1997

James Madison University Student Handbook, 1997

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A MESSAGE TO STUDENTS
From President Ronald E. Carrier

During your years as students at James Madison University, you will make many decisions that will affect your future lives. You will have a multitude of opportunities for choices that will have an impact on both your intellectual and personal growth. Decide on the proper course of action with care and with maturity. If you want advice or counsel, feel free to call on members of the JMU faculty, staff or administration. We are here to help you, but the final decisions are yours alone.

It is my hope that you have a successful and enjoyable year.

Sincerely,

Ronald E. Carrier
President

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I. ORGANIZATION
AND GOVERNANCE

University Organization

James Madison University is a coeducational state-aided university governed by its own board of visitors. The board consists of 15 members appointed by the governor and a nonvoting student member appointed by the board.

The president of the university, appointed by the board of visitors, is responsible for the administration of James Madison University. The president is assisted in the administration of the university by the executive vice president, who is responsible for the university's administration and finance division; the divisional vice presidents for academic affairs, student affairs and university advancement; the director of intercollegiate athletics; and the executive assistant to the president.

University Governance

The University President,

Dr. Ronald E. Carrier

The president is the chief administrative official of the university. The president has established procedures to receive advice and recommendations from the various constituencies on campus. This process allows for the presentation of ideas and recommendations by faculty, students or administrative personnel through committees, commissions or the University Council.

The University Council

The membership of the University Council consists of the following persons: all division vice presidents, all provosts and deans, the director of libraries, the executive assistant to the president, all university commission and council chairs, the speaker of the Faculty Senate, five faculty senators, the president and the vice president of the Student Government Association, the president of the Honor Council, the chair of the University Program Board and one graduate student. The president of the university serves as the chair 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 Government Association, commissions or committees; and to refer appropriate matters to the Faculty Senate, Student Government Association, commissions, committees, groups or individuals for consideration and recommendations.

Statement of Community Values

James Madison University is an academic community dedicated to the highest standards of scholarship and the protection of academic freedom. We hold among our foremost common values:
* the freedom of intellectual inquiry in the pursuit of truth
* 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, sexual orientation and political affiliation.

Students' Role in University Governance

Student 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 has a particularly important role in student participation in decision making. It is the organization with primary responsibility for accepting and considering student initiatives.

Student Government Association
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 JMU. Through this structure all students can actively participate in the decision-making process of JMU. 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, Class Councils and the Senate. Under the supervision of these three 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 Taylor Hall.

II. STUDENT RIGHTS AND RESPONSIBILITIES

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

Rights and Responsibilities

Student

Students enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens. James Madison University considers individuals as students upon receipt of deposit for admission.

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; furthermore, the campus is a community of growth and fulfillment for all rather than a setting described in the concept of in loco parentis.

Educational

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

1. Each student has the freedom, dependent on level of competence to teach, learn and 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, finances, and physical operating facilities for commercial or political activities.

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

4. The university has the right and obligation to provide students with 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 individuals of 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, finances, and 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, academic functions, financial support and the freedom of its members.

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 provide for the safety of students and 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 to facilitate a reliable determination of the truth or falseness of the charges, provide a fundamental fairness to the parties and 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.

7. James Madison University does not represent accusing faculty or staff members or students, but provides a process for fact finding and fair decision making.

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 not specifically covered here, students will be expected nonetheless to govern their behavior so as to safeguard the educational process, protect individual and institutional rights and property and ensure the safety of all members of the university community.

A. Bicycles

The use of bicycles for transportation by the JMU community is an integral part of campus life. With the increased use of bikes comes a heightened concern for their safe operation. The Office of Public Safety, with assistance from students, faculty members and staff, developed these biking guidelines to help bicyclists, pedestrians and motorists share and enjoy a safe campus.

Where To Ride

- Ride as close as possible to the right edge of the roadway.
- Exceptions to this are when bicyclists are overtaking and passing another vehicle, preparing for a left turn, avoiding unsafe conditions or when the lane width is too narrow to share with a motor vehicle. Bicycles are not excluded from riding on the berm or shoulder.
- Do not ride between two lanes of traffic moving in the same direction unless one lane is a separate or mandatory turn lane.
- Ride single file on highways. Bicyclists may ride two or more abreast on paths or parts of highways designated exclusively for bicycle use.
- Bicycles (and pedestrians) are prohibited from interstates and certain other controlled-access highways. The restricted sections of the highways are marked with conspicuous signs.
- When a usable bicycle path is located next to a roadway and local ordinance requires its use, bicyclists must ride on the path, not on the roadway.
- Bicycles may be ridden on sidewalks unless prohibited by local ordinance or traffic control devices. While on the sidewalks, bicyclists must always yield the right of way to pedestrians and give an audible signal before passing a pedestrian. Yield the right of way to pedestrians or vehicles when pulling onto a sidewalk or highway from a driveway.
Changing Directions

- Obey all traffic signs, signals, lights and markings just as you would if operating a motor vehicle.
- Signal your intentions to stop or turn. The signals do not have to be given continuously if both hands are needed to control the bicycle.
- Make left turns as pedestrians would: continue straight across the intersecting road, obey the traffic signals, turn left at the corner and proceed as usual. Bicyclists may also dismount and walk in the crosswalks of the two intersecting roads.

Passing

- Overtake and pass another vehicle only when it is safe to do so. Bicyclists may pass another vehicle on the right or left, and they may stay in the same lane, change lanes or ride off the road if necessary for safe passing. Note that passing motor vehicles on the right side may be extremely dangerous if the motorist does not see the bicyclist and attempts a right turn.
- Motorists must approach and pass a bicyclist at a safe distance and reasonable speed.

Accidents

- Stop when you are in an accident. Report accidents involving death, injury or property damage. Give your name and address to the police and to any person involved in the accident or the property owner. If unattended property is damaged, make a reasonable effort to find the owner. Your name must be given to the owner. If the owner cannot be located, leave a note in a conspicuous place at the accident site and report the accident to the police within 24 hours.

Safety Considerations

- Do not carry other riders on the handlebars or ride two to a bike (unless it is a two-person bicycle).
- Do not carry articles which prevent you from keeping at least one hand on the handlebars.
- Do not attach yourself or your bicycle to any other vehicle on the roadway.
- Earphones are prohibited while riding a bicycle.
- Every bicycle ridden between sunset and sunrise must have a white light on its front with the light being visible at least 500 feet to the front. The bicycle must also have a red reflector on the rear, visible 300 feet to the rear. A red light visible 500 feet to the rear may be used in place of or in addition to the red reflector.

Public Safety Responsibility

It is imperative that all riders obey the laws and local ordinances pertaining to the safe operation of bicycles. It is the responsibility of public safety officials to maintain a safe campus environment through enforcement of those provisions. Where breaches in safe operation of bicycles arise, public safety personnel may refer a student to the university judicial system.

Hints for Safe and Responsible Bicycle Riding on Campus

- Ride on the sidewalks where possible; give way to pedestrians.
- Attempt to spare the grass where possible by riding on the paved walkways and roadways. To prevent erosion, do not ride on the walking tour trails of the arboretum.
- Stay off athletic playing fields and out of Bridgeforth Stadium.
- Do not ride bikes in residential, academic or administrative facilities (indoor bike tracks are exempted).

Further Suggestions for Bike Safety

- Use of a helmet is strongly recommended.
- Motor vehicle operators should remember that the bike is a vehicle with the same rights as an automobile. Before opening your door, check for passing cyclists. Don't overtake a cyclist and then make a right turn in front of the bike. Give riders at least six feet of leeway; in the event they fall. Most importantly, signal your intentions, especially when turning to the right.
- Ride defensively - expect a car or truck to pull out from a side street. Gain eye contact; use an audible warning.
- Stay out of the gutter; take your place on the traveled portion of the roadway.
- Be visible with bright colors; use lights and reflective material so you will be noticed.
- If you need more information or are looking for places to ride or people to ride with contact:
  - Center for Off-Campus Living, 568-6071
  - Office of Residence Life, 568-6275
  - Office of Public Safety (Parking), 568-3300 weekdays; 568-6913 evenings and weekends.

2. Camping or Shelter Construction

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

3. 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.

4. The Commons

The Commons, a circular gathering area and the adjacent hillside, is located between Warren Hall 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 use of the space. All programs must be coordinated through the University Center Events and Conferences Office and are subject to the review of the director of the University Center or his or her appointee. All activity policies including "Facility Use," "Guest Speakers," and the "Right of Expression" apply to The Commons. In case of inclement weather, use of university equipment will be denied. Sound amplification is permitted only between noon and 1 p.m. or 5 and 6 p.m. as confirmed through the reservation process.

5. Computer Misuse
Any misuse of university or personal computers is expressly prohibited. Examples of misuse include, but are not limited to, the following activities:
- Committing computer fraud, forgery, harassment, personal abuse, trespassing, theft, embezzlement or invasion of privacy.
- Tampering with files or information that belong to someone else.
- 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.
- Attempting to degrade computer hardware or software performance or to circumvent its security.
- Depriving or attempting to deprive other users of resources or access to a computer.

6. Dangerous Practices
No student shall engage in any activity which shall endanger the lives or safety of that student or of others in any building or on any property owned or controlled by the university. This includes but is not limited to the following activities:
- The use or possession of fireworks, firecrackers, gunpowder or any dangerous chemicals or explosive materials.
- 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.
- Blocking or in any way preventing use of fire exit doors, handicapped ramps, residence hall room doors and building hallways.
- Improper use of electrical appliances or wiring which creates a fire hazard. Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.

7. Destruction or Attempted Destruction of Property
- 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.
- 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.

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

9. Facility Use
Facilities may only be reserved by a recognized student organization or by a faculty/staff adviser for the proposed use. 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 Events and Conferences office in the University Center. Any organization requesting space must designate one person from its organization to attend one "Nuts and Bolts" training session prior to reserving space. The same organizational member is the only authorized individual from that organization with the ability to make and oversee arrangements for university space. This individual is also responsible for knowing and adhering to all policies pertaining to reservations made for their organization as well as passing information on to club members. All reservations must be made at least 48 hours in advance. Requests involving food service must be addressed to the JMU Dining Services Office of Special Events directly. University Center Events and Conferences is the contact for all University Center facilities, Wilson Auditorium, the JMU Farm, classrooms, The Commons and university transportation vehicles. Under certain conditions, a rental fee for the use of the facility may apply.

10. Failure to Comply with a Disciplinary Decision
No student shall fail to comply with any disciplinary conditions imposed by the judicial council or the Office of Judicial Affairs.

11. False Alarms and Fire Drills
- No student shall pull a fire alarm except in case of an actual fire.
- No student shall disregard a fire alarm signal or refuse to evacuate a building.
- No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

12. Falsification of Official Information
- No student shall alter or have in his or her possession an altered university identification card (JMU Access Card), nor shall he or she alter or enter false information on an official university document.
- No student shall provide false information or fail to provide current information to the university for the purpose of defrauding the university.

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

14. 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.

15. Guest Speakers
As a public service policy, JMU makes its facilities available for lectures, institutes, workshops, conferences, guest speakers and other programs. All events involving off-campus speakers must be registered and approved through the University Center Events and Conferences office at least one month prior to the event.

16. Harassment
It is the established policy of JMU to provide a work and study environment for faculty and staff members and students free from all forms of harassment, intimidation and exploitation. Harassment is offensive verbal or physical conduct when
- Submission to the conduct is made a condition of employment or admission of an applicant;
- Submission to or rejection of the conduct is the basis for personnel action (recommendation for promotion or tenure) or grades;
c. 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 race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability.

Questions, assistance or violations related to this policy should be directed to the university's Office of Affirmative Action, Burruss Hall, Room 128, 568-6991.

As an alternative, the student may deal with harassment in any of the following ways. If you believe that you have been harassed by a staff member, 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 harassment to the Office of Judicial Affairs in Huffman Hall, Room B101.

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, the director of the Counseling and Student Development Center or the Office of Affirmative Action, 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. Department of Education. Its address and telephone number are available from the affirmative action coordinator, Office of Affirmative Action, Burruss Hall, Room 128.

17. Hazing

In keeping with JMU's expectations for a positive academic environment, the university unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing, under Virginia law, is defined as activities for the initiation or induction into an organization which include calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed. Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the university when a student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the university when hazing results in bodily injury.

18. 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 JMU. This includes but is not limited to the following activities:

a. Attempting to influence, intimidate or threaten any witness, council member or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
b. Inappropriately or illegally distributing, announcing or publishing confidential judicial information, letters or decisions.
c. Giving false information to the judicial or Honor Council or to a judicial or honor council coordinator.

19. 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.

20. Newman Lake

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

21. Noncompliance with an Official Request

a. No student shall fail to comply with reasonable and lawful requests or directions by members of the faculty, administrative staff, residence hall staff or other employees acting in the performance of their official duties. A request for proper identification from a student is a reasonable expectation.
b. No student shall fail to answer promptly lawful requests from faculty members or administrative officers of the university.
c. No student shall intentionally provide false information, verbally or in writing, to faculty or staff members acting in the performance of their official duties.

22. Nondiscrimination on the Basis of Disability

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, JMU 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, Room Hall, Room 343, or you may call 568-6705.

Inquiries relative to the Americans With Disabilities Act should be referred to the Office of Affirmative Action, Burruss Hall, Room 128, or you may call 568-6991 or (TDD) 568-7902. This office serves as the coordinator for ADA concerns.

23. Nondiscrimination on the Basis of Sex

JMU does not discriminate on the basis of sex in educational programs or activities. JMU is required by Title IX of the Education Amendments (PL 92-318) of 1972 and Department of Education regulations to implement Title IX, Prohibition of Sex Discrimination in Educational Programs and Activities Receiving Federal Financial Assistance, not to discriminate in such a manner. This requirement not to discriminate in educational programs and activities extends to employment by the university and to admission thereto. Inquiries concerning the application of Title IX and the implementing regulations may be referred to the Title IX coordinator, Office of Affirmative Action, Burruss Hall, Room 128, James Madison University, Harrisonburg, VA 22807, 568-6991; or to the director of the Office of Education whose address and telephone number are available from the Office of Affirmative Action.
Grievance Procedure

A student who wants 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 to 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 discrimination to the Office of Judicial Affairs.

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 university's Title IX coordinator.

24. Obscene Conduct

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

25. Parking

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

26. Personal Abuse

No student shall threaten anyone with physical harm, direct obscenities at anyone or direct expressions at anyone that can be reasonably anticipated to provoke a violent reaction from that person.

27. Pets

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

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

b. Students found with a pet in university housing will automatically be given notice that they are being charged for each pet and that they have 24 hours to remove the pet. Students failing to remove their pets 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.

c. Students bringing pets into Warren Hall, Taylor Hall, Phillips Hall, Gibbons Hall or the Shenandoah Room of Chandler Hall will be assessed a fee for each occurrence.

28. 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.

29. Public Health Policy

Any student whose mental or physical health might result in behaviors that jeopardize the safety or well-being of the student or any other individual 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. This requirement constitutes an official request.

In the case of physical health issues, 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.

In the case of mental health issues, should the counseling center designee determine that the student poses a threat to the safety or well-being of self and/or others, a mental health evaluation will be made by the counseling center staff and/or university psychiatrist and a treatment regime will be determined. This treatment regime will be reviewed with the individual and a written copy provided to the student. At this juncture, an interim hold may be placed on the student's status. Removal of this hold will depend on the student's compliance with the recommended treatment plan. University officials may then pursue procedures for involuntary admission to a psychiatric unit and/or university procedures for involuntary administrative withdrawal of the student from the university. Should the student contest the treatment plan, he or she may request that a credentialed mental health practitioner acceptable to the counseling center and the student review the treatment regime.

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

a. The reliability of the information concerning the student's behavior;

b. Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, causing significant property damage or directly and substantially impeding the lawful activities of others;

c. Whether or not the student has completed an evaluation in accordance with these standards and procedures.

Pending completion of the information hearing, the student will remain under the interim hold. The student will be allowed to enter the campus to attend the hearing, 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.

30. 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 (transcript)</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
<td>Wilson</td>
</tr>
<tr>
<td>Disciplinary</td>
<td>Office of Judicial Affairs</td>
<td>Director</td>
<td>Huffman</td>
</tr>
<tr>
<td>Financial aid records</td>
<td>Office of Financial Aid and Student Employment</td>
<td>Director</td>
<td>Sonner</td>
</tr>
<tr>
<td>Student financial records</td>
<td>Office of Student Accounts</td>
<td>Manager</td>
<td>Wilson</td>
</tr>
<tr>
<td>Placement records</td>
<td>Office of Career Services</td>
<td>Director</td>
<td>Sonner</td>
</tr>
<tr>
<td>Graduate School records</td>
<td>Graduate School Office</td>
<td>Dean</td>
<td>Wilson</td>
</tr>
<tr>
<td>Police records</td>
<td>Department of Public Safety</td>
<td>Director</td>
<td>Shenandoah</td>
</tr>
</tbody>
</table>
Procedures for Inspection and Review
Students who have not waived their rights to their records and who want 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. The custodian shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this procedure, the student will be informed of his or her right to a formal hearing of the procedures to be followed concerning such a hearing and its composition.

31. 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.

32. Right of Expression
JMU 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 want to pursue their educational interest without interference. The following procedures have therefore been established to guarantee the orderly functioning of all rights while also providing for the safety and protection of members of the university community.

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

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

c. 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.
   - All individuals participating in or observing a demonstration or peaceful assembly must comply with any request of the University Center director, designee or campus police.
   - Bannering or picketing that interferes with the normal operations of the buildings will not be permitted.

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

33. 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 university housing staff will also make periodic inspections of students' rooms and suites for safety and health reasons. The intent of this policy is to provide protection for the rights of each James Madison University student while at the same time providing 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 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 used as a basis for 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 university policy, the 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 staff what information to include on the approval form. The 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 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 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.

34. Sexual Assault
Sexual assault is defined as sexual contact without consent and includes intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, acts must be committed by force, intimidation or through use of the victim’s mental incapacity or physical helplessness. Intoxication may indicate an inability to give consent. Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under university regulations and is specifically addressed elsewhere in this handbook.

35. Smoking
Smoking in university buildings is prohibited except in the following areas:

a. Faculty and staff members’ private offices.

b. Library-designated smoking room in basement and vestibule at front entrance.

c. Each hall council will establish policy for the residence hall at the beginning of each year.

36. Soliciting, Petitioning, Selling, Surveying and Publicizing

a. No student organization shall engage in advertising or selling any goods, services or tickets; nor shall they solicit for any purpose whatsoever on university property or in university buildings without first obtaining the written approval of the coordinator of student organization development. Sales and solicitation may only take place in the areas designated by the University Center.

1. Students or student organizations must obtain written approval from the coordinator of student organization development before petitioning or surveying students. 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 coordinator of student organization development.

2. No student, nonuniversity-related organizations or individuals may sell or solicit on 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 coordinator of student organization development, make all arrangements for space, acknowledge sponsorship in writing and delineate the financial arrangements between the sponsor and the nonuniversity organization or individual.

b. Solicitation of 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.

c. All students or organizations planning to conduct programs on or off campus requiring a contractual agreement with nonuniversity agencies must obtain the written approval of the director of the University Center and other pertinent university officials.

d. Sales and solicitation by students, organizations, nonstudents and nonuniversity-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:

1. 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.

2. 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.

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

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

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

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

7. No door-to-door solicitation or distribution is permitted.

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

e. 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 who want to obtain an ABC license should contact the Office of the Vice President for Student Affairs.

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

g. Using chalk to display messages or advertise events on campus sidewalks is prohibited.
37. Sound Amplification Equipment
Various outdoor student activity programs require the use of sound amplification equipment. However, the university reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the director of the University Center.

38. Substance Abuse

Alcohol
Persons who violate state laws are subject to prosecution and university disciplinary action. Students are reminded of the following regulations:

a. Individuals must be 21 years of age to buy, possess or drink alcoholic beverages.

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

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

Alcohol suspension from the university.

d. Drunkenness and possession of open containers of alcohol in public areas are prohibited.

e. Alcoholic beverages may not be possessed, distributed or consumed at events open to the general university community and held on university property except when 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.

Sanctions
JMU 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

a. Virginia’s Alcoholic 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, a fine up to $2,500 or both.

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 either confinement in jail for up to 12 months, a fine up to $2,500 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 being 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. Violation of the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to $250.

b. 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 V, 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 either confinement in jail for up to 12 months, a fine up to $2,500 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 either confinement in jail for up to 12 months, a fine up to $2,500 or both.

3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to six months, a fine up to $1,000 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 be 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 either confinement in jail for up to one year, a fine up to $2,500 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, a fine up to $500 or both. Upon a second conviction, punishment is either confinement in jail for up to one year, a fine up to $2,500 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, a fine up to $2,500 or both. The amount of marijuana involved is more than one-half ounce to five 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, either confinement in jail for up to one year, a fine up to $2,500 or both. If the amount of marijuana involved is more than five 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.
- Difficulty with attention and learning
- Physical and psychological dependence
- Damage to the brain, liver, heart
- Unwanted sexual activity
- Accidents due to impaired judgment and coordination
- Blackouts, poisoning, overdose
- Psychological problems
- Driving under the influence/driving while intoxicated arrests
- Interference with emotional and academic well-being of other students or family members
- Abusive/violent behavior
- Disorientation
- 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 Hall, Room 200, 568-6552
- Assistant Director for Health and Wellness Programs, Health Center, 568-6177
- Peer Educators, Health Center, 568-6177

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

Large Events
The following areas are available to groups for large events:
- Phillips Hall 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" (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 from Alumnae Hall, Room 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. Nonalcoholic 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 advertisements 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.

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

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

41. 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.

42. 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:
a. Use, possession or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.
b. Use, possession or sale of a JMU Access Card to obtain entry to services to which the individual is not entitled.
c. Use, possession or sale of any university keys not specifically issued to the student.
d. Use of official university documents or identifying information by a student not authorized to do so.
43. 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.

44. Weapons
No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or 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

James Madison University has both a right and an obligation to set reasonably standards of conduct for students who voluntarily and willingly choose to become members of the university community. In conjunction with its right 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, faculty and staff - 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. Special circumstances may warrant a change in procedures in order to uphold the intent of the judicial system.

Student Rights

An accused student has the following rights:

1. The right to a fair and impartial hearing.
2. The right to a presumption of not being responsible for a violation until proven responsible.
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 Office of Judicial Affairs is notified within 48 hours of the hearing. An attorney 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.
5. The right to question all witnesses who testify at the hearing.
6. The right to present witnesses to testify in his or her defense.
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 responsibility.
8. The student has the right to remain silent and such silence shall not be construed as an admission of responsibility.
9. The right to be notified in writing of the decision 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 three class days of receiving the judicial decision for any of the following causes:
   - Violation of due process and student rights
   - New evidence
   - Inappropriate penalty
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 be informed of the results of the judicial proceedings when the charge is sexual assault or violence to persons.
3. The right to be present during the entire proceedings (except for closed judicial deliberation).
4. The right not to have his or her past history discussed during the hearing, except as it relates to the special incident in question.
5. The right to relate his or her account of the incident and to make a "victim impact statement."
6. The right to request a change of residence or class.
7. The right to request a mediated resolution. A mediated resolution may be referred to the James Madison University Center for Mediation or the Community Mediation Center. Mediation will attempt to reach a solution acceptable to both parties involved as to sanctions.
8. The right to reject the decision of the Office of Judicial Affairs when the charge is sexual assault.
University Judicial Structure

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 the Office of Judicial Affairs.
2. Duties of the student judicial coordinator shall be as follows:
   • To handle administrative hearing responsibilities of judicial violations.
   • To assist in selection and training of the student members of the Judicial Council.
   • To serve as an active member of the Office of Judicial Affairs.

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 council also acts as the original hearing body for "flexible" violations when so designated by the Office of Judicial Affairs.
2. The council shall have a total of 40 members. Of the members, 20 shall be faculty and staff members, none of whom shall hold an administrative position higher than head of a department. The other 20 members shall be students who are selected by the Office of Judicial Affairs from the student body, exclusive of student government officers. The Office of Judicial Affairs may appoint additional members as needed.
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. The Office of Judicial Affairs is responsible for the training of the University Judicial Council.
5. For each hearing a committee will be composed of three student members and three faculty or staff members of the judicial council. Each committee will be chaired by a nonvoting faculty or staff member of the judicial council.
6. Each appeal will be heard by a committee composed of two student and two faculty or staff members of the judicial council. One of the faculty or staff members will also serve as the chair.

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 policy classified as "minor" under the university's judicial procedures. The board shall also act as the original hearing body for "flexible" violations when so designated by the Office of Judicial Affairs.
2. For each hearing a committee will be composed of three student members of the judicial council. Each committee will be chaired by a nonvoting faculty or staff member of the judicial council.
3. Each appeal will be heard by a committee composed of two students and one faculty or staff member of the judicial council. The faculty or staff member will also serve as the chair.

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 for appropriate cases.
2. The university hearing officer shall be empowered to hear cases involving major or minor violations under any of the following circumstances:
   • Hearings occurring during the last two weeks of any regular semester or summer school session.
   • In emergency situations involving interim suspension
   • 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 Office of Judicial Affairs.

Major Violations
Infractions of the following policies are usually considered major violations:
1. Campus election rules
2. Failure to comply with a disciplinary decision
3. Interference with the judicial process
4. Right of expression
5. Sexual assault
6. Theft
7. Violence to persons
8. 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

Minor Violations
Infractions of the following policies are usually considered to be minor violations:
1. Alcohol (Substance abuse)
2. Computer misuse
3. Dangerous practices (including use or possession of fireworks)
4. Destruction of property
5. Disorderly conduct
6. Drugs (Substance abuse)
7. False alarms and fire drills
8. Falsification of official information
9. Fire suppression/detection equipment
10. Harassment
11. Gambling
12. Hazing
13. Noncompliance with an official request
14. Obscene conduct
15. Personal abuse
16. Projectiles
17. Soliciting, selling, surveying or publicizing
18. Trespass
19. Unauthorized entry
20. Unauthorized use of university property or documents

Judicial Procedures
Charges
1. Any member of the university community believing that a student has violated a university policy or regulation may bring a charge – giving relevant details of the alleged violation – to the Office of Judicial Affairs.
2. The Office of Judicial Affairs 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 for mediation or 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 Office of Judicial Affairs. The student may bring his or her adviser to this meeting if so desired. At this meeting, the judicial office will explain the charges against the student and inform the student of his or her rights and judicial procedures (see Administrative Option). If a student fails to make an appointment with the judicial office within three days after being properly notified, an additional charge of noncompliance 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 administrative option hearings, judicial council hearings and judicial decisions.

**Administrative Option**

Any student charged with a violation will first have the violation handled administratively by the Office of Judicial Affairs in accordance with the following regulations:

1. The student must be informed in writing of the charge against him or her.
2. After hearing all relevant facts, the staff member or student judicial coordinator informs the student orally of the penalty which will be assigned.
3. The accused student may accept the sanction and sign a statement indicating acceptance or may reject the sanction and request a hearing before the appropriate judicial body or staff member. Under no circumstances may the judicial body be informed of the accused student’s original plea or the sanction which would have been assigned.

**Judicial Hearing Procedures: Original Jurisdiction (Judicial Council or University Hearing Officer)**

1. All hearings are closed and all judicial information and decisions shall remain confidential.
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 committee (or university hearing officer as applicable)
   • 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 committee 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 committee members
   • The committee considers only information introduced in the hearing and deliberates in executive session until a decision is made as to responsibility. 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 sanction in favor of the accused. Previous violations are to be considered in the assigning of appropriate sanctions.
   • 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. If any member of the committee 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 committee be excused whenever the student can show a bias on the part of the member. The chair of the committee will decide on such challenges and, if appropriate, ask the member to excuse himself or herself. If the chair is challenged, the committee will decide by a majority vote whether or not he or she should be requested to excuse himself or herself.
5. The chair of the committee 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.
6. 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 testimony of witnesses and notify the accused student of the decision.
7. An accused student may request one postponement of a judicial hearing by contacting the Office of Judicial Affairs 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.
8. Witnesses may not also serve as an adviser/support person.

**Appeals from Cases of Original Jurisdiction**

1. Any student found responsible for a violation by a judicial body or hearing officer shall have the right to appeal within three class days of receiving notice of the decision by filing a written petition for appeal with the Office of Judicial Affairs.
2. If the appeal is held within the last two weeks of a semester or during the summer sessions, 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 sanction of the original hearing body or the university hearing officer
   • Reduce the sanction
   • Dismiss the charges against the student
5. A student found responsible for a violation may not be given a more severe sanction 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 responsibility and then on the sanction. If only the sanction is in question, the appeal body will vote to affirm or decrease the original sanction.
Judicial Procedures for Violations Occurring During the Last Two Weeks of a Semester or During the Summer Sessions

When a student has a hearing scheduled 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 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 Officer of Judicial Affairs 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 Office of Judicial Affairs 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 10 calendar days of the date of the interim suspension to fully adjudicate the case.

2. If the Office of Judicial Affairs determines that the presence of any student presents a clear and present danger to the university community or to himself or herself, the Office of Judicial Affairs may withdraw that student. 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.

Sanctions

Any student found responsible for violating any of the regulations or policies of James Madison University may be subject to one or more of the following sanctions.

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 sanctions.

Disciplinary Probation

The university reserves the right to impose a more severe sanction if the student is found responsible for violating another university policy. 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.

Educational Programs

Educational programs may be assigned to students as an opportunity for personal development. Failure to attend the assigned programs will result in further judicial action and the imposition of more severe sanctions.

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. Afterward, 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. A suspended student may not visit the campus without the permission of the Office of Judicial Affairs. The final decision to suspend or expel is the responsibility of the president of the university.

Expulsion

The student loses the privilege of attending James Madison University as a student and is permanently separated from the university. A student who is expelled may not visit the campus without the permission of the Office of Judicial Affairs. The final decision to suspend or expel is the responsibility of the president of the university.

Special Assignments

In certain cases, special assignments including, but not limited to, community service may be imposed.

Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. The Office of Judicial Affairs, the University Judicial Council or the university hearing officer may assign any sanction or sanctions listed above.

2. A minor violation board or student judicial coordinator may assign any of the following sanctions:
   - Fines
   - Disciplinary probation
   - Educational programs
   - Restitution
   - Special assignments

Guidelines for Assignment of Penalties

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

1. Alcohol violations (substance abuse) – disciplinary probation and educational program.
2. Dangerous practices – one-year disciplinary probation and educational program.
3. Drug violations (substance abuse) – disciplinary probation and educational program.
4. Failure to comply with a disciplinary decision – $50 fine and disciplinary probation.
5. Fire alarm violations (pulling a false fire alarm) – disciplinary probation and suspension from university housing.
6. Fire drill violations – $50 fine, educational program and one-semester disciplinary probation.
7. Fire extinguisher violations – a fee to refill the extinguisher, one-semester disciplinary probation and educational program.
8. Noncompliance with an official request – one-semester discipline
probation and educational program.
9. Personal abuse – one-semester disciplinary probation and edu-
cational program.
10. Sexual assault – Students found to be responsible for rape or
forcible sodomy may receive a sanction of disciplinary proba-
tion and suspension from the university for one year.
11. Theft (items valued equal to or greater than $25) – disciplinary
probation and one-semester suspension.
12. Violence to persons – disciplinary probation and one-semester
suspension.

A second finding of responsibility for any university policy viola-
tion may result in suspension or expulsion from the university.
Other offenses resulting in suspension or expulsion may include,
but are not limited to, serious acts of vandalism, possession of
weapons, failure to comply with a disciplinary decision or
distribution of drugs.

Changes and Amendments

All policies and procedures defined in these sections are sub-
ject to change by the president or Judicial Control Board at any
time. Students shall be informed in writing of any changes in this
document. The membership of the Judicial Control Board con-
stitutes of the vice president for student affairs (chair), one faculty
member and two students (the Student Government Association
president and one other student). The student judicial coordinator
and the director of the office of judicial affairs serve as ex officio
members. All members of the Judicial Control Board are
appointed by the vice president for student affairs and have voting
privileges.

V. UNIVERSITY
HONOR SYSTEM

Honor Council Office, Taylor Hall, Room 226
568-6383

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 civ-
ilization 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 viola-
tion cannot be used as a defense in an honor hearing.

The Honor System at JMU does not discriminate based upon
race, color, religion, national origin, political affiliation, gender,
sexual orientation, age or disability.

The Honor Code

Students shall observe complete honesty in all academic mat-
ners. 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 assis-
tance 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,
extibits, experiments, papers or other supplementary items.
2. Giving false or misleading information regarding an academic
matter.
3. Copying information from another student during an examina-
tion.
4. Rendering unauthorized assistance to another student by know-
ingly 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 some-
one else.
8. Falsifying or attempting to falsify class attendance records for
oneself, or for someone else, or having another falsify atten-
dance records on your behalf.
9. Falsifying material relating to course registration or grades,
either for oneself or for someone else.
10. Falsifying reasons why a student did not attend a required
class or take a scheduled examination.
11. Taking an examination in the place of another student.
12. Making unauthorized changes in any reported grade or on an
official academic report form.
13. Falsifying scientific or other data submitted for academic
credit.
14. Collaborating in an unauthorized manner with one or more
other students on an examination or any work submitted for
academic credit.
15. 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.
16. Using computing facilities or library resources in an academi-
cally dishonest manner.
17. 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 stu-
dents accept dishonesty by their peers, or if instructors accept dis-
-honesty by their students, the entire Honor System will be destroyed.
True honor can be achieved only if all guard it zealously.

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 inves-
tigator 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 determina-
tion 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 2 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 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.

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.

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.

Rights of Accused Students
Each accused student shall have the right to the following:

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

2. 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. Notification 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. Notification of the specific charges and the time and place of the hearing at least five class days prior to the hearing.

6. Representation 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 nonwitnesses to attend a closed hearing by providing the investigator with their names at least 24 hours prior to the hearing. These nonwitnesses 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 the 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 in that section.

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 retake 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 chair of the special panel will preside at the hearing and will 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 will 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 will 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 wants 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.

11. The accused or the reporter may request by letter to the Honor Council coordinator that the hearing of a case arising during one of the summer sessions be postponed until the fall semester. Adequate cause must be demonstrated for the postponement to be approved.

Special Panel Provisions

1. The hearing body will 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:
   • during the last two weeks of spring semester classes
   • between the end of spring semester classes and the first day of classes of the next fall semester

2. The special panel will select a chair from among its members. The chair 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 chair), 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 or provost, or an associate, assistant dean or provost, 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 committee chair, 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).
   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 will 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 due to 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 because of an honor violation, the student's official university records will so indicate. If a student is suspended from the university because 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 will 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.

The vice president for academic affairs may appoint an acting Honor Council coordinator when the Honor Council coordinator is temporarily absent from the university.

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/school 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 chairs 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 members 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.

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.
4. TVaining - 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.

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, 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 vice president; the vice president for academic affairs or his or her designee; and one faculty member from each college appointed by the dean or provost of each college. An additional faculty member appointed by the vice president for academic affairs will act as the nonvoting chair of the board. A representative from the Office of Student Affairs, appointed by the vice president for student affairs, will serve as nonvoting 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.

VI. STUDENT AFFAIRS

The mission of the Division of Student Affairs is to advance the educational purpose and institutional values of James Madison University. All offices strive to advance the integration of the curricular and cocurricular areas of student life and to enhance students' effective and cognitive development.

The division is dedicated to providing quality support services that anticipate and respond to the changing needs of students. Student affairs seeks to foster a healthy, safe and intellectually challenging environment that encourages student involvement and promotes diversity and cultural richness.

Through its commitment to the efficient management of human, technological, capital and fiscal resources, the division endeavors to practice comprehensive planning, broad-based decision making, and ongoing assessment and evaluation. The division promotes the personal and professional development of its staff and supports collaborative efforts with faculty, staff, students and residents of the community. Each member of the Division of Student Affairs is an educator in the development of the student as a whole person, permitting students the freedom to explore alternatives and to make decisions within defined boundaries of behavior.

Ombudsperson

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

Center for Multicultural Student Services

The Center for Multicultural Student Services supports the university's commitment to diversity by encouraging an atmosphere conducive to the success of multicultural students. CMSS helps to assess the cultural needs of multicultural students and coordinates programs and services designed to meet those needs. CMSS also plays an integral role in the leadership development of multicultural students. CMSS staff members advise multicultural organizations on planning programs and providing services to highlight their contributions as a means of heightening awareness for the entire JMU community. Students may visit CMSS in Warren Hall, Room 245, for information on additional programs and services.

Counseling and Student Development Center

The Counseling and Student Development Center provides mental health services, educational and study skills assistance, and human relations services to the campus community. Through individual therapy, group counseling and psycho-educational programming, the center aids students in resolving personal conflicts, dealing with emotional distress and crisis situations, enriching interpersonal relationships, and enhancing their educational development.

Counseling and Psychotherapy

The center assists students in addressing personal, emotional, social and educational or study-related concerns and interests. Counseling can be used to help resolve a concern or it can help develop new skills and proficiencies. Concerns addressed in counseling typically include: 1) college adjustment issues, e.g., homesickness, roommate conflicts, motivation and procrastination; 2)
personal development issues, e.g., self-image and identity issues, problems in relationships, problems with family, emotional distress or personal dissatisfaction, lack of personal direction or sense of confidence; and/or 3) psychological and lifestyle issues, e.g., substance abuse, sexual abuse trauma, eating and weight concerns, sexual dysfunction, depression, and suicidal behavior. Interests frequently addressed in counseling include developing more satisfying relationships, improving self-esteem, acquiring stress management techniques and improving study strategies.

Consultation and Programming
In addition to counseling and therapy, the center provides consultative services to students, faculty staff, administrators and parents. An individual or student group can consult with a counselor to obtain assistance in assessing a problem and determining the best way to address it. Consultations can address how to help someone who may be having difficulties, how to make a referral to the center or other mental health resource or how to obtain further information about psychological and mental health services.

The CSDC also acts as a consultant for university officials and students in evaluating students whose behaviors may place their health or well-being in jeopardy as addressed in the university's public health policy.

The center also offers a variety of programs and workshops that are available to individual students, student groups and classes. Program topics include communication skills, basic study skills, eating and weight concerns, relationships, depression, various psychological disorders, self-esteem and personal effectiveness, sexual assault, stress management, substance abuse, motivation, and time management. Programs addressing additional topics can be provided on request.

Educational Skills Development Program
The Educational Skills Development 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 participate in one or more 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 seeking academic excellence and satisfaction. Mentors are trained to help with academic, personal, and social concerns. 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. To help determine if tutoring is appropriate, students are encouraged to talk with their professors before signing up for tutoring. 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 and the center's certificate programs offer 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.

Human Relations Program
The CSDC sponsors a variety of programs and services which seek to develop students' awareness, understanding and appreciation of the various types of relationships in which they are involved during their college experience. Services and programs address such topics as the influence of family on individual personal development and behavior; intimacy and responsibility in romantic relationships; lifestyle differences, including sexual orientation, cultural and ethnic background, and gender differences; international and nontraditional student issues; and mentoring relationships with faculty and fellow students.

Appointments
Services are available to all full-time students, and on a limited basis to part-time students. Whether for counseling or consultation, the first step is to make an appointment to meet with an intake counselor. Students can arrange an appointment in person at the center or by telephone. 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.

In the case of a crisis or emergency situation, a student can speak with a counselor upon request during regular office hours. If an emergency arises outside of regular office hours, a student should seek assistance through the campus police and Office of Public Safety, 568-6911. This office can put a student in touch with a counselor for assistance, consultation and referral.

The center is staffed by psychologists and counselors. All contacts with the center are treated on a confidential basis unless other arrangements are made.

Dining Services
JMU Dining Services serves the entire university community through its four operating divisions: Gibbons Hall, Campus Center, Chandler Hall and South Main Street.

The dining services department is a JMU-owned and -operated auxiliary enterprise. As a state operation, it is subject to all the statutes, policies and procedures which regulate government operations throughout the state, but it receives no tax money. It is responsible for supporting itself entirely from its own industry, serving JMU students, faculty, staff and guests.

Gibbons Hall Division
Gibbons Hall is JMU's largest dining facility. It includes the Gibbons Hall Resident Dining facilities, as well as three separate dining options: Door 4 Subs, Let's Go! and Market One.

Door 4 Subs
Located just inside Entrance 4 on Gibbons Hall's lower level, Door 4 Subs is a popular retail restaurant serving made-to-order subs. Orders may be telephoned ahead for quick pickup by calling 568 DOOR. Cash, Dining Dollars, Dining Dollars GOLD and FLEX are accepted.

Let's Go!
Located in Gibbons Hall, Entrance 6, this takeout option offers continental and hot breakfast, a lunchtime Mexican bar, hot dinner entrees, daily deli and salad bar are available Monday through Friday. Students may use a meal punch to enter or pay a set door rate using cash, Dining Dollars, Dining Dollars GOLD or FLEX.
Market One
This food court option offers Casa Ortega Mexican express, Stone Willy's pizza and pasta, Columbo frozen yogurt, gourmet deli, bakery and espresso bar and prepackaged grab-and-go items. A pickup window is also available for select menu items. Customers enter through Entrance 1 of Gibbons Hall. Seating is available in the adjoining dining room. Cash, Dining Dollars, Dining Dollars GOLD and FLEX are accepted.

Gibbons Hall Resident Dining
The dining services in Gibbons Hall are located on the building's upper floor and can be accessed through Entrances 2/3 or 4/5. Approximately 800 seats are available in three dining rooms. There is also a smaller dining/meeting room known as the Gibbons Conference Room. Gibbons Hall, 568-6252, is the only dining services facility open for all meals.

The variety of options available in Gibbons Hall includes traditional, full-course meals with a choice of two or three entrees at each meal and different menus every meal period; and a vegetarian/vegan entree as always available. In addition, Italian food, Mexican food, burgers and sandwiches, deli and do-it-yourself stir-fry and grilled sandwiches are found in this buffet-style option. All menus and themes are subject to change.

Students with dining contracts enter Gibbons Hall by presenting their JMU Access Cards at the door. Once admitted, they may stay as long as they want and eat as much as they care to. However, no food may be taken out except from Let's Go! and as may otherwise be specifically permitted.

Although predominantly occupied with serving boarding students, Gibbons Hall welcomes cash customers at any time. Off-campus students without dining contracts, faculty, staff, visiting friends, parents and other guests may come to meals at Gibbons Hall by simply paying a set price at the door. Gibbons Hall menus are available through the campus dining locations, posted in residence halls and on the Internet. Recorded menu information is available on a daily basis by dialing 568-MENU. Cash, Dining Dollars, Dining Dollars GOLD and FLEX are accepted. Once inside, cash customers have the same dining privileges as dining contract students.

Campus Center Division
The Campus Center Division includes PC Dukes, The Steakhouse, The University Club, Taylor Down Under Coffee Bar, Megabytes, Pizza Peddlers and dining services' concessions operations.

PC Dukes
Located on the ground floor of Phillips Hall, PC Dukes is a popular and convenient, a la carte, food court style restaurant. Pizza, charcoal-broiled hamburgers and chicken breasts, pasta, fresh-baked doughnuts and cookies, scoop ice cream, frozen yogurt, sandwiches, a "healthy choices" selection and much more can be found there. Cash, Dining Dollars, Dining Dollars GOLD and FLEX are accepted. In addition, dining contract students who want a change of scene from Gibbons Hall or other board locations may opt to eat at PC Dukes, 568-6237, by using their JMU Access Cards. They will get a cash credit toward the amount of their purchases.

The Steakhouse
Overlooking Massanutten Mountain and the JMU campus, The Steakhouse, located on the fifth floor of Warren Hall, offers guests a relaxing change of pace from fast food or "cafeteria" style service. Open weeknights, The Steakhouse is a sit-down, table-service restaurant featuring grilled-to-order steaks and chicken, vegetarian and vegan options, appetizers, side dishes, salad bar, desserts, and beverages. Meal-plan participants may use their plans to visit the operation 10 times each semester. Reservations are not required for the main dining room and seating is first-come, first-served.

Reservations are accepted in The Fiesta Room by calling 568-7555, Monday through Friday after 4 p.m. Reservations may be made for parties of three to eight up to two weeks in advance. Cash, Dining Dollars, Dining Dollars GOLD and FLEX are also accepted for guests.

The University Club
The University Club is open for lunch weekdays on the top floor of Warren Hall. It features a salad bar, custom-made deli sandwiches, charbroiled sandwiches, pasta, a daily "blue plate" special, a variety of beverages and desserts. It also offers a quieter atmosphere compared to most other campus eateries. Cash and FLEX are accepted at this primarily faculty, staff and campus guest operation. Students are welcome at The University Club, using cash or FLEX for payment.

Taylor Down Under Coffee Bar
Located on the first floor of Taylor Hall, next to the Corner Pocket Camerino and the Center for Off-Campus Living, this coffee bar is open daily for a quick snack or relaxing study break. Guests can enjoy a hot cup of gourmet-flavored coffee, an espresso, a frozen drink delight, a cool bottle juice or spring water. In addition, snacks and bakery items are available for purchase using cash, Dining Dollars, Dining Dollars GOLD and FLEX.

Pizza Peddlers
Delivering hot, fresh pizza on campus, Pizza Peddlers is open during the week to satisfy the late-night cravings of the JMU community. Delivery is made by bicycles to any on-campus residence hall or academic building. Orders can be made by calling 568-3373. Pizza Peddlers accepts cash, Dining Dollars, Dining Dollars GOLD and FLEX. When using declining balance for purchase, the cardholder to whom the charges will be applied must be present and show their JMU Access Card to the delivery staff member. Charges may be split onto two declining-balance accounts at the customer's request, and requires both parties to sign for the order upon delivery.

Concessions
JMU Dining Services provides food concessions at football and basketball games, concerts and all other such events around campus. Students with Dining Dollars, Dining Dollars GOLD and FLEX can use their declining-balance accounts for concessions at the designated stands in Bridgeforth Stadium and the Convocation Center. Concessions is headquartered on the lower level of Grafton-Stovall Theatre, 568-3960.

Chandler Hall Division
The Chandler Hall Division includes Mrs. Green's, Lakeside Express and JMU Catering Services.

Mrs. Green's
Mrs. Green's is open for breakfast and lunch Monday through Friday. At breakfast, "Green's 2-Go" is an a la carte cash kiosk set up in the foyer of the ground level. It serves a continental breakfast, with fresh bagels, muffins, danish, cereals, fresh fruit and a variety of beverages. At lunch, Mrs. Green's opens into the Shenandoah Room as a resident dining facility offering a giant salad bar, fresh baked breads, homemade soups, desserts and the infamous Chef's Corner. As is true of other boarding operations, cash, Dining Dollars, Dining Dollars GOLD and FLEX are welcome. Mrs. Green's is located in Chandler Hall, Shenandoah Room, 568-3560, where it overlooks Newman Lake's Eagle Beach.
Lakeside Express
Located in the Winchester Room on Chandler Hall’s ground floor, Lakeside Express is a convenient place for guests to satisfy the nighttime hungry. It is open daily from dinner hours until late night. It serves pizza, hot deli sandwiches, bottled beverages and more. A retail operation, it accepts cash, Dining Dollars, Dining Dollars GOLD and FLEX. Limited seating is available.

JMU Catering Services
JMU Dining Services operates an exceptionally versatile, capable catering service, which is headquartered in Chandler Hall, Room G16, 568-6637. It does refreshment breaks at meetings, hors d’oeuvre receptions, cocktail parties, party platters to go, picnics, elegant dinners, huge banquets and more, inside or outside campus dining facilities. It can handle events ranging from a mere handful to well more than 1,000 attendees. JMU Catering Services also rents equipment (on an availability basis) such as tablecloths, dishes, punch bowls, serving platters, etc. to campus groups doing their own events. Although the majority of its time is spent providing catering support to administration, faculty and staff activities, JMU Catering Services also welcomes student customers. In fact, students with dining contracts can get cash credits toward the cost of banquet meals, thus making it less expensive for student clubs and organizations to hold such special events as appreciation dinners, new officer installations and the like. Additionally, the staff is always glad to make its expertise available to students, coaching them free of charge on how to go about holding their own picnics, dances and other social activities.

South Main Street Division
The South Main Street Division includes campus vending, dining services procurement and warehousing operations.

Vending Services
JMU Dining Services is responsible for all the coin-operated food and beverage vending machines throughout the residence halls, academic and support buildings on campus. In addition to cash, many machines accept Dining Dollars, Dining Dollars GOLD and FLEX for purchases. Refunds for lost coins can be obtained on the lower level of Grafton-Stovall Theater. Credits on GOLD and FLEX for purchases. Refunds for lost coins can be obtained on the lower level of Grafton-Stovall Theater. Credits on declined balance accounts are made through Card Services. Suggestions, comments or problems with the machines should be reported by calling the office at 568-6363.

Food Stores
Food Stores, 568-6681, is the major support service for all other JMU Dining Services operating divisions. It buys, receives, stores and transships all of the food, supplies and equipment needed by the individual food service facilities.

Dining Services Nutritionist
JMU Dining Services employs a nutritionist who will, without additional charge, counsel dining contract students concerning individual health and dietary matters. In exceptional cases, the nutritionist will arrange service of specially prepared meals for students who medically require such service. The nutritionist will also arrange special meal takeout services for students temporarily confined to their rooms for medical reasons. Also, the nutritionist is available to meet with or speak to JMU clubs and organizations on dietetic-related topics.

Housing and Dining Services Contracts
All resident students are required to participate in one of the three resident meal-plan options available from dining services. The only exceptions are students who participate in university-sponsored apartments, which are equipped with kitchenettes or full kitchen facilities. Those students have the option of purchasing an off-campus meal contract from the selections available. Occasionally students will request to rent a residence hall room san food service, saying they prefer to fix meals in the residence hall or obtain them from alternate sources such as restaurants or pizza deliveries. However, the university never separates room from board, except in circumstances involving exceedingly rare medical conditions. Cooking and cooking equipment, such as hot plates or microwave ovens, are not permitted in residence hall rooms. This firm policy stems from considerations involving health, sanitation, safety and respect for other hall residents.

Meal Plans
Students living on campus have meals included with their JMU Housing and Dining Services Contract. They have a choice of three meal plans: the 19-Plus Plan, the 14-Plus Plan or the Premier Plan. Students failing to choose a plan are automatically placed on the 14-Plus Plan.

All resident dining plans are made up of two components, meal plan 'punches' and a Dining Dollars declining balance. Plan holders are permitted to take one 'punch' per meal period. There are 19 meal periods per week (three meal periods per day Monday through Friday and two meal periods on Saturday and Sunday) from which to choose. Dining services offers plan holders the flexibility of 'double-punching' after breakfast Monday through Thursday. Thus, after breakfast Monday through Thursday, the plan holder can miss lunch and 'double-punch' at dinner or miss dinner and 'double-punch' at lunch. Meal-plan punches are accepted at Gibbons Hall Resident Dining, Let’s Go!, Mrs. Green’s at lunch and The Steakhouse. Furthermore, punches can be used to obtain a cash equivalence at PC Dukes after 11 a.m. daily.

Dining Dollars are used just like cash for a la carte purchases in any campus dining operation. Dining Dollars balances carry in full from the fall to the spring semester. Unused Dining Dollars at the end of the spring semester are not carried over and will be forfeited if not spent. Plan holders can supplement or add to depleted Dining Dollars accounts by opening a FLEX or Dining Dollars GOLD account. With all declining-balance accounts, the remaining balance is displayed on the cash register at the time of purchase or may be obtained by contacting the Card Services. The 19-Plus Plan provides one meal punch per meal period as indicated above. This plan also includes $100 per semester in Dining Dollars.

The 14-Plus Plan allows two meal punches per day; seven days a week. Each semester, plan holders receive $200 in Dining Dollars with this option.

The Premier Plan provides 'any' 12 meal punches per week and $350 in Dining Dollars per semester. The 12 meals may be taken in any combination throughout the week at the meal periods offered. The plan holder has the option to double-punch at both lunch and dinner Monday through Thursday and single-punch during all other meal periods.

Dining services also offers a debit card or declining-balance type of meal plan called Dining Dollars GOLD. Students may deposit money into a Dining Dollars GOLD account and then spend it any time at any dining services location, including many vending machines, by using their JMU Access Card. There are advantages to putting food money in Dining Dollars GOLD rather than using it as cash. There is a 5-percent discount on all purchases and no sales tax, which amounts to an additional 4.5-percent discount. There are also convenience and security advantages. It is not necessary to carry food money around campus, and risk having it lost or stolen. If a JMU Access Card is lost or stolen, it cannot be used by anyone else after the loss is reported by the owner. The university can "shut off" the lost card and issue a replacement in a matter of minutes. Furthermore, Dining Dollars GOLD funds carry over from semester to semester and year to year as long as the student is at JMU. Or, if the student so requests, they will be refunded at the end of spring semester or upon the student separating from the university. Dining Dollars
Dining Services

Employment Opportunities

With more than 700 on the payroll, JMU Dining Services is the largest employer of students at JMU. In such a large operation, job openings are frequently available. The pay is considered good by most employees, compared to similar types of work around Harrisonburg. There are numerous kinds of jobs, such as cashier, stockroom, dining room, driving, cook's helper, dishwashing, maintenance, clerical and computer, supervisory and management.

As a member of the JMU community, dining services is very cognizant of its student employees' academic priorities and will work with students to ensure the job does not harm scholarships. However, that is seldom necessary. Countless students have found they get better grades when they have a job than when they do not. They say having a work schedule encourages them to plan their time better, including study time.

Furthermore, dining services strives to make the job experience educational in itself, enforcing good attitudes, work habits and organizational skills that will serve well in any future job. Some past student employees, especially those who served as supervisors or managers, say they gained invaluable knowledge and experience.

Although they use the same wage scale, each of the dining services divisions independently runs its own student employment program and does its own hiring. Students interested in working in a certain division should go there or call and ask for the student manager to apply. If that division has no job openings at the moment, however, another one very well might.

Dining Services Rules

The dining contract obligates the university to provide meals for the contract holder in Gibbons Hall during established meal hours while the university is officially in session. To exercise the contract and be admitted to meals, the contract holder is obligated to present his or her properly validated 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 Hall and Mrs. Green'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 on the dining services' table tents 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 service 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. Loaing 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 in person to the assistant to the senior director of dining services. If not satisfactorily resolved at that level, written appeal may be made to the senior director of dining services.
Financial Aid and Scholarships
The Office of Financial Aid and Scholarships endeavors to assist students in financing their higher education. Financial assistance is provided in the form of scholarships, grants and loans 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 application 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 Office of Financial Aid and Scholarships 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 their education.

A detailed description of the financial aid programs and general related requirements are in the undergraduate catalog and on the financial aid home page: http://www.jmu.edu/finaid/. Students should review the information thoroughly so that they can understand the application procedures and be aware of all deadlines. Some key policies and responsibilities are described below.

Additional Assistance
A recipient of financial aid at JMU should notify the Office of Financial Aid and Scholarships 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 Scholarships.

Satisfactory Progress
The Office of Financial Aid and Scholarships 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' academic progress 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 Scholarships.

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

Application Procedures for Financial Aid
Students interested in applying for financial assistance should complete the Free Application for Federal Student Aid or the Renewal Free Application for Federal Student Aid and submit it to the federal processing agency by Feb. 15 for the coming year. The Department of Education mails Renewal FAFSAs in December to students who filed the form the prior year. For those who did not file the prior year, an original FAFSA can be obtained at the Office of Financial Aid and Scholarships beginning in January of each year.

In addition, other documents, such as student and parent tax returns, may be requested once the application review has begun. Mid-year transfer students must also request a financial aid transcript be sent to JMU from every other institution they have previously attended. This FAT must be sent even if the student did not receive financial aid while there.

Award Revision
When a student receives financial aid from sources other than the Office of Financial Aid and Scholarships, the original 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 over award 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 or other aid awarded.

Summer School Awards
Assistance through the federal 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 Scholarships. 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 Scholarships for summer school application procedures.

Publicity and Release of Records
The university believes that in most instances the type and amount of student assistance should remain confidential. The university, however, will make public announcement of scholarships and other awards which it deems appropriate to announce. Acceptance of federal, state or institutional aid carries with it the understanding that pertinent records may also 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 sign an affidavit before an award is final. Failure to comply with the requirements may lead to cancellation of aid.

For further information concerning financial aid at JMU, please contact our office, which is located in Sonner Hall. You may also contact us by phone at (540) 568-7820 or e-mail at fin_aid@jmu.edu.

University Health Center
The University Health Center treats minor illness and short-term medical concerns for all full-time students at JMU. The staff of nurses and clinicians is committed to providing quality medical care oriented toward assisting students to learn about their personal health/wellness and to take responsibility for their lifestyle choices and decisions. Assessment and treatment are based on observation, student reporting of symptoms and the medical history/evaluation included on the health record form. Appointments are scheduled by the attending nurse for further treatment by the clinician.

Supplemental medical care includes options paid directly by the recipients for services such as gynecological exams, birth control and allergy shots. 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, the sexual assault education coordinator's office is located in the health center. This office provides services, resources, programs and information on issues associated with sexual assault, gender and relationships, self-esteem, communication skills, prevention, and risk reduction.
The health center has facilities for observation and overnight care, when deemed necessary by the clinicians. For contagious or serious illnesses, students will be sent home for appropriate care. For treatment of chronic or long-term conditions, the student’s primary care physician should make a referral to a physician in the Harrisonburg community. The health center coordinates with the emergency department of Rockingham Memorial Hospital for the treatment of serious illnesses, accidents or emergencies.

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 strongly recommended that students carry health and accident insurance. This coverage may be through a family policy or the group policy available to JMU students at an additional cost. Information concerning the group policy is available from the health center.

Each student attending JMU 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 the university.

University Recreation

University Recreation is committed to providing quality recreation programs and services to the JMU students, faculty and staff. The staff is dedicated to developing physical, social and intellectual skills and promoting healthy lifelong fitness habits within the JMU community.

In fall 1996, the new 140,000-square-foot University Recreation Center opened adjacent to the Convocation Center on the new College of Integrated Science and Technology campus. The new facility allows JMU to provide a variety of enhanced and innovative recreation programs from one central location. The facility includes a strength training and cardiovascular fitness area spanned over two floors, two aerobic/martial arts studios, main gymnasium, multiactivity gymnasium, racquetball courts, equipment issue room, outdoor activities area, adventure center, 25-meter-by-25-yard swimming pool with jacuzzi, sauna, and locker rooms, and a .10-mile indoor running track.

Programs housed in the new facility include aerobics, aquatics, informal recreation, intramural sports, fitness programs, special events, sport clubs, and outdoor adventure. UREC offers exciting programs to encourage healthy lifelong fitness habits and opportunities in student leadership. Discover JMU and get involved in UREC activities!

JMU Bookstore

The JMU Bookstore is owned and operated by the university as a service to the campus community. The store hours will be 9 a.m. to 6 p.m. Monday through Friday and 11 a.m. to 4 p.m. on Saturday during the fall and spring semesters. For the convenience of the students, the hours are extended at the beginning of each semester and for special campus events.

The bookstore stocks all textbooks and course materials used for the academic programs. These items will be sold in the Phillips Hall ballroom at the beginning of each semester. In addition to textbooks, both new and used, the store offers school and computer supplies, computer hardware and software, JMU clothing and gifts, magazines, and greeting cards. A large selection of general and reference books are available to supplement texts and for casual reading.

Store services include special orders for books, textbook buy-back, gift certificates, film processing, bus tickets and a variety of computer-upgrade services and network-card installations.

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

The campus convenience store, Mister Chips, is operated by the university and offers a wide variety of campus lifestyle products and services. Product lines include snacks and beverages, health and grooming aids, newspapers, magazines and comics, greeting cards, gifts, and fresh flowers. In addition, Mister Chips offers several time-saving services such as laundry and dry cleaning (drop off/pick up), flower and balloon delivery (on campus), same-day film processing, video rental, postage stamps, and gift certificates.

Located across from the Godwin bus stop, store hours are 7:30 a.m. to midnight Monday through Friday and 11 a.m. to 11 p.m. Saturday and Sunday, with limited hours in the summer and during breaks.

University Copy Centers

The University Copy Centers are owned and operated by the university as a service to the campus community. There are four locations conveniently operated extended hours providing a full range of photocopying services. Academic course packs, copyright permission service, graphic service and express photocopying service is available. Hours of operation vary specific to the location.

- Warren Hall, Room 300
- Zane Showker Hall, Room 203
- Wilson Hall, Room 303
- CISAT Building, Room 129

** Academic course packs are nonrefundable.

Office of Residence Life

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 that promote social consciousness and individual responsibility. Many activities promoting personal growth and development are offered in residence halls.

Residence Hall Organization and Staff

The Office of Residence Life operates 30 residence halls which house approximately 5,800 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 on each floor or section provide information, counseling and programming for residents. Additionally, these staff members have been trained to deal
with emergency situations, protect individual and institutional rights through the enforcement of university policies and 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 lifestyles among residence hall students; therefore, the university has developed a housing system that permits students to choose an environment in which they will feel most comfortable. There are two basic environments: freshman and upperclass. Upperclass students 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 freshmen 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 returning it to that same staff member. Except in emergency situations, room changes will be processed in the order they are received, provided 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 fined 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 dining 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 for administration.

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 that 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 'Livin' On 'at check-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 halls," 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.
3. The use or possession of "beer bongs," funnels or other paraphernalia that 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 guests.

Check-in and Check-out 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 check-out arrangements or utilize the express check-out procedures as provided.
3. 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 check out of their residence hall within 24 hours after completion of their last exam.
cases, residents who are not graduating seniors must check out by 5 p.m. Friday. Graduating seniors must check out 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 persons to whom it is contracted and a few of their guests. Overcrowding of residence halls is 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 on campus overnight for more than two 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 who want to sell or distribute items in residence halls should refer to "Petitioning, Selling, Surveying and Publicizing." Those who want to distribute materials in the residence halls should refer to "Livin' On".

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 of the last day of classes, until the end of final 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 the assistance of a university police officer.
1. No student may lend a front door key to anyone.
2. A student who enters or leaves the residence hall after closing hours 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 through 11:30 a.m. on Sundays through Thursdays and 9 to 3:30 a.m. Fridays and Saturdays.
2. Guests must be escorted by a resident of the hall in which they are visiting.
3. At times other than designated visiting 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 visitors 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. Nonresidents 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.

**University Center**

**Services**

The University Center offers social, cultural, educational, recreational, developmental and experiential activities for the JMU community. Event planning and facilities management, entertainment promotion, organizational support and information services are among the many programs, services and resources coordinated by the University Center.

**Events and Conferences**

Events and Conferences 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 events and conferences staff is available to advise groups in all aspects of program planning.

**Student Organization Services**

**University Program Board**

Campus entertainment is scheduled through the University Program Board, a student organization advised through the University Center. 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 and schools. 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.

**Greek Life**

The University Center works with the Greek organizations to foster cooperation and communication among Greeks, the university and the community. The staff advises the Inter-Fraternity Council and Panhellenic Council and also works with the individual chapters in promoting leadership, involvement and service. The University Center is committed to the development and growth of the Greek system by implementing programs and workshops to facilitate the many aspects of Greek life.

**Clubs and Organizations**

The organizational development office, located in Taylor Hall, Room 205, provides services to the more than 240 recognized student organizations at JMU and provides information about recognized student organizations to the JMU community. Programs such as C.E.O. Workshop Series, Nuts and Bolts Workshops, fund raising workshops, and Officer Transition Workshops provide members, officers and advisers of student organizations with opportunities to educate themselves and improve their organizations. Student organizations offer students a leadership laboratory in which to apply their knowledge and skills.

**Center for Off-Campus Living**

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. Students may receive assistance in locating off-campus housing or roommates through the center's housing listing available in the office and on the Internet. Any student needing assistance with lease reviews, landlord-tenant difficulties, bus or parking problems or other concerns should also contact the Center for Off-Campus Living. The Utility Deposit Assistance Program is available to all full-time students to assist with deposits required by participating utilities. The computer student council is composed of off-campus students interested in developing and implementing assistance with the special needs of students who live off campus. The Center for Off-Campus Living is located in Taylor Hall, Room 102, and is part of Taylor Down Under, which consists of a coffee bar, stage, lounge and the Corner Pocket Gameroom.

**James Madison University Center Facilities**

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

**Warren Hall**

Named in honor of a former dean at JMU, Warren Hall was officially opened in 1971 to serve as a base from which many student activities originate. The original facility includes the JMU Bookstore, the post office, University Club dining facility, ticket office, intramural and sports club office, several meeting rooms, lounges and the University Center administrative offices.

**Taylor Hall**

Completed in July of 1993, Taylor Hall is named after Dr. James Taylor, a former rector of the JMU Board of Visitors. This part of the campus center houses Taylor Down Under, which includes the Corner Pocket Gameroom, Center for Off-Campus Living and The Coffeehouse; the Madison Leadership Center, which includes the LEAD Center, Center for Community Learning and Office of Student Employment; Student Organization Services, which includes offices of Greek life, clubs and organizations, Student Government Association, and the University Program Board; and a variety of meeting rooms and lounges.

**Phillips Hall**

Located adjacent to Taylor and Warren halls, Phillips Hall is named in honor of a former vice president of business affairs, Col. Adolph Phillips. This facility includes PC Dukes on the ground level and a ballroom on the second floor.

**Grafton-Stovall Theatre**

The 630-seat theater was dedicated in 1979 and named for two former members of the JMU Board of Visitors. The theater is used for large meetings and entertainment such as films, lectures and theater productions.

**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, Warren Hall, 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, organiza-
General Policy

1. 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.

2. Prior to posting materials on general purpose bulletin boards, all materials must be individually stamped with a removal date to ensure the systematic removal of outdated material and provide space for new material. Approval can be obtained at the information desk in Warren Hall from 8:30 a.m. to 5 p.m., Monday through Friday. Posting of materials is usually limited to two weeks. This time can be extended, at the discretion of the coordinator of information services, in unusual circumstances.

3. 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 one poster per activity will be approved to provide adequate space for all student organization notices.

4. All materials to be posted are required to have the sponsoring organization or administrative office name and a contact phone number appear on the front of the materials, in a legible type size and style (no smaller than 12 point).

5. 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 of good taste. Material which may be questionable may be reviewed by the coordinator of information services.

6. For sale notices and personal announcements to be posted on the general purpose bulletin boards must be typed or neatly printed on cards measuring no larger than 8 inches by 11 inches to maintain uniformity and to provide space for the maximum number of notices. Contact persons 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.

7. 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.

8. Signs or decorations may be placed in windows of student residences only with the prior permission of the head resident.

9. If the rules governing the posting of public notices are not adhered to, the University Center 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:

- Using chalk to display messages or advertise events on campus sidewalks is 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.
- A maximum of two posters may be posted in Warren Hall.
- Flyers or notices may not be placed in or attached to automobiles on campus.
- Banners, signs and advertising will promote only student organizations or recipient charities and academic or administrative offices and functions.

- 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.

User of General Purpose Bulletin Boards

- student organization, faculty group or other university organization has the following responsibilities:
- Take material to be posted to the information desk in Warren Hall 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 Warren Hall. Posting of materials in Warren Hall will be done by the staff of the University Center.
- 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 and phone number on the poster or notice.

Student Clubs and Organizations

The JMU student body has proven to be a very active and diverse group. Working with full-time faculty and staff members as advisers, JMU students have successfully organized more than 240 student organizations. The organizations include membership in academicians, fraternities, honor societies, publications, religions, service, sororities, sports and special interest. For a description of student organizations refer to 'Things To Do At JMU' or inquire at Student Organization Services, Taylor Hall, Room 233.

Recognition of Student Organizations

Students interested in forming a new student organization should contact Student Organization Services to obtain a copy of the criteria for recognition. Interested groups must describe how the prospective group will contribute to the university. The group should also be able to estimate the number of interested students. A letter of intent and a constitution must be written, and the group must have a full-time JMU faculty or staff adviser. Organizations in the process of forming may use campus facilities to meet for the purposes of organizing and attracting new members. Pending status is given to such organizations for a period not to exceed three semesters. After three semesters, privileges are withdrawn until the group's constitution is approved.

Constitutions are reviewed by Student Organization Services staff and then presented to the Subcommittee on Student Clubs and Organizations for consideration and comments. After Subcommittee approval, the constitution is reviewed by the Commission on Student Services. If the commission approves the constitution, it is forwarded to the president of the university for final approval.

After an organization has been formally recognized by the university, student clubs and organizations are required to:

1. Complete the Student Organization Annual Registration Form by two weeks after the fall semester begins. Failure to complete this form could result in the organization losing its formal recognition and thus losing all rights and privileges extended to recognized clubs and organizations. Forms are available in Student Organization Services, Taylor Hall, Room 233.

2. Submit constitutional changes to the Subcommittee on Student Clubs and Organizations for consideration.

3. Secure a full-time JMU faculty or staff member to serve as the organization's adviser if a vacancy occurs.

4. Attend one Nuts and Bolts Workshop per year prior to scheduling space for organizational use. One representative from each
5. Uphold university policy on hazing. Organizations that are found to be in violation of this policy are subject to discipline by the university and may immediately lose their status as recognized student organizations of the university. Individual members who are found to be in violation of this policy are in violation of the Code of Student Conduct and may be disciplined in accordance with established university procedures.

6. Utilize office space in Taylor Hall, Room 202, if allocated. Fulfill expectations outlined by the selection committee. Check organization box once a week if allocated space in Taylor Hall, Room 202.

Disbandment of Student Organizations

Existing organizations may be disbanded if requirements are not fulfilled by the organization. Annual organization reviews will occur to ensure existing organizations meet the same criteria by which newly forming organizations are judged. Organizations will be placed on an inactive list for no more than two semesters. If requirements have not been met after two semesters, the organization will be disbanded and must go through the recognition process if the group wants to be re-established.

Contractual Agreements – Student Clubs and Organizations

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

When a contractual agreement with nonuniversity agencies is involved, all JMU student organizations planning to contract programs on or off the campus, or which provide services to JMU 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 written authorization obtained in Student Organization Services, Taylor Hall, Room 233.

2. The executive officers of the student organization must discuss the program or service for which they seek contractual agreements involving nonuniversity 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 Madison Leadership Center for review; signature and referral to other university officials as appropriate. For the contract to be valid, there must be at least two signed original copies of each. No contracts can be processed for payment before being signed by both parties. An original signed copy of the contract and all riders must accompany the request for payment (check request).

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 Student Organization Services. A copy of the JMU contract rider or parts thereof shall be attached to the contract. Each bid, proposal or contract must be accompanied by a detailed budget for the event outlining anticipated revenues and all expenses related to the event. The organization must be able to cover the full cost of the event from the organizational budget. If it determined that there is inadequate time to complete the contract process, the event may be canceled.

4. Contracts generated by student organizations which are budgeted by the Student Government Association and the Media Board (University Program Board, Bluestone, The Breeze, etc.) must be approved by the appropriate university officials (Student Organization Services; provost of the College of Arts and Letters; SGA adviser; etc.). Contracts involving those organizations that 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 nonuniversity agencies fall under university policies governing such on-campus sales and solicitation (see "Soliciting, Petitioning, Selling, Surveying and Publicizing").

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

SGA Funding

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 SGA constitution for further details.)

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 that want to receive front-end budgeting. A portion of student fees is set aside, making up the 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 fees will be allocated in support of cultural, educational, service and entertainment events that intend to appeal to the general student population.

Student Media

"The Bluestone," the student yearbook; "The Breeze," the student newspaper; and WXJM, the student radio station are each governed by the university media board appointed annually by the president of the 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 university media board.

Office of Admission

The Office of Admission is responsible for the recruitment, admission and enrollment of prospective students 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 Sonner Hall. Group conferences and campus tours are held throughout the week and on Saturdays. Campus tours are conducted by members of the JMU Student Ambassadors organization. The office also sponsors recruitment activities for minority students with the support and assistance of the Students for Minority Outreach organization. SMO members co-sponsor the fall-semester "Take A Look" program and the spring-semester visitation weekend.
Public Safety
The Office of Public Safety consists of the following areas: police, parking, lockshop, and safety.

University Police
All emergency calls 568-6911
JMU provides full-service police protection to the campus community through the university police. Fourteen commissioned officers with comprehensive law enforcement powers patrol the campus and facilities 24 hours a day. Their authority, responsibility and training are the same as required of any police officer in Virginia. Within their jurisdiction—which includes all university-owned, leased or controlled property and the adjacent streets and sidewalks—university police have the authority to enforce all provisions of Virginia law in addition to university regulations. They work closely with the neighboring Harrisonburg Police Department, the Rockingham County Sheriff's Department and the Virginia State Police.

University police officers are graduates of any of several state-affiliated regional criminal justice training academies, having completed the 480-hour police basic performance-based training plus biannual in-service training. All are certified by the state's Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard-issue or approved firearms at all times and must maintain firearms proficiency through semiannual training, qualification and certification at a local firing range.

Through the Campus Police Cadet Program, carefully screened and trained students are employed to act as auxiliaries for the university police. Cadets are on duty from 7 p.m. until 2 a.m. each weeknight and until 3 a.m. on weekends, patrolling their assigned areas and providing escort services to students walking across campus and to and from parking lots. Following cadet duty hours, university police officers escort students as needed. Cadets are also responsible for patrolling and securing academic and administrative buildings on campus each evening.

Campus Parking
During the school session, from 7:30 a.m. to 5 p.m. Monday through Friday, parking on campus is limited to vehicles displaying a university parking permit. Physically disabled individuals, commuting students and resident seniors, juniors and sophomores in good standing may register a vehicle, in that order of priority on a space available basis. Other students with valid hardship requests (in writing, in advance) supported by corroborative documentation may be granted special permission to park on campus if space is available.

All visitors who park on campus (7:30 a.m. to 4 p.m. Monday through Friday) are required to obtain a visitor parking permit at the parking office. There will be no fee for this permit.

Lockshop
The university's locksmiths work closely with residence life staff and on-campus Greek housing coordinators to ensure the utmost security in the campus living facilities. Lost keys and damaged locks should be reported to the appropriate hall staff member. Locksmiths assist the university police with emergency access when keys are locked in a vehicle.

Safety
The university's safety engineer conducts safety surveys and inspections; investigates fires, hazardous materials spills and other dangerous conditions; and provides awareness training in all aspects of environmental and workplace safety and health. The safety engineer works closely with the Harrisonburg Fire Department; the Virginia State Fire Marshal's office; the state's Offices of Risk Management, Waste Management and Occupational Safety and Health; and safety equipment service contractors.

Office of the Registrar
The Office of the Registrar is custodian of all academic records and provides student record services, registration and card services to students, faculty and staff.

Student Record Services, Wilson Hall, Room 104, 568-6281
The Student Record Services area is responsible for grade collection and distribution, transcript issuance, graduation certification, diploma issuance, transfer credit evaluation, Veterans Education Programs and university withdrawal procedures.

Registration Services, Warren Hall, Room 504, 568-3736
Registration Services supports telephone and walk-in registration and course adjustment for enrolled undergraduate and graduate students and registration for international and continuing education programs. The Registration Services area also provides information regarding policies and procedures and serves as a distribution point for forms and degree audit reports.

Card Services, Warren Hall, Room 504, 568-6446
Card Services issues JMU access cards for university students, faculty and staff. Card Services also administers meal plan and Dining Dollar declining-balance accounts for dining services. Both resident and commuter students have meal plan options. For details on these plans, please read the area under dining service meal plans.

Card Services also administers the FLEX declining-balance accounts that are honored for purchases or services in the following areas: JMU Bookstore, Mister Chips convenience store, Postal Services, vending machines, health center lab fees, pizza delivery, copy machines, microfiche, laundry, campus parking, copy centers, Warren Hall ticket office and all dining service locations. Please refer to the JAC brochure for details.

Withdrawal from the University
Any student who is considering withdrawal from the university should contact the Office of the Registrar to gain a perspective on the personal, financial and academic implications of such a decision. A staff member will provide factual information and aid in the decision-making process. If a student should need additional help, a referral will be made. Upon a student's decision 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 complete 30 days prior to enrollment for the semester in which the student wants to return.

Nonreturning 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 Registrar in writing. This notification is necessary whether or not students have registered or paid.
VII. ACADEMIC AFFAIRS

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 supports 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 JMU 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 Center

The function of the adviser is one that is vital to the mission of the 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 familiarize them with university resources available which may assist in meeting their educational needs, goals and aspirations.

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 students and faculty members. During spring semester, freshmen who have declared a major are assigned to advisers in the department or school of their major. Students remaining undeclared stay with their freshman adviser until they select a major and receive support in the process of declaring a major.

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 that influence their ability to do satisfactory work in their course assignments. Any student who wants 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 who wants 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 improve writing and grammar skills. Help is also available for students writing applications and letters. These labs are located in Harrison Hall, Rooms A125, A131 and A133.

Mathematics Support Lab

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 20.

Office of Career Services

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 and Life Planning Course

The career and life planning course is for freshmen and sophomores who want to explore the relationships between academic majors and career fields, identify their career interests and learn effective decision-making strategies in choosing a major and/or a career. The class is listed under BGS 200, sections D through J and is offered in both the fall and spring semesters.

Career Library

The career library is designed to make available pertinent resources for career planning and choice, internships/summer
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 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 and Resume Services

JMU JobLine is an automated job listing service. Students can access immediate job openings 24 hours a day by touch-tone phone. Job vacancies from a variety of organizations are advertised in the career library.

The Resume Expert Plus program, available for purchase through the JMU Bookstore, enables students to create a professional, typeset quality resume on any IBM-compatible PC. Once students create their resume on the Resume Expert Plus diskette, it will be uploaded onto the student job search database and referred to employers for internships and full-time employment when a match exists between the applicant’s qualifications and those of the position. The Resume Expert Plus program is required for all seniors who want to participate in the on-campus interviewing program.

JMU Parent Career Network

More than 600 parents of JMU students participate in the Parent Career Network, providing advice and guidance to students about the career fields they represent and information about the organizations in which they work. The Office of Career Services maintains a database of parents who have volunteered to assist students with their career decisions. Students may contact parent volunteers directly for advice and information.

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 who wants 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. to 5 p.m.

Disability Services

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.

Carrier Library

Carrier Library serves as a focal point for research, study and library instruction at JMU. A principal goal is the education of library users, especially students. Programs include electronic reference services, individual reference services, collection development and interlibrary loan/document express. 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.

Continuing Education/Valley of Virginia Partnership for Education

The mission of the Office of Continuing Education 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 licensure or relicensure 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 graduate and undergraduate courses are delivered for off-campus degrees 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 special student 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 noncredit, instructional programs through the Office of Continuing Education. Noncredit courses are available for supplementing and updating knowledge, skills and abilities. Some noncredit courses award continuing education units as a uniform measure of occupational development. The Office of Continuing Education serves as a referral center for the external community to access the university's noncredit resources.

The continuing education 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 pro-
grams are offered by the continuing education office to achieve this goal.

Information pertaining to courses, programs and services of the continuing education office is available upon request from the Office of Continuing Education.

**International Education**

In response to the ever-increasing need to prepare our students to function well in the world community, JMU 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 beginning intensive language training. Along with language classes, the curricula usually include core courses in political science, fine arts and the humanities.

In addition, JMU sponsors international exchange programs connected with area studies programs (Asian studies in Japan, African studies in Ghana) and programs which focus on a particular discipline. These include international business programs in Argentina, France, Germany; Hong Kong and a health sciences program in Honduras.

During the summer, numerous short-term international study courses are offered for academic credit. Recent sites have included England, Honduras, Israel, Japan, Wales and Vietnam.

Approximately 70 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 environment 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.

**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 60-89 credit hours.
- Seniors are students with more than 89 credit hours.

**Change or Declaration of Major**

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

**Transferring Credit from Other Institutions**

A student who wants to earn credits at another institution, either in the summer or during a regular session, must obtain permission in advance from the Office of the Registrar. The registrar's office will make the determination concerning the course and its application toward a JMU degree following consultation with the head of the department or school, if necessary. Credit hours will be awarded for approved courses carrying a "C" or better grade. Grades for courses taken at other institutions are not included in grade point calculations, although they will be used to determine graduation honors for eligible students. The student is responsible for having an official transcript mailed to the registrar's 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 nontraditional means such as private study, technical employment or prior instruction, the 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 or school 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 or school head; or,
   - for which a student's grade was assigned due to a violation of the Honor System.
4. Each department or school 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 or school shall determine what constitutes a "C" for that department or school. No department or school 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 nonrefundable fee must be paid prior to the administration of an examination for credit.
9. Each department or school 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. 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 view the use of nontraditional grading systems adversely. Students should consult their academic advisers for information concerning the inclusion of credit/no-credit course grades within their program.

In addition to courses that are designated as credit/no-credit basis if they have completed at least 28 credit hours at JMU and have attained a 2.25 cumulative grade point average. Transfer students may take courses on the credit/no-credit option if they have completed 28 credit hours with at least 14 hours at JMU.
1. A student is eligible to take a course on a credit/no-credit basis by the department/school. Students are eligible to take a course on a
Students should declare at registration the course or courses they wish to take. A transfer student may take courses on the credit/no-credit option if he or she has completed 28 credit hours at JMU. Students are permitted to register for kinesiology 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. Except for field base courses which may be defined by a department/school as credit/no-credit, the following courses may not be taken credit/no-credit:
   - Courses used to meet general education requirements.
   - Courses within a major program.
   - Courses within a minor program.
   - Courses listed by name and number in a major or minor program but offered outside the major and minor department or school.
   - Courses being repeated that were previously taken for a letter grade.
   - Degree requirements.

3. In addition to any field-based courses, 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 the instructor.

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. Except for field-based courses designated by the department/school, 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 in residence at JMU. 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 and credit hours in the repeated course being excluded from the calculation of the student's GPA and earned credit hour total. 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, 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 advisors for any course adjustment.

The end of the free add period (approximately one week after the start of the first week 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 or school offering the course.

The end of the free drop period (approximately one week after the mid-point for a regular semester's classes) is the deadline for dropping a course.

A fee of $10 will be charged for each day on which an adjustment is made after the end of the free add and drop periods.

The end of the course adjustment period (approximately one week after the mid-point for a regular semester) is the deadline for:
- changing a credit option,
- 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. Dropping a course before the end of the free drop period will not 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 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 and Continued Enrollment

Continued enrollment at James Madison University is dependent upon an undergraduate student's ability to maintain satisfactory academic progress toward attaining a degree as measured by the cumulative grade point average. To assist students in maintaining satisfactory progress, JMU has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty and timely intervention through academic support programs.

#### Good Standing

Undergraduate students who maintain a cumulative grade point average of at least 2.0 are considered to be in good standing and eligible for continued enrollment at JMU.

#### Academic Warning

The status of academic warning will apply to any student whose semester grade point average at the end of any term is below 2.0 even though the cumulative grade point average equals or exceeds the 2.0 standard required for continued enrollment in
good standing. Students who are placed on academic warning at the conclusion of a semester are urged to contact their advisers to devise strategies for improving academic performance.

Academic Probation

Academic probation is an indication of serious academic difficulty and applies whenever a student's cumulative grade point average falls below 2.0. Students on academic probation at the end of the fall semester may continue enrollment in the spring semester; however, students on academic probation will be restricted to a course load of no more than 12 credit hours each semester until their cumulative grade point average has improved sufficiently to remove them from academic probation. Students on academic probation may be required to confer regularly with their academic advisers and to participate in the Educational Skills Development Laboratory.

Academic Suspension

A student will be placed on academic suspension if the cumulative grade point average at the end of the spring semester is below the minimum required for continued enrollment on academic probation as set forth in the table below. As a rule, academic suspension will be invoked at the end of the spring semester (and summer session for students who attend summer session); however, in exceptional cases where academic performance is persistently unsatisfactory, the institution may choose to suspend a student at the end of the fall semester.

<table>
<thead>
<tr>
<th>Hours Attempted Including Transfer Hours</th>
<th>Cumulative JMU GPA at end of Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 27</td>
<td>less than 1.500</td>
</tr>
<tr>
<td>28 - 44</td>
<td>less than 1.650</td>
</tr>
<tr>
<td>45 - 59</td>
<td>less than 1.750</td>
</tr>
<tr>
<td>60 - 74</td>
<td>less than 1.850</td>
</tr>
<tr>
<td>75 - 89</td>
<td>less than 1.900</td>
</tr>
<tr>
<td>90 - 104</td>
<td>less than 1.949</td>
</tr>
<tr>
<td>105 - 119</td>
<td>less than 1.999</td>
</tr>
<tr>
<td>120 or above</td>
<td>less than 2.000</td>
</tr>
</tbody>
</table>

Suspended students may enroll in the immediately following summer session in an attempt to rectify their academic deficiencies. If the student raises the cumulative grade point average during the summer to at least the minimum required for continued enrollment on academic probation, then the student will be eligible to enroll for fall semester subject to the restrictions described under academic probation. Otherwise, the student will be academically suspended and ineligible for continued enrollment at JMU.

Appeals for Early Re-enrollment

If there are documented extenuating circumstances associated with the academic deficiency which resulted in suspension, students on academic suspension may appeal for permission to re-enroll at JMU prior to being eligible for readmission under the terms of the preceding paragraph.

During a first suspension, the student may choose to make a written appeal for early re-enrollment to the provost/dean of the major college (or to the Office of the Associate Vice President for Academic Affairs for students with undeclared majors). Decisions regarding permission to re-enroll and the conditions under which re-enrollment will be granted will be made by the provost/dean of the major college or the associate vice president for academic affairs.

During any subsequent suspension, the student may choose to make a written appeal to the associate vice president for academic affairs. The decision regarding permission to re-enroll and the conditions under which re-enrollment will be granted in this case will be made by a committee chaired by the associate vice president for academic affairs and composed of representatives of deans/provosts.

Readmission to the University

Students who have been suspended may apply for readmission to the Office of Admission after a separation from the university of one year. It should be noted that readmission after the one-year separation is not automatically granted. With prior approval from the dean/provost of the major college and the Office of the Registrar, a suspended student may choose to take courses at another institution. Course work completed during the period of suspension may be considered as part of the criteria for readmission, but courses taken at another institution cannot be used to raise the grade point average at JMU nor will the courses automatically transfer to JMU. Up to 12 credit hours of such course work will be accepted in transfer after the student has been readmitted and has earned a minimum semester grade point average of 2.0 on at least 12 hours attempted during the semester of return.

Grade Appeal Procedure

Maintaining standards of excellence and the integrity of the teaching/learning process are important values to the JMU faculty. The university and its faculty members also recognize that sometimes grades may be inappropriately assigned. If such disagreements occur, students have a right to be fairly heard. Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative exercised by the professor.

Grade Change Procedure

If a student (graduate, undergraduate, post-baccalaureate) believes that a grade was assigned in error because of a mistake in calculation or an error in recording, the student should consult the professor (or professors, in the case of a jointly taught course) before the Friday of the second full week of classes in the regular semester following the semester of the contested grade to resolve the discrepancy. Requests for review of spring-semester or summer-session grades must be initiated no later than the Monday of the third full week of classes in the subsequent fall semester. If the professor agrees that a change should be made, the professor should submit a grade change form and forward it to the department head, school director or cluster coordinator for signature. A copy will be forwarded to the dean or provost. The only basis for this type of change is an error in grade assignment or calculation.

Grade Review Process

If a student (graduate, undergraduate, post-baccalaureate) believes that a final course grade was unfairly awarded, the student may initiate the grade review process. Students should be aware that, as a result of review, a grade may be raised, lowered or left the same. Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative exercised by the professor. Grounds for grade review are limited to two categories:

- Grade was assigned in a manner other than the criteria listed in the course syllabus or as amended by the professor with appropriate notice
- Grade was assigned in a manner other than that used for other students in the class

To activate the grade review process, the student should follow these steps:

- Student submits grade review form to professor by Monday of the third full week of classes in the regular semester following the semester of the contested grade. Student should attach a written explanation of reasons for dispute, including documentation. Requests for review of spring-semester or summer-session grades must be initiated no later than the Monday of the third full week of classes in the subsequent fall semester.

- Student meets with professor by Friday of the third full week of classes to attempt to resolve concern.

- If student and professor reach agreement that the grade should be changed, the professor changes grade by submitting a grade change...
form to department head, school director or cluster coordinator for signature. A copy will be forwarded to the dean or provost. For graduate students, notification also needs to be sent to the Graduate School office. If grade was "C," "U" or "F" before the change occurred.

- If no resolution is reached, the professor signs the form and responds to the student in writing by Friday of the fourth full week of classes. The written response should be appended to form. The professor returns original to student, retains a copy and sends a copy to department head, school director or cluster coordinator.
- By the Friday of the fifth full week of classes, student contacts head of department, school director or cluster coordinator to request review of statement and response.
- Department head, school director or cluster coordinator meets with student and confers with professor.
- Department head, school director or cluster coordinator signs the form and responds in writing by Friday of the seventh full week of classes, appending written response to form. Returns original to student, retains a copy and sends a copy to professor.
- If it is agreed that the grade should be changed, the professor submits grade change to the department head, school director or cluster coordinator for signature. A copy will be forwarded to the dean or provost. For graduate students, notification also needs to be sent to the Graduate School office if grade was "C," "U" or "F" before change occurred.

After a grade dispute has been considered by the professor and department head, school director or cluster coordinator, a student may request the dean or provost of the college in which the class was taught to review the form, documentation and responses. The dean or provost will only consider information presented to ascertain whether all parties have had adequate opportunity to present the facts and subsequently received a fair hearing at each level. To enter this phase of the process, a student should use the following procedures:

- Student contacts dean or provost by Friday of the eighth full week of classes to request review of process.
- College dean or provost reviews process to be sure student and faculty member have had fair hearing.
- If college dean or provost believes due process was not followed, he/she consults with professor and department head, school director or cluster coordinator to resolve dispute.
- College dean or provost responds in writing by Friday of the 10th full week of classes. Written response is appended to form. Returns original to student, retains copy and sends copies to department head, school director or cluster coordinator and professor.
- If it is agreed that the grade should be changed, the professor submits grade change form to the department head, school director or cluster coordinator for signature. A copy will be forwarded to the dean or provost. For graduate students, notification also needs to be sent to the Graduate School office if grade was "C," "U" or "F" before change occurred.

There is no further review beyond college dean/provost. The entire process will not extend past the end of the semester (except summer) following the contested grade.

Special Circumstances

Students who spend a semester abroad should submit the review form to the professor by the Monday of the third full week of classes in the semester following the contested grade and notify the professor of semester absence from campus. A written explanation of the reasons for the dispute and documentation can be completed upon return to campus but cannot extend past the end of that semester.

If a faculty member is not on campus when a student wants to initiate a grade review, the student should contact the department head, school director or cluster coordinator to activate the process. Grades for block courses are officially recorded at the end of the semester; therefore, a grade review process for a block grade should follow the same procedure as for a semester course.

Attendance

Students' participation in the work of a course is clearly a precondition of their receiving credit in that course. Because of the wide variety of courses and teaching methods at JMU, the university recognizes that the nature of a student's participation in the work of a course cannot be prescribed on a university-wide basis. For this reason, classroom attendance is not a matter subject to regulation by the university. Attendance in class and laboratory is a matter between the student and the faculty member in that class or laboratory.

Final Examinations

Students are expected to attend final examinations at their scheduled periods. With extenuating circumstances, however, faculty members may approve a student's request for an exception. Students whose request for an exception is disapproved by a faculty member have the right to appeal to the department head or school director, academic dean, or provost. No appeal will be favorably considered without prior consultation with the faculty member.

Grade Point Average

A student's grade point average for any period is computed by dividing the number of quality points earned during that period by the number of credit hours attempted during the same period. For instance, for a period in which a student attempts 16 credit hours and earns 40 quality points, the student's GPA is 2.5.

A student's cumulative GPA is computed by dividing the total number of quality points earned at JMU by the total number of credit hours attempted at JMU.

Except as set forth under "Graduation with Honors" below, all references to grade point average denote the grade point average derived from course work taken at JMU.

Quality Points

For example, a grade of "B" in a three credit-hour course would earn nine quality points; a grade of "C" in the same course would earn six quality points.

The following do not affect quality points earned, credit hours attempted or GPA:

- Grades received at other institutions (except when used in determining graduation honors for eligible students).
- Plus and minus symbols.
- Audited courses - "I," "CR," "NC" or "W" grades.

Student Grievance Procedure

1. Every department or school will have an advisory committee made up of faculty members and students that will hear grievances and potential grievances, examine all materials relating to the issue, and make recommendations to the department or school 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 or school head or the committee and asked to respond to it.
Withdrawal from the University

Any student desiring to withdraw must have a conference with a staff member in the Office of the Registrar 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 Registrar 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.
- Students who withdraw from the university after the end of the 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.

Nondegree-seeking special students enrolled in an off- or on-campus course must withdraw from the university by securing a request for withdrawal form from the Office of the Registrar. This form should be completed and returned to the Office of the Registrar, 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 Registrar within 30 days after the student leaves the campus. Adjustments will not include nonrefundable fees or charges. Students whose connection with the university terminates because of disciplinary actions or enforced withdrawal will receive a prorated refund of all fees except room charges. (Further information on refunds may be found on Page 43.)

Nonreturning 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 Registrar in writing. This notification is necessary without regard to whether students have registered or paid. Questions concerning nonreturning status should be directed to the Office of the Registrar.

Transcript

The transcript of a student's permanent academic course record is released by the Office of the Registrar 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, the 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

The Division of Administration and Finance consists of the following areas: finance, resource planning, information technology, human resources and facilities management.

Financial Information

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 1-3:30 p.m. Monday through Friday. The cashiers accept room, board, tuition and other fee payments and disburse student financial aid refunds. A drop box is located by the cashiers windows to accommodate after-hours transactions.

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. *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.* Students will not be eligible for readmission unless accounts are paid in full for the current session and *With the recommendation of the assistant vice president for finance and the approval of the vice president for administration and finance, 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 Registrar. Students who withdraw due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the registrar 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 adjustment 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 unemanipulated minor shall establish by clear and convincing evidence that for a period of at least one year prior to the date of the alleged entitlement, the person through whom he or she claims eligibility was domiciled in Virginia and had abandoned any previous domicile, if such existed. To become eligible for in-state tuition, an independent student shall establish by clear and convincing evidence that for a period of at least one year immediately prior to the date of the alleged entitlement, he or she was domiciled in Virginia and had abandoned any previous domicile, if such existed. The statute defines an independent student as one whose parents have surrendered the right to his or her care, custody and earnings, have ceased to support him or her and have not claimed him or her as a dependent on federal and state income tax returns for at least 12 months prior to the date of the alleged entitlement. Domicile is defined as the "present, fixed home to which you return following temporary absences and at which you intend to stay indefinitely." 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. A matriculating student who has entered an institution classified as out-of-state shall be required to rebut by clear and convincing evidence the presumption that he is in the commonwealth for the purpose of attending school and not as a bona fide domicile. 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 admission office, Graduate School or Office of Continuing Education. 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 admission, dean of the Graduate School or director of continuing education, 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 JMU. 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 Bursar. 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 Bursar. If petition for review of the final appeal is desired, it 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.

**Resource Planning and Information Technology**

Resource planning includes the offices of budget, facilities planning and construction, human resources, institutional research and real property management. These units make up the university’s central planning organization and provide JMU with the personnel, funds and facilities it needs to succeed in its mission.

**Budget**

This unit's primary mission is to prepare, communicate and execute the university's annual operating budget and biennial operating budget request to the commonwealth. The secondary mission of the budget office is to provide senior management with professional analytical capabilities in support of the development of future financial plans.

**Facilities Planning and Construction**

This unit supports the process of planning, acquiring and managing the capital assets of the university.

**Institutional Research**

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.

**Technical Services**

This unit directs the operation of network services, operating systems support, computer operations, database management, and personal computer maintenance and repair.
Systems Development
This unit is responsible for the development, maintenance and
customer support of centrally managed administrative computing
applications. These areas include financial, student, human
resources, university advancement and other management informa-
tion systems.

Technology Planning
This unit is responsible for the coordination of information tech-
nology planning, information technology policies and procedures,
technology procurement administration, and special projects.

Telecommunications
This unit provides direction in the planning and administration
of telecommunications resources and services.
Telecommunications provides operations support for JMU's
telecommunications system. This includes installation and mainte-
nance 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
and 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 Numbers are subject to the following regulations:
1. The monthly charge for the Telecom Account Number is $5 per
month. Each student must obtain his/her own account.
2. Students in a residence hall room share the ultimate responsi-
bility 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 this
handbook.
5. Fraudulent use of a Telecom Account Number will result in one
written notice to the students assigned to the extension originat-
ing 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 number continues, a hold will be applied to the students'
records or charges may be brought through the university judi-
cicial system as described in this handbook.
6. Students are prohibited from accepting collect calls in resi-
dence hall rooms. Any room accepting a collect call will be
fined $15 plus the cost of the call. The telecommunications
office assumes no responsibility for determining which student
actually accepted the call.
7. All regular payments should be made using the pre-addressed
envelope provided.
8. Due to the proximity of residence hall rooms, the use of cord-
less phones is prohibited. No credit will be issued for duplicate
calls resulting from the use of a cordless phone.
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 a Telecom Account
Number. For further information, call 568-6108.

Human Resources
Human Resources is responsible for providing information and
services related to employment, including benefits, salary adminis-
tration, records, retirement and worker's compensation. Additional
programs include classification, compensation, training and other
personnel-related matters.

Facilities Management
Facilities Management is responsible for planning and directing
a comprehensive maintenance program for all facilities owned by
the university, including heating, cooling, grounds improvement
and beautification. Modification and renovation of university
buildings are planned and executed by this office. Facilities
Management is also responsible for custodial, transportation and
postal services for the university.
Emergency services are provided by calling 568-6101 during
normal working hours or 568-6911 on nights and weekends.

Postal Services
Postal services 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 pick up pack-
ages, the window hours during the regular session are Monday
through Friday 9 a.m. to 5 p.m. and 9 a.m. to noon on Saturday
during the academic year. During summer session window hours
are Monday through Friday 9 a.m. to 4:30 p.m. 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.

IX. UNIVERSITY
ADVANCEMENT
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, deal-
ing with alumni and parent programs, private gift solicitations
from all constituencies, economic development through connec-
tions with corporate/industrial leaders, and all media relations.

Alumni Relations
The Office of Alumni Relations is a liaison with more than
60,000 former students of JMU conducting special programs that
include Homecoming, class reunions and the candlelighting cere-
mony that inducts each graduating class into the JMU Alumni
Association. With support from the Alumni Association Board of
Directors, the office also sponsors alumni programs for current
students and services ranging from career networking to online
support programs.

Alumni Chapters
The alumni chapters office works with the alumni volunteers of
more than 35 alumni chapters located all over the nation to spon-
sor student scholarships and develop social activities and service
programs to strengthen ties to JMU.

Development
The development component of university advancement coor-
dinates all fund-raising activities in support of the academic mis-
sion of the university. Fund-raising programs include telefund,
direct mail, reunion/class giving, senior class challenge, major
gifts and planned giving. The solicitation of all private support is
coordinated through the development program that annually
seeks gifts from alumni, parents, faculty, friends, foundations and
corporations. The development office does not approve any of the
off-campus solicitations. Student organization fundraising projects
must be approved by the Division of Student Affairs.
Parent and External Relations

The JMU Office of Parent and External Relations is organized into the areas of parent programs, which includes the Parents Council; Parents Weekend; Montpelier publications; photography; and the JMU Arboretum. All activities conducted through this office seek to educate, cultivate or raise funds for the university community.

Montpelier

Montpelier is an official publication of James Madison University and is produced quarterly for alumni, parents of JMU students, faculty and staff members, and friends of the university. The publication is named for the home of James and Dolley Madison.

Publications

The Office of Publications provides professional editorial and graphic design services and the technological expertise necessary to disseminate university promotional materials, catalogs, handbooks, World Wide Web publications and other items. The office focuses most of its resources on publications that are targeted to audiences external to the university, and it coordinates the graphic presentation of the university's image.

Photography

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

Media Relations

The Office of Media Relations is responsible for disseminating information about the university to the news media and the general public.

JMU Extra

The JMU Extra is a special newsletter prepared by the Office of Media Relations and distributed by facsimile machine to all offices on campus.

JMUUniverse

JMUUniverse, produced by the Office of Media Relations, is a monthly newspaper containing information of interest about JMU. It is distributed to faculty and staff at the university.

Economic Development

The Office of Economic Development and Partnership Programs focuses on connecting the activities, needs and concerns of the entire institution to targeted, strategic external audiences, thus improving the quality and scope of campus communications. The office serves as an "academic sales office" for JMU to promote the institution and to make connections between opportunities and functions with audiences or markets including corporate and industrial leaders; local, state and federal government officials; elected officials; funding and charitable agencies; other institutions of higher education; K-12 education; local, state and federal economic development authorities.

Sponsored Programs

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.

James Madison University Foundation Inc.

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

X. YOUR RIGHT TO KNOW

Safety on the university campus is a natural source of concern for parents, students and university employees. Education - the business of James Madison University - can take place only in an environment in which each student and employee feels safe and secure. JMU recognizes this and employs a number of security measures to protect the members of its community.

Although the area, with its small-town feel and neighborly attitude, has a relatively low crime rate, crime prevention remains a high priority among residents. JMU does its part to ensure the safety of its students and employees. A professionally trained and supervised police force, a closely screened and well-trained residence life staff, and the students and employees themselves all share in the responsibility of making the JMU campus a safe place to study, work and live.

Police Protection

JMU provides full-service police protection to the campus community through its Office of Public Safety.

Fourteen commissioned officers with comprehensive arrest powers patrol the campus and residence hall areas 24 hours a day. Their authority, responsibility and training are the same as required of any police officer in Virginia. Within their jurisdiction - which includes all university-owned, -leased or -controlled property and the adjacent streets and sidewalks, university police have the authority to enforce all regulations and laws, both of the university and of Virginia. They work closely with the Harrisonburg Police Department, the Rockingham County Sheriff's Department and the local contingent of the Virginia State Police on incidents that occur off campus.

University police officers are graduates of any of several state-affiliated regional criminal justice training academies, having completed the 480-hour police basic performance-based training program, and are required to complete 40 hours of in-service training biennially. All are certified by the state Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of firearms. Officers carry standard-issue or approved firearms at all times and must maintain firearms proficiency through semiannual classroom training, qualification and certification at a local firing range.

Campus Police Cadet Program

Through the Campus Police Cadet Program, carefully screened students are employed to act as additional eyes and ears for the university police. Cadets are on duty from 7 p.m. until 2 a.m. each weeknight and until 3 a.m. on weekends, patrolling their assigned areas and providing escort services to students walking across campus and to and from parking lots. Following cadet duty hours, university police officers escort students as needed. Cadets are also responsible for patrolling and securing academic and administrative buildings on campus each evening.
Emergency Telephone Number

The on-campus emergency number, 568-6911, directly connects any campus phone with the university police department and should be used when fire, police or medical response is required. This number is also published in the university telephone directory, the Harrisonburg/Rockingham County telephone directory and is printed on a sticker and attached to all residence hall student phones. From the university police department, a network of speed-dialed lines provide direct access to Harrisonburg/Rockingham Emergency Services for local and state law enforcement, fire and rescue services. For information, escort services and other nonemergencies, students and employees should dial 568-6913. The on-campus number for parking concerns is 568-3300.

In addition to a telephone in each student’s room, 50 outdoor emergency telephones are located across campus and at the main entrance of all 29 residence halls. These telephones, housed in highly visible yellow call boxes, provide one-button speed dialing for instant communication with university police.

Emergencies Involving Students

For emergencies involving students, the campus police call on the services of the student affairs staff, the JMU counseling center and the local Victim/Witness Assistance Program when appropriate. The Victim/Witness Assistance Program, established through a cooperative effort between the commonwealth attorney’s office, the campus police, Harrisonburg and Rockingham County law enforcement agencies, state police, and the Harrisonburg-Rockingham Community Services Board, is designed to lessen the impact of criminal acts on the victims and witnesses of crimes and to ensure that such individuals receive fair treatment while participating in the criminal justice system. The campus police can arrange assistance by the victim/witness coordinator and can also provide a handbook outlining what being a victim or witness can mean and the agencies available to assist in criminal justice procedures.

Security in University Housing

About 5,500 undergraduate students reside in 29 residence halls and 17 fraternity and sorority houses on the JMU campus. Freshmen are required to live on campus, with the exception of day-student commuters. Upperclass students select residence hall assignments dependent on availability.

Off-campus housing includes apartments, private homes, individual rooms or apartments within private homes, and a small number of off-campus fraternity houses. The university does not provide supervision for off-campus housing.

University housing accommodates three lifestyles: all female, all male and coeducational. Each residence hall has its own visitation hours and guests must be escorted by a hall resident at all times. Overnight guests in the residence halls must be of the same sex.

Access to on-campus housing by university employees is on an “as needed” basis and incorporates strict key control procedures during hours of restricted access. All university repair and maintenance personnel must be in uniform or wearing a JMU photo ID to allow for easy identification by residents.

Each residence hall is staffed with a hall director and a number of resident advisers (one per 40 students). These individuals, living in the halls and on call 24 hours a day, are members of the university’s residence life staff and receive extensive training in enforcing residence hall security policies.

All residence hall doors except main entrances are locked each evening at 8 p.m. and reopen at 7:30 a.m. the following morning. Main entrances are locked at midnight on weekdays and at 2 a.m. on weekends. Students in each residence hall may vote to extend the hours during which all entrances are secured.

From 8 p.m. until main entrances are secured, a resident director or adviser is on duty each evening in the office at the main entrance of each hall. This individual is in immediate telephone contact with university police, if necessary. After the main entrance is locked, the person on duty remains on call, with the office phone transferred to his or her apartment or room.

All residence halls and on-campus fraternities and sororities are closed during holidays and vacations. During low-occupancy periods, such as the summer terms, students remaining on campus are moved into one concentrated area of the residence life complex to enhance security effectiveness.

Inspections surveying the security integrity of university housing are conducted periodically by a committee of representatives from residence life, facilities management, lockshop and public safety. In addition, a committee of students meets monthly to discuss security concerns and to provide feedback to the residence life staff. Repairs are made promptly, locks quickly replaced when keys are lost or stolen, and reports of potential safety hazards, such as broken windows, receive immediate response.

Alcohol and Drug Policies

JMU is committed to work against the illicit use of drugs and alcohol among students and employees. University police officers enforce all Virginia laws and university policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs, including the following:

• Individuals must be 21 years of age to buy, possess or drink alcoholic beverages.
• 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.
• Falsely representing one’s age for the purpose of purchasing or possessing alcohol is against state law.
• Drunkenness and possession of open containers of alcohol in public areas are prohibited by law.
• The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs in the workplace is prohibited.
• Impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) is prohibited.
• Alcoholic beverages may not be possessed, distributed or consumed at events open to the general university community and held on university property, except when 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.
• No student shall possess or distribute an illegal drug, as defined by Virginia’s Drug Control Act. 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.

Convictions for violations of these laws could result in fines, loss of driver’s license and imprisonment. University sanctions could include penalties ranging from fines to suspension from the university.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

• difficulty with attention and learning
• physical and psychological dependence
• damage to the brain, liver and heart
• unwanted sexual activity
• accidents due to impaired judgement and coordination

Staff members at the JMU Health Center and the JMU Counseling and Student Development Center can provide additional information about these concerns. More complete information on JMU’s substance abuse policy can be found in the section on “University Policies.”
General Security Procedures

The JMU campus is well lighted and further improvements in campus lighting are continually being made, including the placement of high-intensity metal halide or sodium vapor lights on buildings, in parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students.

Lighting and shrubbery tours are conducted at least once a semester by representatives from all segments of the campus community, including staff from student affairs, facilities management and public safety. Safety and security concerns are identified and recommendations for improvements made. In addition, the university security engineer makes regular safety and health inspections, serves as a liaison with public health and safety officials, schedules regular safety lectures and follows up on recommendations with lockshop and facilities management personnel.

JMU students, faculty and staff have access to academic, recreational and administrative facilities on campus. The general public may attend cultural and recreational events on campus, with access limited to the facilities in which these events are scheduled.

The university’s trespass policy, enforced by university police and posted in all university housing, is as follows: “Only those persons having legitimate business with James Madison University, members of the university community and their invited guests are permitted in this building. The university reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are to be considered in violation of criminal trespass (under cited Virginia code provisions) and are liable for prosecution.” University police officers may serve verbal or written trespass notices on nonmembers of the university community present on campus at their discretion and may make immediate arrests of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person is found in a posted facility with no legitimate purpose in that building, he or she is subject to immediate arrest.

Firearms and dangerous weapons of any type are not permitted in the residence halls or other university facilities, except when carried by bona fide law enforcement officers within their jurisdictions. Intentional use, possession or sale of firearms or other dangerous weapons by students is strictly forbidden and is a violation of university policy as stated in the student handbook. Provisions for storage of firearms and other weapons such as hunting bows and arrows can be made with university police for short-term purposes, such as hunting off campus in approved areas. Strict sign-in and sign-out procedures are followed.

The university community is kept aware of reported incidents on campus and in the nearby community through the semweekly student newspaper, The Breeze and the public safety web site: http://www.jmu.edu/pubsafety/index.htm

The police reporter from The Breeze meets with representatives from the university police, the Harrisonburg Police Department and the local court system prior to the printing of each issue to review all case activities since the previous issue.

Depending on the particular circumstances of the crime, the Office of Public Safety may also post a notice on the campus-wide electronic bulletin board, providing the university community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus fraternity and sorority house, and in the Center for Off-Campus Living. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students.

Prevention Efforts

Through a cooperative effort between public safety, residence life, the campus health center, the counseling center and the School of Health and Human Services, programs on personal safety and security, rape prevention and response, date rape, substance abuse, self-defense and resistance to burglary, larceny and vandalism are conducted regularly throughout the school year.

Each fall, residence life conducts a safety and security campaign, distributing safety literature to each resident student and requiring all residents to attend hall meetings on personal safety. Resident advisers in each hall are required to offer a number of programs throughout the year to students in their areas on varying topics of personal safety. At least one lock check per semester is conducted late at night in each residence hall to ensure that student room doors are properly secured. Operation ID, a program which provides engraving and registration services for valuable personal property, is conducted once each semester in residence halls and is available on an ongoing basis through the Office of Public Safety.

In addition to programming throughout the year, the university annually sponsors Alcohol Awareness Week and Drug Awareness Week, two weeks devoted specifically to alcohol and substance abuse prevention.

Through these comprehensive awareness programs, members of the university community learn more about the university’s efforts to enhance their safety and become aware of their own personal stake in their own security and that of others.

Sexual Assault

Prevention, intervention and education programs specifically addressing rape, acquaintance rape and other sexual offenses are regularly sponsored by a variety of organizations at JMU. The JMU Health Center, Counseling and Student Development Center and Women’s Resource Center present programs throughout the year in classes, residence halls and student organizations. Programs on sexual assault occur at least once each semester in all residence halls and the topic is addressed at freshman orientation.

If a sexual offense should occur, the victim should take the following actions:

• Go to a safe place.
• Call the campus police if the incident occurred on campus; call the local police if it occurred off campus. The police will then contact the Counseling and Student Development Center.
• Contact a friend or family member.
• Do not bathe or douche.
• Do not urinate, if possible.
• Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
• Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
• Get prompt medical attention.
• Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim’s home, the victim should not clean or straighten until the police have had an opportunity to collect evidence.
• Tell someone all details remembered about the assault.
• Write down all details remembered as soon as possible.

Once an incident is reported to the Counseling and Student Development Center, a professional staff member will be assigned to work with the victim in deciding whether or not to pursue legal action and in connecting with local programs and agencies, such as Citizens Against Sexual Assault and the Victim/Witness Assistance Program. The treating professional will also assist the victim in making any necessary changes in academic program or living situation.

Following an incident, victims are encouraged to make a report to campus or local police. This action does not obligate prosecution, but it does make legal action possible if the decision to pros-
within its community, students and employees themselves must take responsibility for their own personal safety and that of their neighbors.

The Individual's Responsibility

Although JMU works hard to ensure the safety of all individuals within its community, students and employees themselves must take responsibility for their own personal safety and that of their neighbors. Personal safety measures include:

1. **Stay Alert**: Be aware of your surroundings, especially in unfamiliar areas.
2. **Lock Your Doors**: Keep your room doors locked at all times and should never prop open external doors. All guests in the halls should be escorted by a resident at all times. Any harassing or obscene phone calls should be reported to hall staff or university police at once.
3. **Keep Your Belongings Safe**: Simple, common sense precautions are the most effective means of maintaining personal security. For example, although the JMU campus is well lighted and may appear safe, students walking across campus or to parking lots at night, whether male or female, should utilize university cadet and police escort services. Students living in residence halls should keep their room doors locked all times and should never prop open external doors.
4. **Be Prepared**: Have a plan in place for evacuation and be familiar with the quickest escape routes.
5. **Follow University Guidelines**: Follow the guidelines provided by the university for personal safety.
6. **Support Each Other**: Support each other in times of stress or crisis.
7. **Report Incidents**: Report any incidents to the appropriate authorities.

Further information about campus safety can be obtained from the student affairs office at (540) 568-6287 or from the director of public safety at (540) 568-6913.

**Resources for Support and Assistance**

- JMU Counseling and Student Development Center: 568-6552
- JMU Health Center: 568-6177
- JMU CARE: 568-6411
- JMU Women's Resource Center: 568-3407
- JMU Office of Public Safety: Emergency 568-6911
- JMU Judicial Officer: 568-6616
- Harrisonburg Police Department: Emergency 911 434-2545
- Rockingham County Sheriff: Emergency 911 564-3800
- Citizens Against Sexual Assault: 434-CASA

**Crime Statistics**

Since the mid-1970s, the JMU police department has submitted a report to the Virginia State Police's Uniform Crime Reporting Program on a monthly basis. Crime statistics for the most recent three-year period, including incidents reported to the state police, are listed below. These statistics also reflect incidents reported to the Harrisonburg Police from off-campus fraternities that were not included in JMU's UCRs.

<table>
<thead>
<tr>
<th>Incidents Reported</th>
<th>'94</th>
<th>'95</th>
<th>'96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Third Party Rapts</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Burglary</td>
<td>45</td>
<td>78</td>
<td>36</td>
</tr>
<tr>
<td>Larceny</td>
<td>175</td>
<td>112</td>
<td>150</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Acts of Intolerance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrests</td>
<td>'94</td>
<td>'95</td>
<td>'96</td>
</tr>
<tr>
<td>Drunk in Public</td>
<td>122</td>
<td>95</td>
<td>92</td>
</tr>
<tr>
<td>Driving Under the Influence</td>
<td>30</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>63</td>
<td>34</td>
<td>74</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>30</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Includes rape
2. Third-party reports were not tabulated in 1994 or 1995. In 1996 there were an additional seven third-party reports from off-campus housing.
3. Most are nonforceable entries involving petty thefts.
4. Does not include arrests for driving under the influence or public intoxication.

**XII. CONSTITUTION OF THE STAR 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 promote the ideals of this university, ensure unity through diversity, become the student voice to the faculty and administration, inform, educate, serve and represent the ideas, opinions and concerns of this student body 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, the secretary and the director of class government.

Section 1: Executive Council

A. Meetings

1. The Executive Council shall meet at the discretion of the president or by petition of four members.

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.

Section II: Student Senate

A. Eligibility

Any full-time undergraduate student of the university who has lived in residence must be eligible to hold office in the Student Senate, provided he/she has not incurred personal financial obligations to the Student Senate or the Student Government Association.

B. Qualifications

Once an individual is eligible, that individual shall meet the qualifications for student position.

C. Powers and Duties

1. He/she shall have the power to report on student issues and concerns.
2. Should any position be vacated, said position shall be assumed by the Student Senate, and the officer can be re-elected.

Section III: Student Government Association

A. Eligibility

Any full-time undergraduate student of the university who has lived in residence must be eligible to hold office in the Student Government Association, provided he/she has not incurred personal financial obligations to the Student Senate or the Student Government Association.
Section 2: President

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

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 4: 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 bimonthly 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 $1,000 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 5: Secretary

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

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

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

Section 6: Director of Class Government

A. Eligibility
Any full-time student of James Madison University who, prior to the appointment date, has completed one full semester at JMU and is in good standing shall be eligible for appointment as director of class government by present-day executive council and the executive council elect.

B. Qualification
Once appointed to office, the director of class government must maintain his/her academic good standing.

C. Powers and Duties
1. Oversee the class officers of each class.
2. Be a nonvoting consultant of the executive council.
3. Report issues brought up in class council to the senate.
4. Meet with class presidents to decide on goals and objectives for each class.
5. Organize class elections.
6. Conduct informational meetings for those interested in running for class officers.
7. The director of class government shall come up with class officer rules for the class government. These rules must be passed by a majority of the class officers.
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, and at-large senators.
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 shall be appointed by the Internal Affairs Committee, with Executive Council and Senate approval.
3. The chairperson pro tempore shall give monthly reports to the Student Senate, which shall evaluate the work of the Student Senate committees.
4. The chairperson pro tempore shall be responsible for requisitioning a hall in which to hold the weekly Student Senate meetings.
5. The chairperson pro tempore, along with the Executive Council, shall appoint student representatives.
6. The chairperson pro tempore shall attend all Executive Council meetings, and shall serve as a nonvoting ex-officio member, except in the instance of a tie. This vote should reflect the voice of the Student Senate.

Article IV. Class Government

The class government shall be composed of a president, vice president, treasurer, and secretary for each of the four respective classes. Class councils shall serve as organizing bodies for class activities and shall be composed of all of the members of the particular class that it represents.

Section 1: Class Officers
A. Eligibility
Any full-time, undergraduate student of James Madison University may be elected to a class officer position for his/her respective class.
B. Duties of the Class President
1. Preside over and plan class council meetings.
2. Serve as the representative of his/her respective class at all functions that require attendance.
3. Coordinate all activities and functions within the respective class.
4. Represent class views by becoming a voting senator at-large and may draft bills from their respective class regarding issues directly affecting them.
5. Report activities of class council to senate on a periodic basis.
C. Duties of the Vice president
1. Preside over class council meetings in president's absence.
2. Assume the office of president if that officer vacates the office.
3. Assist the president in the planning and facilitation of class activities.
4. Serve as student representative.
5. Must sit on at least one senate committee.
D. Duties of Secretary
1. Keep an accurate attendance record of class council meetings.
2. Record the minutes of class council meetings.
3. Post a copy of the minutes in the SGA office.
4. Handle all correspondence.
E. Duties of the Treasurer
1. Handle all monetary transactions and keep accurate record of all transactions for the respective classes.
2. Give spending reports to the DCG and SGA treasurer.

Article V. 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.
Article VI. 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 4: Powers and Duties
1. He/she shall be responsible for maintaining and updating SGA's web page.

Article VII. 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
A. The Executive Council, along with the chairperson pro tempore of the Student Senate, shall interview and select for the position of student representative.
B. The class vice presidents shall serve as representatives.

Section 4: Duties and Powers
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 VIII. Webmaster
Section 1: Eligibility
Any degree-seeking student enrolled at James Madison University in good standing with the university and with mastery of the Internet and the World Wide Web system shall be eligible for appointment as Student Government Association webmaster. The webmaster shall not be a member of the executive council.

Section 2: Qualifications
Once appointed to the office, the webmaster must maintain his/her academic good standing.

Section 3: Selection
The Executive Council shall interview and select a nominee for the position of webmaster for the Student Senate approval within one week after the senate convenes.

Section 4: Powers and Duties
1. 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.
2. He/she shall serve as a nonvoting, ex-officio member of the Internal Affairs Committee.
3. He/she shall conduct parliamentary workshops at the beginning of each semester.
4. He/she shall rule on the constitutionality of all issues that might arise during the Student Government Association meetings.
5. He/she shall be responsible for making constitutional changes passed by the Student Senate and the Executive Council.

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 of all the charges and specifications against him/her.
e. The accused Executive Council officer, senator or chairperson pro tempore shall be given at least two weeks to prepare his/her defense.
2. Trial
a. A petition of impeachment shall be drawn up by the committee and copies made available to all members immediately prior to the trial.
b. The Student Senate shall try the accused Executive Council officer, senator or 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 IX. Advisers
The Executive Council shall elect one adviser to the Student Government Association contingent upon Student Senate approval. This adviser shall be selected at large.

Article X. 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, Minor and Class Elections

A. The student membership shall elect, during a major election, the Executive Council of the Student Government Association.
B. The student membership shall elect, during the minor elections, the senators of the Student Government Association and the class officers.
C. The major elections shall be held on the third Wednesday after spring break. The minor elections shall be held the third Tuesday after the fall semester begins.
D. Newly-elected officers will serve as nonvoting, 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
   • All appeals must be presented in writing to the chairperson of the Campus Elections Committee within 24 hours after the official announcement of results.
   • The decision of the Campus Elections Committee to either accept or deny the appeal may be appealed to the Elections Appeals Committee.

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
   • All appeals must be presented in writing to the president within 24 hours after the official announcement of results.
   • The decision of the president to accept or deny the appeal may be appealed to the Elections Appeals Committee.

C. Run-Off Election

1. Major
   • 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.
   • The Campus Elections Committee has complete authority over all issues involving this election.
2. Minor
   • Only in the case of a tie of the top two candidates will a run-off in a minor election be held.
   • 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 pres-ident 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 Greek Row among themselves; making each Greek 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.
7. Hillside residence halls - one senator for every hall.
8. Blue Ridge residence hall - one senator.
Article III. Senate Committees

Section 1: Organization
1. The chairperson pro tempore is responsible for seeing that senators are appointed to the senate committees.
2. 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
   - He/she shall be responsible for calling all meetings at the most convenient times for all committee members.
   - He/she shall be responsible for seeing that all work assigned to his/her committee is completed within a reasonable amount of time.
   - He/she shall make weekly progress reports to the Student Senate on all work assigned to his/her committee.
   - 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.
   - All committee chairpersons shall meet together with the executive council at least twice a month.
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 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
   1. Matters concerning nonacademic areas of student concern shall be assigned to this committee.
   2. The membership of the special advisory committees (postal office, retail services, JAC and Mr. Chips) shall be comprised of, but not limited to, several or all of the members of the student services 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.

G. Multicultural Awareness Committee
   1. Matters concerning multicultural issues shall be assigned to this committee.
   2. This committee is responsible for seeing that there is extra emphasis and attention paid to issues that concern the JMU community diversity and differences.

Article IV. Student Government Association Committees

Section 1: Finance Committee
A. The membership of this committee shall consist of two commuter senators, two resident hall senators, three students selected at large and the director of the university center, who will serve in a nonvoting, 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. Finance matters concerning the financing of student government association shall be assigned to this committee and voted on by the committee and student senate in a way consistent with the already determined criteria, which shall be read as follows:
   - Each group must be a recognized JMU organization and be chartered with a constitution and in good standing with the madison leadership center. Organizations less than four months old are not eligible for contingency account funding.
   - Each group's request must be read as a proposal in the SGA and receive a "second" by a senator. Before submittal of any proposal, the requester must meet with a member of senate. The proposal will then be referred to the finance committee for consideration and recommendation. The requesting group will be notified of the finance meeting time by the chairperson of the finance 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, and the committee chairperson.

B. The chairperson of this committee shall be elected by the committee as a whole.

C. Responsibilities

• 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 shall be the function of the committee to lobby on these goals.

• 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.

• This committee shall monitor the votes of delegates on issues of interest to students who attend Virginia schools generally.

• This committee shall, contingent upon approval by the Student Senate and Executive Council, lobby delegates to support or oppose legislation concerning James Madison University students in particular or Virginia students in general as specifically charged by the senate.

• 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.

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

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

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, and the committee chairperson.

B. The chairperson of this committee shall be elected by the committee as a whole.

• The chairperson shall report to the Student Senate and the Executive Council all activities of the committee.

• The chairperson shall serve as the Student Government Association representative to the Virginia Student Association.

• The chairperson shall also represent the Student Government Association, contingent upon the approval of the Student Senate and the Executive Council, to other organizations concerning matters relevant to the James Madison University population.

C. Responsibilities

• The aforementioned criteria may be dispossessed only by the Finance Committee chairperson and/or SGA treasurer.
Article V. Student Government Association Chartered Organizations

Section 1: Inter-Hall Council
A. The Inter-Hall Council shall consist of all individual hall council presidents. The Executive Council liaison for Inter-Hall Council shall be an ex-officio member of 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 the University Center, 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.
B. The Finance Committee of the Student Government Association will hold budget hearings for all recognized student groups seeking funds.
C. The Finance Committee of the Student Government Association will draft budget recommendations when the budget hearings are completed for presentation to the Student Senate and Executive Council. The Advisory Committee as per A supports the funding policy of the Student Government Association. The philosophy states the Student Government Association grants priority funding of the University Program Board, The 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.

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

B. Additional Stipend
- The president shall receive an annual stipend of $1,000.
- The vice president shall receive an annual stipend of $800.
- The treasurer shall receive an annual stipend of $700.
- The secretary shall receive an annual stipend of $600.
- The director of class government shall receive an annual scholarship of $1,300.

Section 3: Other Salaries
A. The chairperson pro tempore shall receive an annual scholarship of $1,000.
B. The parliamentarian shall receive an annual scholarship of $250.
C. The student judicial coordinator shall receive an annual scholarship of $900.
D. The SGA Booksale chair (fall/spring) shall receive an annual scholarship of $150.
E. The SGA Major Elections chair shall receive a scholarship of $150.
F. The class presidents shall receive an annual scholarship of $150.
G. The webmaster shall receive an annual scholarship of $400.
H. 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.
E. If a Bill of Opinion should be amended by the senate, the amended bill must be accompanied with the signatures of 200 full-time undergraduate students and be posted for one week before receiving consideration by the Student Senate.

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.