tempore

A. Eligibility

Any full-time student of James Madison University who, prior to the election date, has completed one full semester at James Madison University and is in good standing, and is a member of the Student Senate, shall be eligible for election as the chairperson pro tempore of the Student Senate. The chairperson pro tempore shall be elected by a majority vote of the senate at the second meeting of the year.

B. Qualification

Once elected to the office, the chairperson pro tempore must maintain his/her academic good standing.

C. Powers and Duties

1. The chairperson pro tempore shall serve as the chairperson of the Student Senate.
2. He/she shall appoint the Campus Elections Committee, contingent upon Internal Affairs and senate approval. If the chairperson pro-tempore should decide to run for office for the following year, the Elections Elections shall be appointed by the Internal Affairs Committee, with Executive Council and Senate approval.
3. The chairperson pro-tempore shall meet bimonthly with the Student Senate committee chairpersons.
4. The chairperson pro-tempore shall give monthly reports to the Student Senate which shall evaluate the work of the Student Senate committees.
5. The chairperson pro-tempore shall be responsible for requisitioning a hall in which to hold the weekly Student Senate meetings.
6. The chairperson pro-tempore, along with the Executive Council, shall appoint student representatives.
7. The chairperson pro-tempore shall attend all Executive Council meetings, and shall serve as a non-voting ex officio member, except in the instance of a tie. This vote should reflect the voice of the Student Senate.

Article IV: Disciplinary Procedures

Section 1: Grounds for Impeachment

A. Executive Council Officers and Senators

1. Executive Council officers and senators may be impeached for not meeting the eligibility requirements, qualifications, and/or powers and duties stipulated in the constitution and/or bylaws.
2. Executive Council officers and senators may also be impeached for neglect of duty of that office stipulated by House Rules.

B. Appointed Officials

Appointed officials, not otherwise mentioned in the constitution, may be removed by a two-thirds majority vote of the Student Senate without impeachment proceedings.
Section 2: Removal From Office

A. Executive Council officers, senators, and the chairperson pro-tempore shall be removed from office following a guilty verdict at an impeachment trial.

B. Procedures

1. Investigation and Preliminaries to the Trial

   A. To begin impeachment proceedings against any Executive Council officer, senator, or chairperson pro-tempore, a motion to begin an investigation must originate in the Student Senate and must carry a majority vote. If said motion is directed at the presiding officer, he/she must vacate the chair in favor of the next officer in the order of succession.

   B. An investigating committee shall be named by the presiding officer which shall decide whether there is evidence to impeach and formulate the charge(s) and specifications, if said committee finds it desirable to proceed with the trial.

   C. If the Student Senate agrees by a majority vote to continue the proceedings, the presiding officer shall set a time and place for the trial.

   D. The accused Executive Council officer, senator, or chairperson pro-tempore shall receive written notice that informs him/her of the time and place of and all the charges and specifications against him/her.

2. Trial

   A. A petition of impeachment shall be drawn up by the committee and copies made available to all members immediately prior to the trial.

   B. The Student Senate shall try the accused Executive Council officer, senator, or chairperson pro-tempore.

   C. The proceedings of the trial shall be held in utmost secrecy and the decision of the Student Senate is final.

   D. The order of the trial shall be set forth in Robert's Rules of Order, Newly Revised.

Article V: Parliamentarian

Section 1: Eligibility

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

Section 2: Qualification

Once appointed to the office, the parliamentarian must maintain his/her academic good standing.
Section 3: Selection

The Executive Council, along with the chairperson pro tempore of the Student Senate, shall interview and select a nominee for the position of parliamentarian for Student Senate approval within one week after the chairperson pro tempore has been elected to the Student Senate.

Section 4: Powers and Duties

A. He/she shall be responsible for seeing that all meetings of the Student Government Association are conducted in accordance with Robert's Rules of Order, Newly Revised.
B. He/she shall serve as a non-voting ex officio member of the Internal Affairs Committee.
C. He/she shall conduct parliamentary workshops at the beginning of each semester.
D. He/she shall rule on the constitutionality of all issues that might arise during the Student Government Association meetings.

Article VI: Student Representative

Section 1: Eligibility

Any degree-seeking undergraduate student enrolled at James Madison University in good standing shall be eligible for the position of student representative of the Student Government Association. A student representative shall not be a member of the Student Government Association Senate.

Section 2: Qualification

Once selected as student representative, he/she must maintain his/her academic good standing.
Section 3: Selection

The Executive Council, along with the chairperson pro-tempore of the Student Senate, shall interview and select for the position of student representative.

Section 4: Powers and Duties

A. He/she shall attend respective committee meetings.
B. He/she shall abide by the House Rules for student representatives.
C. Each student representative shall act as liaison between the Student Government Association and the James Madison University community.

Article VII: Advisers

The Executive Council shall elect two advisers to the Student Government Association contingent upon Student Senate approval. One adviser shall be the Vice President of Student Affairs (or his/her designee) and the other shall be selected at large.

Article VIII: Amendments

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

Bylaws of the Student Government Association

Article I: Elections

Section 1: Major and Minor Elections

A. The student membership shall elect, during a major election, the Executive Council of the Student Government Association: president, administrative vice president, treasurer, and secretary.
B. The student membership shall elect, during the minor elections, the senators of the Student Government Association.
C. The major elections shall be held on the third Tuesday after Spring Break. The minor elections shall be held the third Tuesday after the fall semester begins.
D. Newly-elected officers will serve as non-voting ex officio officers until the day of spring commencement and at that time they will assume the responsibilities of their respective positions and serve until the day of spring commencement of the following year.
Section 2: Rules

A. Major Election Rules
1. Governing Body
The Campus Elections Committee shall have complete authority over all issues concerning major elections, pending appeals.

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

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

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

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

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

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

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

D. Special Elections
1. In case the president of the Student Government Association vacates his/her office, the vice president of the Student Government Association shall temporarily fill the office of president until a special election is held within two weeks.
2. If a present executive officer desires to run for the office of president and does not receive a majority of the votes, he/she may return to his/her present office.
3. If any other officer of the Student Government Association vacates his/her office, a temporary officer shall be appointed by the Executive Council, after which there will be an election of a permanent officer by the student body within two weeks.
4. If for any reason a vacancy occurs in the position of senator from a residence hall or commuting organization, the chairperson pro-tempore shall designate how a replacement will be selected. A replacement will be selected within two weeks. If for any reason a replacement is not found within the specified time, the Campus Elections Committee shall have the power to appoint the senator.

Article II: Senate Membership

Senators shall be chosen as follows:
1. Bluestone residence halls — one senator for every hall.
2. Village residence halls — one senator for every hall.
3. Lake Complex residence halls — one senator for Chandler, one senator for Shorts, and two senators for Eagle.
4. Greek Housing — The four senators shall equally divide the houses on greed row among themselves; making each Greed senator the specific liaison to the S.G.A. for the houses assigned, while also representing the row as a whole.
5. The proportion of commuter senators to commuter students shall be equivalent to the proportion of on-campus senators to on-campus students.
6. Howard Johnson — one senator.
7. Hillside residence halls — one senator for every hall.

Article III: Senate Committees

Section 1: Organization
A. The chairperson pro-tempore is responsible for seeing that senators are appointed to the Senate committees.
B. The membership of the Senate committees shall be left to the discretion of the Senate chairperson pro-tempore.
Section 2: Chairpersonship

A. The chairperson of each committee shall be appointed by the chairperson pro tempore.

B. Responsibilities

1. He/she shall be responsible for calling all meetings at the most convenient times for all committee members.
2. He/she shall be responsible for seeing that all work assigned to his/her committee is completed within a reasonable amount of time.
3. He/she shall make weekly progress reports to the Student Senate on all work assigned to his/her committee.
4. He/she shall be responsible for reporting bills that require action by the entire Student Senate to the chairperson pro tempore when the bill has been passed by the committee.

C. The chairpersons shall be able to exercise their right to vote on all matters in committee.

Section 3: Committee Operations

A. Each committee must, within three weeks of the time that a proposal is sent to that committee, act upon the proposal in a definite manner. If more time is needed to complete study of the measure, the committee may petition the chairperson pro tempore for additional time.

B. Each committee chairperson, upon a two-thirds vote of the committee and a majority vote of the Executive Council, has the authority to remove a member from his/her committee. This authority is to be granted by the Executive Council on a case by case basis.

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

Section 4: Meetings

A. Committees shall meet at the discretion of the chairperson of the committee.

B. A majority of the membership must be present at all meetings.

Section 5: Vacancies

A. When a vacancy occurs in the chairpersonship of a committee, the chairperson pro-tempore shall appoint a replacement. The replacement shall be confirmed by a majority of the members on the committee at the time of replacement.

B. When a senator is replaced in the Student Senate, his/her shall assume membership on all committees held by that senator.

Section 6: Senate Standing Committees

A. Internal Affairs Committee

This committee shall be responsible for establishing house rules, contingent upon Senate approval and shall undertake all matters concerning the internal operation of the
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Student Government Association. This committee shall also be responsible for all matters concerning the revision of the Constitution. A copy of all bills of action (proposals) shall be sent to the Internal Affairs Committee which will be responsible for ensuring that action is taken on each bill.

B. Food Service Advisory Committee
1. Matters concerning the Food Services operation shall be assigned to this committee.
2. This committee is responsible for seeing that there is a direct line of communication between students and the dining hall staff.

C. Curriculum and Instruction Committee
Matters concerning academic policy shall be assigned to this committee.

D. Buildings and Grounds Committee
Matters concerning the physical property and planning and development shall be assigned to this committee.

E. Student Services Committee
Matters concerning non-academic areas of student concern shall be assigned to this committee.

F. Communication and Public Relations Committee
Matters concerning the interaction between the Student Government Association and the student body shall be assigned to this committee.

**Article IV: Student Government Association of Committees**

**Section 1: Finance Committee**

A. The membership of this committee shall consist of: two commuter senators, two residence hall senators, three students selected at large and the director of student activities who will serve in a non-voting advisory capacity. The treasurer of the Student Government Association shall be an ex officio member of this committee. The students of this committee shall be appointed by the president of the Student Government Association and the chairperson pro tempore of the Student Senate.

B. The chairperson of this committee shall be elected from the membership thereof. If there is a vacancy in the chair, the committee shall elect a new chairperson among its members.

C. Two-thirds of the membership shall constitute a quorum.

D. This committee shall follow Article III of these bylaws, except for portions dealing with membership, chairpersonship, and quorum.

E. Matters concerning the financing of Student Government Association projects shall be assigned to this committee.

F. The committee will hold budget hearings for all recognized student groups seeking funds in the spring of the year.
Section 2: Campus Elections Committee

A. All major Student Government Association elections shall be held by the Campus Elections Committee. The Campus Elections Committee shall handle any minor elections in the event of no returning hall council president or Commuter Student Committee member.

B. The chairperson of the Campus Elections Committee shall be elected from the committee thereof. If there is a vacancy in the chair, the committee shall elect a new chairperson from among its members.

C. The Campus Elections Committee shall be composed of at least two commuter senators and at least two residence hall senators with a total membership of at least seven, to be appointed by the chairperson pro-tempore, contingent upon the Internal Affairs Committee and Senate approval.

D. The Campus Elections Committee shall have complete authority over all issues involving major elections.

E. The Campus Elections Committee shall compile a list of procedures and guidelines to be used by future Campus Elections Committees and to be placed on file in the Student Government Association office.

F. The Campus Elections Committee shall complete and make available the procedures and guidelines for major Student Government Association elections by the last Tuesday before spring break.

Section 3: Legislative Action Committee

A. The membership of this committee shall consist of a maximum of 15 members, consisting of at least six senators, at least four student representatives, the committee chairperson, and the lobbying coordinator.

B. The chairperson of this committee shall be elected by the committee as a whole.
   1. The chairperson shall report to the Student Senate and the Executive Council all activities of the committee.
   2. The chairperson shall serve as the Student Government Association representative to the Virginia Student Association.
   3. The chairperson shall also represent the Student Government Association, contingent upon the approval of the Senate and the Executive Council, to other organizations concerning matters relevant to the James Madison University population.

C. Responsibilities
   1. By the last Senate meeting of October, this committee shall submit a lobbying agenda in resolution form to the Student Senate for approval. The lobbying agenda shall consist of student concerns and it shall be the function of the committee to lobby on these goals.
   2. This committee shall formulate policies concerning students who attend Virginia colleges generally. The policies shall be pursued in the Student Association of Virginia or other appropriate organizations.
   3. This committee shall monitor the votes of delegates on issues of interest to students who attend Virginia schools generally.
   4. This committee shall, contingent upon approval by the Senate and Executive Council, lobby delegates to support or oppose legislation concerning James Madison
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University students in particular or Virginia students in general as specifically charged by the Senate.

5. Any lobbying activities shall be carried on exclusively by the members of the committee or any additional persons selected by the committee with the approval of the Executive Council.

A. These members shall be formerly charged with the lobbying task at the Student Senate meeting prior to the date of lobbying.

B. The mandate of the James Madison University student body shall not be deviated from after the Senate has charged the lobbying task.

C. The Legislative Action Committee shall take appropriate action to ascertain the sentiment of the entire student body concerning the issue at hand.

6. The Student Government Association secretary shall be charged with notifying in writing the President, Executive Assistant to the President, Executive Vice President for Administration and Finance of the specific proposal to be lobbied. This must be done before any formal lobbying is conducted by the committee.

7. The lobbying coordinator shall be an ex-officio member of the Legislative Action Committee.

Article V: Student Government Association
Chartered Organizations

Section 1: Inter-Hall Council

A. The Inter-Hall Council shall consist of all individuals hall council presidents. The Executive Council liaison for Inter-Hall Council shall be an ex officio member of the committee.

B. The Inter-Hall Council shall be responsible to study problems common to the resident student and to make recommendations to the hall councils, Executive Council, and Student Senate.

Section 2 Commuter Student Council

A. The Commuter Student Council shall consist of all individuals elected from the commuter student population. The Executive Council liaison for the Commuter Student Council shall be an ex officio member of this council.

B. The Commuter Student Council shall be responsible for studying and resolving problems relating to off-campus students.

Article VI: Approval of Student Fees

A. In the spring of the year, there will be a meeting of the Controller, Director of Student Activities, Vice President of Student Affairs, president of the Student Government Association, treasurer of the Student Government Association, and chairperson of the Student Government Association Finance Committee to project the total amount of student fees available for the following year and to discuss general philosophy and percentage allocations. Discussion with the president of the university regarding these items will take place as necessary.
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B. The Finance Committee of the Student Government Association will hold budget hearing for all recognized student groups seeking funds.

C. The Finance Committee of the Student Government Association will draft budget recommendations when the budget hearings are completed for presentation to the Student Senate and Executive Council. The Advisory Committee as per A supports the funding policy of the Student Government Association. The philosophy states the Student Government Association grant priority to the funding of the University Program Board, *Breeze*, *Bluestone*, Honor Council, and the Student Government Association operating and contingency funds. In addition, the philosophy includes the funding of recognized student organizations whose projects as nearly as possible benefit the entire student population.

D. The treasurer of the Student Government Association and/or chairperson of the Finance Committee will present the budget recommendations to the Student Senate for approval. The budgets will become effective upon the approval of the Executive Council of the Student Government Association.

**Article VII: Salaries**

**Section 1: Payment Policy**

All elected and appointed officials shall at stated times receive for his/her services an undergraduate scholarship which shall neither be increased nor diminished during the period which they shall have been elected.

**Section 2: Executive Council**

A. All executive council officials shall receive an amount equal to half in-state tuition per semester.

B. Additional Stipend

1. The president shall receive an annual stipend of $1,000.
2. The vice president shall receive an annual stipend of $800.
3. The treasurer shall receive an annual stipend of $700.
4. The secretary shall receive an annual stipend of $600.
Section 3: Other Salaries

A. The chairperson pro-tempore shall receive an annual scholarship of $1000.
B. The parliamentarian shall receive an annual scholarship of $250.
C. The student judicial coordinator shall receive an annual scholarship of $600.
D. The student judicial secretary shall receive an annual scholarship of $450.
E. The SGA Booksale chair (Fall/Spring) shall receive an annual scholarship of $150.
F. The SGA Major Elections Chair shall receive a scholarship of $150.
G. The Student Senate, with approval of the Executive Council, may grant salaries to other deserving positions.

Article VIII: Procedure

Section 1: Parliamentary

The rules contained in Robert's Rules of Order, Newly Revised shall govern the meetings of the association in all cases in which they are consistent with the constitution and bylaws of the association.

Section 2: Legislative

A. All legislative procedures shall be decided upon by the parliamentarian and the chairperson pro-tempore.
B. All Executive Council decisions can be overridden by a two-thirds vote of the Student Senate.

Section 3: Bills of Opinion

A. Bills of Opinion are resolutions that are to reflect the opinion of the student body on any given issue.
B. All Bills of Opinion must be accompanied with the signatures of 200 full-time undergraduate students before being presented to the Student Senate.
C. All Bills of Opinion, after being presented before the Senate, shall be posted one week before receiving action unless two-thirds of the Senate votes for immediate consideration.
D. All Bills of Opinion must pass by a majority vote.

Article IX: Amendments

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